

Schedule A

**The Life Centre
Terms and Conditions of Employment**

The following outlines the terms and conditions of employment with The Life Centre. The Life Centre reserves the right to change these terms and conditions as necessary, with due notice.

Title	<i>Administrative Assistant</i>
Initial Reporting Relationship	Reports firstly to the Lead Pastor and ultimately to the Spiritual Leadership Team (SLT)
Responsibilities	<p>It is expected that the Administrative Assistant (as well as SLT members and other TLC Staff) will seek the best interests of The Life Centre and its God-given mission, reflect a considerate, professional, and constructive posture in all relationships, and work effectively and efficiently to fulfill their ministry tasks.</p> <p>A copy of the Administrative Assistant description is attached as Schedule “B.”</p>
Essentials of Employment	<ol style="list-style-type: none"> 1. The Administrative Assistant is expected to be a committed disciple of Jesus and a regular attendee at The Life Centre. 2. The Administrative Assistant is expected to sign agreement with the MB Confession of Faith (Schedule “C”). 3. The Administrative Assistant is expected to pursue the TLC Lifestyle Expectations for Leaders (Schedule “D”). 4. The Administrative Assistant is expected to respect the Privacy/Confidentiality of all individuals associated with The Life Centre as per BC PIPA guidelines. 5. The Administrative Assistant will respect laws that ensure a workplace free of harassment. <p>Violations of any of the above expectations could lead to disciplinary action up to and including Termination for Just Cause.</p>
Salary	\$16.50/hour
Status	<i>Hourly Part Time—15 hours/week</i>
Start Date	<i>Continuing Employee</i>
End Date	There is no fixed term but an Administrative Assistant Review will take place at the completion of each three-year term. This review will be led by the SLT and involve an Administrative Assistant Self-Evaluation as well as input from the key parties as needed (e.g., Lead Pastor, SLT, Synergy Team, and Congregation). The purpose of the review is for more effective ministry for the Administrative Assistant and for TLC as a whole.

Hours of Work	The total of 15 hours/week are to be spent mostly in the TLC church office fulfilling administrative tasks and functioning as a receptionist as needed. The exact weekly work schedule will be determined in consultation with the Lead Pastor and they may vary depending on the needs of TLC.
Overtime	All overtime must be approved by the Lead Pastor ahead of time. In such cases, it would normally be expected that the Administrative Assistant would take extra hours off in lieu at some point in the following week(s). Only in cases where this is impossible will the overtime be paid out as an addition to wages.
Payroll Schedule	The Administrative Assistant wages divided into 24 installments (less required deductions) will be paid through direct deposit two times per month.
Vacation	The Administrative Assistant will be entitled to THREE (3) weeks of PAID vacation annually receiving their normal average wage for each week. These can be taken in groups of no more than TWO (2) at any one time with at least TWO (2) weeks between them. The vacation weeks must be taken at such times that are workable in the ministry life of The Life Centre and thus need to be approved by the Lead Pastor and the SLT Chair. Unused vacation time will not be paid out to the Employee except as required by the BC Employment Standards Act.
Benefits	This position is not eligible for participation in the Canadian MB Conference Benefit plan unless the role reaches at least 50% of Full-time. For employees beyond 50%, they are required to participate in The Life Centre's benefit plan and the cost of the required benefits will be split between the employee and The Life Centre at a ratio of 50/50.
Sick Leave & Compassionate Leave	The Administrative Assistant is entitled to a maximum of FIVE (5) paid days of Sick Leave each year. The Administrative Assistant is also entitled to up to FOUR (4) days per year for compassionate leave (illness or death of a close family member).
Travel & Hospitality	Any special travel or hospitality reimbursements need to be approved beforehand by the Lead Pastor. Receipts and travel records will be required for reimbursement.
Probationary Period	The Administrative Assistant will be in the Probationary Period for the initial THREE (3) months of employment during which the SLT will complete an initial Performance Review. During the Probationary Period, TLC could terminate employment for any reason and there are no further financial obligations except for providing the agreed upon salary during the months the employee served.
Policies and Standards	The Life Centre and the BC MB Conference have established a variety of policies and standards to ensure a safe working environment that reflects its values and mission and complies with BC Government standards. It is expected that the Administrative Assistant will agree to be bound by these policies and standards and any that are reasonably introduced in the future.

Changes to Duties and/or Compensation	If the Administrative Assistant duties or compensation should change during the course of employment with The Life Centre, the validity of this agreement will not be affected. In addition, if one or more of the provisions in the agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
Resignation	The Administrative Assistant will provide at least the minimum TWO (2) weeks notice of termination of the contract.
Termination	<p>According to the <i>BC Employment Standards Act</i>, after the end of the probationary period, The Life Centre (for budgetary or vision reasons) may terminate any employee by providing the employee with the minimum notice and/or equivalent cash payment. While these are the minimums allowed, The Life Centre will seek to provide as much notice as possible for any employment changes.</p> <p>In the event a temporary layoff is ever required, it may be implemented in accordance with the requirements of the <i>BC Employment Standards Act</i>.</p>

Schedule B
THE LIFE CENTRE
POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

REPORTS TO: Lead Pastor

POSITION PURPOSE:

The Administrative Assistant will assume the responsibilities of carrying out administrative tasks in support of the Pastoral Team and the Spiritual Leadership Team. The Administrative Assistant will work under the direction of the Lead Pastor.

The Administrative Assistant will:

- contribute to team unity by being friendly, caring and responsible, modeling a Christ-like service and will speak and act respectfully.
- respect confidences and boundaries of the responsibilities and expectations of this position.
- deal with others in a straightforward and honest manner, maintaining confidentiality and will be accountable for actions.
- keep financial matters private unless otherwise directed by the Spiritual Leadership or Lead Pastor.

ESSENTIAL FUNCTIONS AND BASIC DUTIES OF THE POSITION

- **Connecting with People** — greets all people in a friendly manner either by phone, email or in person. Ensure new comers are followed up, maintain an up-to-date TLC directory and NCOL data base, ensure those who are interested in baptism, church membership, joining a small group or engaging in some other ministry are tracked and followed up with.
- **Communication** — oversees church website, social media, weekly bulletin, and promotional brochures. Ensures people have the information they need to participate in the life and the activity of TLC. Prepare welcome and announcement slides for Sunday Worship presentation.
- **Calendar coordination** — ensure all the activities in the life of the church are well coordinated on the church calendar(s).
- **Facilities management** — oversees leasing and ownership arrangement, overall cleaning and care of all property and equipment.
- **Administrative support for the staff and synergy team** — attends staff meetings and synergy meetings. Record and distribute minutes and ensure action items are followed up. Assistance with recruiting and equipping key ministry volunteers.
- **Administrative support for the church** — ensure the annual report is prepared, maintain corporate minute book, file annual reports to the government. Assist the archivist with maintaining and filing all TLC vital documents. Receive, sort, respond and/or redirect emails, letters, telephone calls enquires for TLC. File and process all TLC correspondence appropriately and maintain a filing system for TLC and all its ministries.
- **Financial oversight** — collect offering from counters at the end of each service. Deposit offering on Monday or Tuesday of the same week. Communicates budget developments and expenditures to the Ministry Team and Lead Pastor. Regular communication with Treasurer of The Life Centre providing appropriate information to keep the Treasurer aware of all financial developments. Download CAFT (direct deposit offerings) from website for processing (twice a month). Make additions / deletions to CAFT system (via instruction from Treasurer). Provide appropriate TLC financial data to allow the Bookkeeper to maintain all TLC financial statements.
- Assist in other duties deemed priority by the Lead Pastor.

CORE COMPETENCIES:

- Demonstrates spiritual vitality--a dynamic and reproducible walk with God
- Performs administrative and office support activities with excellence
- Demonstrates extensive software skills
- Demonstrates excellent writing skills.
- Demonstrates strong communication skills.
- Demonstrates the ability to pursue delegated tasks to completion in order to ensure progress to deadlines.
- Demonstrates initiative in a multi-tasking environment.

SPIRITUAL ASPIRATIONS: (a person who is growing dynamically...)

-
1. Lives life out of a commitment to knowing, loving and following Jesus.
 2. Lives a spiritually, emotionally, physically and mentally healthy life.
 3. Has a consistent devotional life of prayer, Bible study and meditation on God's Word.
 4. Has a deep love for people and a passion for reaching the lost for Christ.
 5. Lives a yielded and empowered life through being filled by the Holy Spirit.
 6. Is dedicated to family, exhibiting wisdom in balancing family and ministry.
 7. Demonstrates a clear understanding of God's call for ministry.
 8. Has a heart for empowering and equipping the ministry potential of the people of TLC.
-

PERFORMANCE MEASURES:

Short term monitoring and measuring is the responsibility of the Lead Pastor while longer term reviews will be conducted by the SLT by means of metrics developed by the SLT.

1. The reception, administrative, and financial duties are being fulfilled with competence and are done in a timely manner.
 2. The Administrative Assistant is fulfilling their responsibilities with a friendly and service oriented attitude.
 3. The Administrative Assistant is respecting the confidentiality of all stake holders as required.
-

QUALIFICATIONS:**EDUCATION:**

A completed Administrative Assistant Certificate and/or experience which demonstrates the required competencies. Preferred: Formal Bookkeeping certification and/or equivalent experience.

EXPERIENCE REQUIRED:

Preferred: Minimum 2 years in an Administrative Assistant role.

EXPECTATIONS:

- Understands, respects, and supports the mission of The Life Centre.
 - Is in agreement with the Mennonite Brethren Confession of Faith, The Life Centre's Beliefs and Core Values.
 - Is committed to being a regular attendee of The Life Centre.
-