

Church Administrator & Assistant to the Lead Pastor

Full-time. Position available immediately.

Heartland is a growing diverse church in the Mississauga area. We are prayerfully looking for a candidate who has a passion for cultivating a positive working relationship with the staff, congregation, and surrounding community. This individual will be a representative of the Lead Pastor to the congregation and community. This will require grace under pressure, the ability to manage multiple tasks and the willingness to joyfully embrace the vision and values of the greater church. This individual will report to the Lead Pastor.

A. General Responsibilities of all Staff

- To honour Christ in word & deed and model a theological, spiritual, and missional lifestyle
- To maintain and model a servant attitude
- Approach ministry with a teachable spirit and a collaborative mindset
- To attend and contribute to weekly staff meetings
- Any other responsibilities the Lead Pastor delegates

B. Assisting Lead Pastor

- Assisting Lead Pastor with meeting agendas, minutes, and prep for staff/board meetings
- Assisting Lead Pastor with administrative needs regarding capital projects
- Assisting Lead Pastor with various Board related administrative needs/projects
- Assisting the Lead Pastor in creating, maintaining, and updating policies
- Point person for Microsoft services including emails and managing access for our shared folder
- General assistance with various ministry tasks

C. Building Administration

- To diligently identify building needs (interior & exterior) and work with volunteers, staff and contractors to administer solutions in a timely fashion
- Maintain a list of members with construction/building related skill to assist with repairs, maintenance and future planning regarding the church building and exterior property
- Keeping a capital asset log (this will assist in preventative maintenance)
- Work with the Business Administrator in the area of accounts payable to ensure contractors and office related expenditures are paid through our online banking system

D. Office Administrative

- General receptionist duties; ie: answering phones, and the reception area clean and organized
- General office administration (printer, postage, phone systems, key/password logs etc...)
- Completing ACLR report for the PAOC & WOD
- Maintaining storage log to manage content and location of our physically stored items
- Managing of our church calendar via planning centre
- To assist with building rentals and communication with renters
- Counting and posting church offering in the Business Administrator's absence

E. Ministry & Membership Administrative

- Managing member and adherent info through our church management software, Planning Centre
- Keeping an up-to-date membership roll
- Assisting with Plan to Protect records, forms, vulnerable sector checks, etc...

Please forward resumes to fraz@achurchconnected.ca

Only candidates with whom we seek an interview will be contacted