



UPC Community Church
Community, Compassion, Hope
A soft place to land
Marty Molengraaf, Minister

UPC Community Church (upc.community)

UPC Community Church is a “small strong” congregation that worships in the heart of a Unionville residential area. It recently celebrated its 34th anniversary, plus the first anniversary of its Mandarin ministry.

We are a community of people bound together by belief in Jesus Christ as Lord and Saviour. We are a family of people who embrace a fully inclusive community regardless of race, gender or sexual orientation. We are all equal in God’s eyes.

UPC is a caring faith community, always looking for ways to help others in our community and around the world.

Position: Church Administrator of UPC Community Church

- UPC is searching for a permanent part-time church administrator, to replace our retiring administrator
- paid part-time position – approx 20 hours per weekday week
- set hours per weekday – to be determined with the successful candidate

Position Objective

- able to demonstrate the mission of the congregation to the community
- effectively manage the administration of the church functions
- coordinate communication among all of the church groups
- create the materials used in the Sunday service
- manage all aspects of the “renting of church space” program

Qualifications

- excellent communications skills, including maintaining confidentiality
- organized, efficient, multi-tasker, calm
- experience providing front-line service to a diverse community
- computer-literate, and strong in Microsoft Outlook, Word, Excel, PowerPoint
- excellent spoken and written English. Mandarin-speaking an asset

Ongoing administrative support of the ministerial team

Communication

- Provide effective & timely communication to the congregation and extended community:
 - email a “weekly update” to congregation with service information, and timely information on special events, including communion dates
 - create weekly bulletins & input Powerpoint slides for worship services
 - compile & publish congregational directories
 - compile & publish Annual Report based on reports received via Clerk of Session
 - input website updates and publish newsletters
 - maintain e-calendar linked through website
 - support team activities/events (ads, flyers, sign-up sheets, etc.)
 - update & refresh bulletin boards

- Handle/direct all forms of incoming communication and route to relevant person

Management of On-going Tenants & Occasional Renters

- screen initial enquiries, negotiate terms & complete Building Use Agreements
- receive & track payments from renters
- maintain relationships to ensure mutual interests are served
- schedule & monitor community use of building facilities ensuring smooth integration with UPC needs and scheduled activities
- assist couples with wedding bookings

Facilities Management

- ensure service of photocopier as required
- liaise with janitorial services, coordinating with building use schedule
- ensure office and housekeeping supplies are in stock and purchase when needed. This will include kitchen items such as coffee, tea and sugar. Purchasing by the administrative assistant should be limited to non-perishable items.
- Scheduled inspections for Fire & Safety inspection / furnace / air conditioning
- Schedule bi-monthly pest control contract allows for inspections
- Schedule annual Health Inspections
- Verify the check sheet by the defibrillator to ensure it has been checked on a weekly basis.
- Complete insurance renewal questionnaire and review policy for changes in coverage and cost

Finance Support

- ensure invoices are accurate, approved, paid
- order offering envelopes yearly

General

- Greet and welcome visitors, field enquiries, answer and field telephone calls
- order worship supplies from Parasource (bulletins, communion cups other worship supplies as needed, annual report covers)
- keep recorded telephone message fresh and up to date
- maintain up to date congregational list (inform Env. Secretary of additions/changes)
- Order lunches for Bible Study group & coordinate rides for attendees
- Support ESL leaders – ie: photocopying, tracking numbers
- Registration and coordination of events
 - i. Summer camp – including applying for special insurance riders
 - ii. Special congregation educational and or spiritual programs
 - iii. Community events held at UPC – eg. Voices of Markham and Markham Association of Community Champions
 - iv. Presbytery events including occasional presbytery meetings
- Updating of the digital sign
 - v. The digital sign is a window through which the community views UPC
 - vi. Messages must be concise but effective
 - vii. Updating should be done regularly especially as more and more community partners use the facility
- Coordinate food donations for delivery to Food Bank or Evangel Hall
- Coordinate lost items and try to connect with owners of those items

September 2018