

THE LIFE CENTRE CHURCH
32027 Peardonville Rd, Abbotsford, BC
www.tlccommunity.ca

Part-Time Administrative Assistant Position Description

The Life Centre is an intentionally inter-cultural church in the heart of west Abbotsford seeking a part-time Administrative Assistant who wants to be part of a vibrant ministry team. The person needs a heart for the local church and skills in administration, interacting with people, basic bookkeeping, and social media. This is a part-time paid position for 20 hours a week. Potential applicants should send their resume to Pastor Brian Stewart, at brian.thelifecentre@gmail.com.

POSITION TITLE: Administrative Assistant

HOURS OF WORK: 20 hours a week

WAGE: \$18/hour

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 ADMINISTRATION 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 newcomers are followed up with, maintain an up-to-date TLC directory, ensure those who are interested in baptism, church membership, joining a Life Group or engaging in some other ministry are followed up with.

- **Communication** — oversees church website, social media, and weekly newsletter. 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.
- **Front Door** – recruiting and coordinating volunteers for welcome desk and greeters. Overseeing supply of Connection Cards, offering envelopes, nametags and keeping the main sanctuary pews stocked.
- **Calendar coordination** — ensures all the activities in the life of the church are well coordinated on the church calendar(s).
- **Facilities management** — oversees leasing and ownership arrangement, and overall cleaning and care of all property and equipment. Ordering washroom/cleaning supplies
- **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** — ensures that the annual report is prepared and maintain and file all TLC vital documents. Receive, sort, respond and/or redirect emails, letters, telephone calls for TLC. File and process all TLC correspondence appropriately and maintain a filing system for TLC and all its ministries.
- **Financial oversight** —collects offering from counters at the end of each service and deposit offering in that 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 AFT (direct deposit offerings) from website for processing (twice a month). Make additions / deletions to AFT system (via instruction from Treasurer). Provide appropriate TLC financial data to allow the Bookkeeper to maintain all TLC financial statements. Gathers and compiles receipts of expenses by staff and leadership team. Writes cheques for reimbursements and monthly expenses. Coordinates with accountant to record all cheques that are written.
- 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 MESAURES: 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.