



Job Title:	Administrator
Status:	Part-Time
Time Required:	Negotiable but could work 25-30 Hours per week
Supervisor Title:	Senior Pastor
Date Prepared/Revised:	March 17, 2023
Start Date:	May 1, 2023

i. Vision of the Christ Church Toronto Administrator Position

Christ Church Toronto's vision is to be a church in the east end overflowing with the type of disciples that will make a lasting impact for Jesus Christ on our neighbourhood, city, province and world. As this vision becomes more of a reality, we need someone who can keep our church and staff organized and moving forward with greater clarity.

ii. Job Description

The CCT Administrator will oversee the administrative needs of all activities of our church.

General Administration

- Create and print weekly bulletins
- Properly deposit and receipt physical and electronic donations
- Run monthly payroll
- Work with the bookkeeper and finances team to ensure finances data is accurate and up to date
- Manage bank accounts
- Handle volunteer and staff reimbursements
- Serve as point of contact for all vendors (Insurance, rental, etc.)
- Update and maintain office policies and procedures

General Organization

- Oversee the office and order office supplies as needed
- Manage church wide calendar
- Assist pastor in setting up productive staff meetings and disseminate minutes and action items after each meeting
- Ensure Sunday volunteers are scheduled in advance
- Coordinate with volunteers and order supplies for Sunday worship
- Oversee adding new hires to our digital systems (Email, Planning Centre, Etc.)

Communication

- Aggregate and send church weekly newsletter

- Ensure the website has up to date communication
- Work with elders, deacons and staff to produce annual reports for the church

General Assistance to the Senior Pastor

- Assist Senior Pastor with email and scheduling as needed
- Other duties and responsibilities as assigned

Staff Involvement

- Participate in staff meetings when available
- Participate in staff development when available

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your family second and the ministry third.
- Be loyal to the vision and staff of Christ Church Toronto and protect the unity of the church.
- Invest and invite the lost to know Jesus and come to Christ Church Toronto

iii. Qualifications / Experience:

- Must be a member in good standing of a church (it is not necessary that you attend Christ Church Toronto)
- Must have strong computer skills (Microsoft Office, Google Suite, iWork, Slack)
- Willingness to learn new computer programs (Planning Centre, Expensify)
- Must be proficiency in the use of standard office tools (copy machine, etc.)
- Must be organized
- Must have excellent command of English composition and punctuation
- Must be trustworthy with confidential information
- Must be willing to be in office at least once a week (Danforth / Woodbine)

iv. Evaluation

After 3 months, the position will be evaluated by the Senior Pastor and the Administrative Assistant. During the evaluation the job description will be reviewed, altered and given clarity as needed.

v. Salary and Benefits

Hours and Salary are negotiable and will be commensurate with experience. 2 weeks paid vacation. No benefits can be offered for this position at this time.

The payment will be re-evaluated at the 3 month review.

vi. To Apply

Please send resume and cover letter to info@christchurchtoronto.ca.