

Dunedin North Anglican Parish
All Saints' North Dunedin, St. Martin's North East Valley, St. Thomas' Pinehill

JOB DESCRIPTION FOR ADMINISTRATOR

The Administrator will have excellent clerical skills and a practical understanding of the importance of being a support person to the Vicar. Able to work with parish clergy, other ministry leaders, Director of Music, parishioners and Vestry of Dunedin North Parish to ensure high quality of clerical support to the ministry of the parish.

Pay

The administrator will be paid a wage by Vestry at an hourly rate to be negotiated; this will be at least the living wage as defined at www.livingwage.org.nz

Place and hours of work

Place of work: Dunedin North Parish Office, All Saints' Hall, 786 A Cumberland St
Hours of work: 10 hours per week over 3 days between the hours of 9am and 5pm

1. Working relationships

- a. The Vestry (church committee)** is the employer. The church wardens are the chief lay officers of the Vestry and the parish.
- b. The Vicar:** The Administrator will be supervised by the vicar and be responsible to him for all aspects of the role. The vicar has overall responsibility for the liturgy and ministry of the church.
- c. The Priest Assistant:** The Administrator will support the work of the Priest Assistant (primarily at St. Martin's and St. Thomas's) as appropriate and as directed by the Vicar.
- d. The Treasurer:** The treasurer is the chief financial officer of the parish. The administrator will assist the Treasurer with bookkeeping tasks.
- e. The Cleaner:** The administrator will supervise the cleaner at All Saints, and will be responsible for oversight of their work, including signing the cleaner's timesheets.
- f. The Director of Music (DOM):** The administrator will collaborate with the DOM to ensure music is available (usually scanned and emailed) for the cantors/choirs and organists.
- g. Parishioners and volunteers:** The administrator will support the ministries of the parish and the personnel who perform them as directed by the Vicar. All Saints' Fruit & Veges will be given particular priority
- h. Tenants:** The administrator will work with Ministry of Social Development/Salvation Army, Selwyn College, Cornerstone congregation, the Guides, Alcoholics Anonymous, music teachers and all those who hire space at St. Martin's, St. Thomas's and All Saints', and with those who hire car parks at All Saints'.
- i. Diocesan office:** The administrator will communicate effectively and work in collaboration with the staff at the Diocesan Office- the headquarters of the Anglican Church in Otago & Southland.

2. Responsibilities include

- a. Secretarial duties:** Maintain meeting files and legal documents. The administrator will be responsible for the minutes of Vestry, Parish AGM and appointed sub committees as required. The administrator will manage Parish records, and in consultation with the wardens and vicar, will sort archives to be taken to the Hocken Library.

- b. Communications:** Updating the parish website weekly, answering emails to admin and Fruit & Veges email addresses, monitoring and updating Fruit & Veges Facebook page.
- c. Correspondence:** Inwards via PO Box (check PO Box), emails to be distributed to appropriate person. Outwards as requested by Vestry, vicar or subcommittees.
- d. Diocesan annual returns** co-ordinate the completion of these and ensure they are sent to the Diocesan Office in time.
- e. Compiling** of pewsheets/ orders of service with supervision from the vicar/priest assistant, printing and distributing for services.
- f. Compiling** the roster with the vicar/priest assistant and ensuring the rosters on the notice boards are up to date.
- g. Maintaining** supplies of: tea and coffee, communion wafers, cleaning supplies, candles, photocopying paper, photocopier related supplies, and other supplies as the need arises.
- h. Responsible** for hall/church bookings and monitoring of usage of the hall and church facilities and the flats. Car park lease, correspondence, check payments and record these.
- i. Ensure** compliance of tenants with the Deeds of Occupancy. To deal with minor issues that are not breaches of the Deed. To coordinate the yearly negotiations with the hall users.
- j. Administer** the key register for all parish buildings (St. Thomas's Church, St. Martin's Church, All Saints' Church, All Saints' Halls, All Saints' flats) and the unlocking and locking of the buildings in consultation with the vicar.
- k. Organise maintenance /repairs.** Organise the yearly maintenance of gas heaters, clearing of gutters, cleaning of hall carpets and electrical repairs. Obtain quotes for all other work and liaise with service providers to ensure the work is completed satisfactorily.
- l. Assist with accounting duties** – banking, invoicing hall users, managing carpark tenants, completing GST returns for All Saints Fruit & Veges, checking receivables invoices are correct and coded correctly.
- m. Other duties** as required from time to time by the Vicar, Vestry or Treasurer.

3. Ongoing education and training

The administrator will participate in training as opportunities become available and as agreed with Vestry.

4. General terms

- a)** The administrator shall ensure that there are adequate office supplies at all times and office equipment is in working order.
- b)** Dispute resolution – The decisions of the Vestry will be binding on all parties except where the dispute involves Vestry in which case a mediator at the cost of Vestry will be appointed by agreement of the disputing parties. If mediation does not resolve the issue then an arbitrator will be appointed by mutual agreement of the parties at the cost of Vestry. The arbitrator's decision will be final.

5. Appointment & Termination

The Administrator will be appointed by Vestry with the approval of the vicar. The appointment may be terminated with one month's written notice by either the Vestry or the administrator.

6. Review

Six monthly review.

January 2019.