



# 聖公會聖基道堂

## St. Christopher's Anglican Church

Richmond Hill Church      North York Church

### Job Posting

### Richmond Hill Church (RHC) Administrator

### 烈治文山堂幹事

Working Hours: 10-15 hours/week

(6.5 hours on Tuesdays and Thursdays, additional 2 hours at home if needed.)

Job Description:

#### 1 Clerical

- To act as a support staff for the pastoral staff in preparing ministry material, such as filing, some photocopying, mailing, English worship roster, and etc.
- Buy/receive office, cleaning and sacristy supply.
- Maintain and updating the digital street sign, bulletin boards (both the chapel & the main building)
- Update our website information.
- Set up Zoom video conferencing when needed.
- Prepare baptismal, godparents' card, confirmation, and wedding certificates.
- Maintain and record the register for baptism, funeral, confirmation, and marriage.
- Support staff to YEAH Club (outreach program in Richmond Hill Church)
  - Draft and post advertisement
  - Registration, sending reminders, setting up AV for presentation, chairs and tables, preparing the space and making sure the premises is cleaned up afterwards.
  - Attend YEAH Club committee meeting
- Support Mission HK Newcomer ministry, including collecting information from newcomers and coordinate the support to them.
- Will exchange work with North York Administrator, including preparing for weekly bulletin, be the church representative for our Outreach programs in North York Church, such as Line Dance Class, Tai Chi Class, and other interest classes.
- To act as a contact person with outside organizations using the facility.
- Coordinate the promotion of the church to the community

## 2 Property

- Ensure the church property is in good condition, clean and welcoming.
- Correspond with the RHC Janitor regarding his/her work.
- Co-ordinate, make contact, and supervise renovation and maintenance projects.
- Co-ordinate with existing and potential licensees, including acquiring certificate of insurance, preparing license agreement
- Dealing with internet, phone, photocopier service providers
- Attend Property Committee Meeting

## 3 Bookkeeping

- Assist the Treasurer to maintain accurate books on accounts payable and receivable, payroll, and monthly reconciliations.

## 4 Any other church related duties assigned by the Incumbent.

## 5 Qualifications

- Fluent in Cantonese and English, Mandarin will be an asset
- Proficient in using Microsoft office (Word, PowerPoint, Excel) and Quickbooks
- Typing in Chinese and English

Please submit resume to Churchwardens at [churchwarden@stchris.ca](mailto:churchwarden@stchris.ca).