



ST. SIMON'S CHURCH, NORTH VANCOUVER

P.O. Box 9, 114 -1151 Mt. Seymour Road, North Vancouver, BC V7H 2Y4

Office Phone: (604) 929-1613

Web: www.stsimonschurch.ca

Email: stsimonschurch@yahoo.ca

June 1, 2022

POSITION TITLE

CHURCH ADMINISTRATOR

POSITION SUMMARY

St. Simon's Church North Vancouver is aligned with the Anglican Network in Canada (ANiC). We are seeking a part-time Church Administrator to provide administrative support services and help ensure the smooth and efficient operation of St. Simon's Church. This position reports to the Rector.

JOB RESPONSIBILITIES

Administrative:

- Maintain correspondence and filings.
- Respond to correspondence and telephone messages.
- Pick up and distribute mail.
- Prepare bank deposit slips for Sunday offertory and other income received by St. Simon's Church. Make bank deposit.
- Forward copies of Offertory Report, Deposit Sheet and Petty Cash Report to Bookkeeper.
- Gather and submit information to ANiC and ACNA for annual reports.
- Prepare, print and distribute the Annual General Meeting Report and other reports as required.
- Maintain St. Simon's Church phone list and membership list.
- Capture statistics related to weekly and other services.
- Maintain St. Simon's Church website (e.g. post items related to upcoming and current events) as directed by the Rector.
- Liaise with Kenneth Gordon Maplewood School (KGMS) staff, St. Simon's Church audio/visual technician and bookkeeper as required.
- Purchase supplies for the office, the Church and for the Rector (e.g. paper, stamps, special bulletin covers, baptismal, marriage and confirmation certificates, baptismal candles, palm crosses, communion wine).
- Photocopy and print items as required.
- Maintain calendar for booking events.

Sunday Service Preparations:

- Prepare and print weekly bulletin and inserts.
- Prepare Easy Worship files for use in services.

JOB REQUIREMENTS

- Practicing Christian.
- General knowledge of Anglican services and Liturgy.

- Strong communication and people skills.
- Competent in Microsoft Office Suite of products (Word, Excel and PowerPoint).
- Understanding of concepts related to maintaining web site content.
- Experience with Easy Worship software an asset.

EMPLOYMENT

- Approximately 50 hours per month (12 hours per week).
- Hours and days of work are flexible to suit Rector and successful candidate.

COMPENSATION AND BENEFITS

- \$1,000 per month.
- Four weeks paid vacation to be coordinated with Rector (typically two weeks during the summer, one week between Christmas and New Year's Day and one week following Holy Week).