

ST. BARNABAS ANGLICAN CHURCH

Parish Administrator - Contract Position

Hours: Part-time 12 hours per week in office

Location: St. Barnabas Anglican Church

1010 5th Avenue, New Westminster, BC V3M 1Y5

Reports to: St. Barnabas Parish Priest and Wardens

Position Overview:

The Parish Administrator is responsible for the efficient and welcoming operation of the parish office. This role provides administrative, financial, and communications support to clergy and parish leadership, serves as the first point of contact for parishioners and the public, and helps ensure parish programs and services run smoothly. The Parish Administrator plays a key role in coordinating office systems, supporting volunteers, maintaining records, oversees hall and church rentals and fostering a warm, organized, and responsive parish environment. The Parish Administrator reports to the Parish Wardens and Priest.
This is an “in office” position.

Key Responsibilities:

Administrative Management

- **Records Maintenance:** Keeping accurate records of membership (electronic membership list and email list), baptisms, weddings, and committee meeting minutes.
- **Office Management:** Ordering supplies, managing inventory, and handling correspondence (phone, email, mail).

Operations & Facility Management

- **Facility Oversight:** Managing maintenance, security, cleaning, and scheduling, including coordinating contractors. Arranging Annual Fire & Safety and Health Authority inspections.

- **Liaise with renters**: recovery groups and our three major renters (Shiloh Fifth Avenue United Church, St. Barnabas Daycare, and Canada Mental Health Association).
- **Event Scheduling:** Maintaining the master calendar for meetings, services, and facility use. Manage rental bookings.
- **Liaise with New West Neighbourhood House:** Support use of the space for the neighbourhood house and integration with the community.
- **Policy Compliance:** Ensuring compliance with safety, security, and legal regulations.

Communications & HR

- **Internal/External Communications:** Creating and/or printing weekly bulletins, occasional newsletters/parish letters, and updating website/social media.

Key Skills & Qualifications

- Support Parish values (We are an Anglican Christian community supporting our neighbours and we welcome all who seek to grow in their faith).
- Attention to confidentiality
- Proficiency in office software (e.g., databases, spreadsheets).
- Strong organizational, interpersonal, and communication skills.
- Prior administrative experience preferred.
- Annual Review: An annual review of the position duties and incumbent performance will occur at the discretion of Parish Wardens.

Compensation Considerations

The Parish Administrator is an independent contractor position, not an employee of the Parish. A Criminal Records Check (Vulnerable Sector) and Diocesen Safe Church Training is required.

Compensation (based on experience) would be approximately $20 to $25 per hour x 12 hours per week.