



76 Anglesey Blvd, Etobicoke, M9A 3C1
416-231-2263 hvuc.ca

HVUC's Vision and Mission Statements and Commitments

Vision Statement

Our North Star

In the same way that Jesus embodies the divine dream for the world together
Humber Valley United Church is seeking to be a living expression of
justice, compassion, and belonging now and into the future.

Mission Statement

To worship God in a spirit of joy
To welcome all in a spirit of belonging
To care for one another and the world in a spirit of love

Commitments

To be a safe place in which everyone is welcome to participate in any or all aspects of church life wherever they
are in their faith journey.
To continue to be inclusive of people of all ages, sexual orientation and gender identities; racial, cultural, and
ethnic backgrounds; family configurations; abilities; and economic status.
To welcome all those who wish to attend, join, celebrate life passages, and participate in any worship services,
activities, events, and small group programs.

CHURCH ADMINISTRATOR

Tentative Start Date

Monday, February 2, 2026

Tenure

Full time: 40 hours per week.

Salary

Negotiable

Reporting

Position works with church staff and many volunteers, works with the Minister who is their direct Supervisor
and is accountable to the Ministry & Personnel Committee.

Summary

The Church Administrator provides a variety of administrative and communication functions at Humber Valley
United Church (HVUC). The Administrator is an integral part of a friendly, professional team responsible for

providing administrative support to the Minister, staff, the Board, the chairs of many committees and teams including volunteers, and support to on-site renters.

Responsibilities

Prepare a wide variety of church documentation such as Sunday bulletins, newsletters (KIT) and/or notices for worship services. Assist church volunteers in the creation of promotional and communication materials (including tickets) for church events, fundraisers, concerts, etc. Incorporate 55+ Program Guide links within KIT and Web.

Prepare and send out weekly eblasts, notices about deaths and funerals and special messages as directed by the Minister or the Board.

Assist with preparation of reports for Church Council and Annual Meetings.

Prepare PowerPoint slides weekly for Sunday services, and for various presentations, as requested.

Photocopy documents, as requested.

Assist the Property Manager to contact and maintain an up-to-date list of vendors and repair trades, as requested.

Maintain weekly and monthly calendar of events.

Responsible for all room bookings, maintaining room bookings calendar, updating calendar daily to ensure the custodial team knows the set up and take down requirements. Responsible for denoting dates and times of room usage for renters and Church Committees etc. on a daily/weekly/monthly basis. Assist in promoting and optimizing the potential for rental of HVUC space.

Update CHURCH HUB, as administrative representative for HVUC, with contact information, assessment and statistical data.

Update Office Administrator Manual and Checklist (2025) when needed

Responsible for updating the church website and outdoor electronic signs.

Review incoming emails and respond, forward and/or follow up, as required.

Respond to incoming phone calls and redirect messages, as appropriate and/or instructed.

Receive/distribute incoming and outgoing mail, including invoices, receipts, courier documents and parcels.

Keep a record of staff vacations, study leaves, sick time off, etc.

Oversee arrangements for weddings and funerals such as scheduling meetings, preparing bulletins and preparing required documents. Keep accurate records of baptisms, marriages and funerals and membership in coordination with Congregational Life and Elders.

Maintain and update filing cabinet and computer files/records including those of current members, statistics etc. Back up files, as required.

Maintain Bulletin Boards and the church records, staff lists, incident reports, name tags, minutes of Board meetings and building management and contract files.

Order office supplies, as required, and take care of photocopier issues, maintain the church's voicemail.

Help with AV issues, as they arise. Some Bookkeeping for payments for Licensing and Printer Counter

Administrative support for church committees/teams, finance team (e.g. invoices deposits, expense records, as assigned) or other activities, as needed.

Interface on regular basis with contractors and facility user groups.

Attend Communications Committee meetings as an ex officio member of the committee.

Attend other meetings, as requested, to provide information.

Required Qualifications

Education

Graduation from a recognized Secretarial Program or a recognized Business or Communications Degree or equivalent Work Experience.

Experience

Experience in an administrative role preferably in a United Church or church of another denomination or in a non-profit/charitable organization where maintaining confidentiality was paramount.

Experience interfacing and responding to various types of client inquiries.

Experience working with confidential information.

Familiarity with United Church of Canada structure and policies, or willingness to learn.

Abilities and Skills

Effective interpersonal skills.

Effective client service.

Ability to communicate effectively in writing, orally and a good listener.

Ability to work independently.

Ability to prioritize.

Flexibility.

Graphic arts experience and skills required.

Ability to use various Microsoft applications such as Canva, Publisher, Word, Outlook, Excel and PowerPoint as well as Google Calendar and United Church of Canada Church Hub, WIX, VSA/Kaseya (e-sign), and Eventbrite.

Operational Requirements

This position works 40 hours per week. On site Monday to Friday from 9 to 5 pm. May work some evenings a month with committees i.e. Communications Committee.

Salary and Benefits

Competitive salary.

Deductions for EI, CPP and income taxes.

Prorated annual vacation.

United Church of Canada benefits after three months.

Paid job-related training.

Free parking.

Easy access to transit.

How to Apply

Please send your covering letter and resume to Catharine Clemens, Chair, Ministry & Personnel, Humber Valley United Church at clemancat@bell.net. Applications will be reviewed as they are received. This means we can move ahead quickly to interview good candidates.

Certification and Training

A current Criminal Records Check (Police Check)

Note:

A test of computer skills may be required as part of the interview process.

Thank you for your interest in this position. Only those who are considered for an interview will be contacted.