

# Ministry Administrator

## Job Description

**Start Date:** As soon as Possible

**Employment Type:** Permanent, Full-time, 35 hours/wk

**Reports to:** Sr. Associate Pastor

Due to the nature of the position, the Ministry Administrator will come into contact with sensitive and confidential information. As such, confidentiality and trustworthiness is of utmost importance. All full-time employees are eligible for benefits and pension in accordance with the standards of the Canadian Midwest District of The Alliance Canada. *We will give hiring preference to applicants who attend Morden Alliance Church (MAC), that said, attendance at MAC is not a mandatory requirement.*

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## Summary

Morden Alliance Church is seeking a Ministry Administrator (MA) to support the various pastors and ministries of the church. The Ministry Administrator position (MA) is unique in that it is not just an "office employee" position, rather a ministry support position which means that qualifications such as spiritual vitality and regular church attendance are considered essential to the role.

The MA is responsible for a variety of tasks ranging from updating our church database and managing our project management software to basic secretarial duties like answering email and phone calls. An aptitude for Microsoft office, Apple products and online tools such as Google Workspace, BaseCamp are considered an asset.

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## Qualifications

- A growing, vibrant relationship with Jesus Christ
- Strong biblical, moral and financial integrity and values
- Experience as an executive assistant or office manager preferred
- Excellent time and project management skills
- Superior communication skills
- Focused attention to detail
- An ability to work independently to solve problems
- Strong technical knowledge of online tools and software
- A heart for people
- Willingness and ability to support and promote The Alliance Canada Statement of Faith

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## Duties & Responsibilities

The responsibilities for this position will expand over time, with a growing focus on administrative tasks as you gain insights and familiarity with our systems and procedures by working alongside our current office admin. Your role will include noting any necessary

adjustments or improvements to enhance our team's overall efficiency. The MA will be responsible for accomplishing the following duties, listed in descending order of priority

### **Ministry Administration**

- Attend staff meetings and diligently record minutes, with proactive follow-up on assigned tasks and duties.
- Take the lead in managing the office-wide project management software, Basecamp.
- Assist pastoral staff with diverse weekly administrative tasks including but not limited to: Executive administration related to the Lead Pastor, taking of board minutes and related follow up, document printing, volunteer scheduling, data entry, etc.
- Maintain the Planning Center Online (PCO) database by keeping records current and organized.
- Handle onboarding of new volunteers ensuring all pertinent paperwork and volunteer applications are filled out. Tasks include: filing, updating, and organization of volunteer and child paperwork, ensuring volunteer police checks are in place etc.
- Assume the role of overseer for our Plan to Protect® (P2P) program, including record-keeping and regular updates, and planning annual volunteer P2P training sessions.
- Be the Staff point person overseeing the church Hospitality ministry volunteer teams (Greeters, Usher/Hosts, Café), managing their scheduling, training, and ensuring their readiness for Sunday morning hospitality service.

### **Communications**

- Follow the MAC Internal Communication guidelines and etiquette
- Manage church website, social media accounts, Church Center App, etc., ensuring that digital communication platforms are kept current and relevant in content and styling.
- Develop a process for promoting ministry-related events and church family news.
- Ensure posters/pamphlets, and displays in the church are current, appropriate, and clear before every church event.
- Liaise between Pastoral staff and volunteers/ministry leaders/outside organizations, as needed.
- Regular communications with Hospitality team leads, ensuring the teams have all they need for training, café supplies etc.

### **Office Management**

- Answer phone calls, return messages directed towards reception
- Manage email and inquiries sent to [office@mordenalliance.ca](mailto:office@mordenalliance.ca) and social media accounts
- Coordinating contracts for seasonal maintenance (lawn care, snow removal, HVAC, etc.)
- Schedule appointments for annual inspections (security, fire, hydro, health & safety, etc.)
- Liaise between Sr. Associate Pastor & custodian to develop maintenance tasks to be performed including maintaining inventory and ordering of cleaning supplies and other office items.
- Maintain staff kitchenette, ensuring it is stocked with supplies such as: Coffee, tea creamers, drinking water tanks are filled etc.)
- Work with Sr. Associate Pastor to oversee facility rental requests using the MAC facility rental handbook.

**To apply, please send your resume and cover letter, along with three references to [employment@mordenalliance.ca](mailto:employment@mordenalliance.ca)**

***We thank all candidates who apply, but only those selected for an interview will be contacted.***