



# The United Church of Canada Position Description

for submission to the JEC

Signature: \_\_\_\_\_

(GCO/CES/EM/EO)

<b>Position Title:</b> Administrative Assistant - South West Presbytery Office	<b>Job Code:</b> TOR24
<b>Reports To Position:</b> Finance and Property Administrator	<b>Job Code:</b> TOR20
<b>Unit/Section:</b> Toronto Conference	<b>Date Prepared:</b> March 2009

## Purpose:

Toronto Conference of The United Church of Canada is seeking Administrative Assistants to work in each of the four Presbytery Offices. The four office locations are as follows:

- Southwest Presbytery Office, Toronto Conference Office (Jane/Wilson) in Downsview
- Southeast Presbytery Office is located at 963 Pharmacy Avenue in Scarborough.
- Northwest Presbytery Office is located in St. John's United Church, 56 Victoria St E. in Alliston.
- Northeast Presbytery Office located in the former Guthrie United Church (in the township in Oro-Medonte, off of Hwy 11 between Barrie and Orillia).

Toronto Conference relates to the General Council and its Units, four Presbyteries including more than 250 Pastoral Charges, over 600 Ministry Personnel, and several hundred volunteers.

In supporting Toronto Conference, the Administrative Assistant for the Presbytery has a wide diversity of tasks. As a member of the Toronto Conference staff group s/he will provide support to assist the functioning of the Presbytery and provide support to the Conference Ministers deployed to the Presbytery. S/he will work closely with the volunteer Presbytery Secretary who is a signing officer of the Presbytery.

## Context

The Conference offices, as part of the wider church, are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation. The General Council offices support the ministry and mission of the congregations, presbyteries, mission units and Conferences and are the national expression of The United Church of Canada, working ecumenically and in global partnership, faithfully, collaboratively, and effectively.

Toronto Conference supports Congregations, Pastoral Charges, Outreach Ministries and Presbyteries in partnership with Toronto United Church Council and General Council. As part of the wider church, we are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation.

The vision of restructuring sees Toronto Conference as an instrument for the empowerment and animation of our various ministries, seeking to focus on Christ's mission. In light of this, the work of most Conference staff will be carried out within the Presbyteries of Toronto Conference and their Pastoral Charges and Outreach Ministries. A central office will support the Conference's administrative functions.

Toronto Conference is characterized by significant diversity ranging from urban to rural, and influenced by multicultural and intercultural realities. Experience within the membership of the congregations in the Conference varies widely, and theological perspectives are sophisticated and diverse. Tension exists between areas of high growth and opportunity and areas inclined toward amalgamations and church closings. There is much opportunity for vital and creative ministry within the Conference.

**Reporting Relationships:**

This is one of 14 positions accountable to the Conference through the Conference's Executive Secretary.

- Executive Assistant
- Finance and Property Administrator
- Up to eight Presbytery-deployed Conference ministers
- Four Presbytery-deployed administrative staff

**Specific Outcomes or Key Functions:**

- Be the first contact with Presbytery, Pastoral Charges and public;
- Communicate effectively with volunteers and Ministry Personnel as required; by telephone, fax, e-mail or other written communication;
- Assist the functioning of the Presbytery (60% of position):
  - In the area of Presbytery meetings, the assistant will provide the following support functions:
    - Preparation and distribution of notice of Presbytery meetings, draft minutes, correspondence lists, agendas, and any other items needed for Decision-making by regular mail or e-mail.
    - Send a form letter to the host church advising the congregation of its hosting responsibilities.
    - Update the attendance lists and organize the nametags in alphabetical order. Record regrets received by telephone and/or e-mail before the meeting.
    - Prepare a template for the minutes, using the agenda as a reference. Committees may have drafts of the motions to be presented before the meeting.
    - Prepare new nametags and Presbytery handbooks for new presbyters, address and other information changes etc. as required.
    - Consult Presbytery Executive and committee chairs to determine meeting locations and frequency and business to be conducted
    - Book space for meetings
    - Prepare the letters required to notify congregations, Ministry Personnel and the other Courts of the church of actions completed at the meeting.
    - Follow up on outstanding statistical forms
    - Maintain Opinions and Rulings binder
    - Support Presbytery Committees
    - Confirm Liability insurance each year
  - In the area of Ministry and Employment Policies and Services (MEPS) forms:
    - Copy, distribute and file signed forms;
    - Ensure Admissions/readmissions list is confirmed by Presbytery;
    - Inform Conference of Retirees.
  - Conference Annual Meeting – Assist volunteer Presbytery Secretary with Conference annual meeting tasks which include but are not limited to:
    - Children, Young Teens and Youth Programs;
    - Retirees and Obituaries;
    - Scrutineers;
    - Registration;
    - Confirm Lay members at Annual Meeting and provide a list of those elected to the Conference office;
    - Minutes Book to Conference for review;
    - Be available to attend annual meeting if required;
    - See general secretarial duties below.

**Specific Outcomes or Key Functions cont'd:**

- Assistant to Conference ministers: (30% of position)
  - See general secretarial duties below.
- Member of the Staff group (10% of position)
  - Be a member of the Toronto Conference staff group:
    - attend staff meetings;
    - deal with emergent issues in a cooperative manner with other staff members as the need arises;
    - accept other tasks as assigned from time to time.
- General secretarial duties for all functions:
  - prepare draft minutes and/or distribute completed minutes of committees and sub-committees by most appropriate method (s);
  - communicate effectively and follow up with volunteers and Ministry Personnel as required;
  - maintain committee files; assisting in purging and shredding as appropriate;
  - schedule meeting rooms and arrange for set up and tear-down;
  - update database continually;
  - answer the telephone, screen calls, respond to general inquiries in a pleasant and friendly manner;
  - answer more detailed questions with information and referrals, and channel calls to appropriate person;
  - general correspondence and mailings;
  - draft, edit, and format documents;
  - assist with preparation and follow-up of workshops and events, e.g. develop posters and flyers, communicate with resource persons, organize mailings, prepare handouts, prepare name tags, tabulate evaluation and feedback, request participants lists and provide regrets lists;
  - as appropriate, creating reports from the database related to the areas of responsibility;
  - mail resources or provide ordering information (forms, handbooks, brochures, etc.) as appropriate;
  - monitor and maintain supply of resource materials;
  - distribute documents by most appropriate means (mail, fax, e-mail);
  - maintain office and order supplies, as necessary.

**Qualifications/Education/Competencies/Experience:**

The requirements listed below are representative of the knowledge, skill, education, experience and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 3-5 years experience in an administrative role;
- Highly developed verbal and written communication skills together with excellent diplomatic skills, and be able to communicate effectively in both verbal and written form;
- Strong planning and organizational skills, priority setting and effective use and management of time are required together with an openness to change (in both personnel and work) and new challenges;
- An ability to work under periodic pressure, meet deadlines and complete multiple tasks/assignments on time with minimal supervision is required;
- Flexibility to switch easily from one task to another as needed due to the wide variety of tasks/duties involved;
- High level of competence with Microsoft Office products (Outlook, Word, Excel, PowerPoint) and internet applications together with a keen eye for detail are required;
- A great deal of the information can be confidential, and confidentiality must be maintained;

**Qualifications/Education/Competencies/Experience cont'd:**

- S/he must have a pleasant personality, and be able to relate well with those on the staff, with volunteers who come to the office, and with members of the public who may call or drop into the office;
- The relationships of the Conference and its Presbyteries and the portfolios being served are policy-oriented and highly complex; good judgment is required;
- There is an expectation that all individuals be treated with respect;
- Ability to take minutes at meetings would be considered an asset;
- A working knowledge of The United Church of Canada, its structures and ethos is a major asset to this position.

**Working Conditions:**

This position functions from one of the Toronto Conference Presbytery offices under normal office working conditions. Attendance at evening and weekend meetings is occasional, with some driving expected.

**SIGNATURE BLOCK**

_____	_____
Immediate Supervisor/Manager	Date
_____	_____
Unit/Conference Leader (GCM/CES/EM/EO)	Date
_____	_____
Human Resources	Date