

ADMINISTRATIVE SUPPORT
ST. PAUL'S UNITED CHURCH, TISDALE, SK

- Permanent part-time position
- Nine (9) hours per week at \$14.00/hour; 9:00 a.m. -1200 p.m. (noon) on Tuesday, Wednesday, and Thursday. These hours can be increased as necessary in consultation with the Ministry and Personnel Committee and as approved by the Board.

Skills Required

- Proficiency in word processing (Microsoft Word; Windows; Excel)

Duties

- Help to create a welcoming and helpful atmosphere in the church
- Keep and revise church records (Directory, Historic Roll, Funeral Records, Baptismal/Confirmation)
- Photocopy the bulletins for church services
- Prepare and photocopy monthly calendar and announcements
- Prepare the detailed annual United Church of Canada church report with finance personnel
- Count the weekly offering with another member of the congregation
- Work with financial personnel/contracted provider as necessary
- Answer phone and relay messages
- Monitor answering machine and fax for messages
- Book church facilities for weddings, funerals and meetings in consultation with the minister or others
- Service copier and change toner as required
- Collect mail, sort or send
- Address envelopes for cheques to pay bills
- Send thank you letters and tax receipts for memorial donations
- Respond to informational needs and requests from Presbytery, Conference and Head Office
- Provide secretarial duties for the minister as required
- Maintain a church key list and monitor location of church keys – keep a list of contact people posted in the church window
- Notify appropriate committees regarding special events as early as possible
- Keep bulletin board clear of outdated items
- Have envelopes stamped with offering numbers available when requested
- Keep current month calendar in foyer
- Assist with newsletter

Revision dated February 6, 2013