

**Job Description
Church Administrator
at St Peter's Church, Littleover**

Overall Aim

To bring efficiency, innovation, confidence and spirituality to the church's administration, and thereby to enable the whole ministry of the church to flourish.

Purpose of role

1. To co-ordinate the central administrative activities of the church
2. To make the parish office a hub of communication at the centre of parish life
3. To release the clergy from as much administrative work as possible
4. To be the first point of contact for the community.

Accountability and Responsibility

The Church Administrator is responsible to the vicar of St Peter's who will act as the post holder's line manager on behalf of the PCC. The Administrator is also responsible for the work of any volunteers assisting in the parish office. The Church co-ordinator will attend weekly staff meetings, and will work closely with the vicar. Confidentiality and sensitivity are essential in this role.

Tasks

1. To manage and co-ordinate the work of the parish office, being responsible for the provision of secretarial and administrative services to the clergy and church wardens and facilitating communication for church activities.

Responsible for:

- Managing post regularly, including responses and filing
- Managing and responding to the church contact email – signposting, liaising and responding as appropriate
- Answering the telephone and dealing with answer phone messages
- Managing the church diary, including all activities and bookings
- Managing church files both manual and electronic
- Compilation and photocopying of publicity, information and service orders as appropriate in consultation
- To be fully competent in managing Microsoft Office programs
- Being aware of health and safety issues for you and those working with you
- To produce and maintain online rotas in consultation with clergy and wardens
- To liaise with church website manager to ensure details are up to date.

2. To ensure the parish office is staffed during the advertised opening hours, to ensure all callers are responded to helpfully and dealt with promptly. To recruit, train and manage volunteers to assist as required.

3. To produce material as required for Sunday services, festivals and any other services e.g. service sheets, projection slides, notices, programmes and any other items requested by the clergy or service leaders.

5. To maintain a database of members and to keep the Church Family contact list up to date, re-issuing annually.

6. To co-ordinate arrangements and documentation for baptisms, weddings and funerals, liaising with the clergy and others as appropriate.

- Arrangements with undertakers, additional clergy, organists, vergers, and others according to the occasion
- Keeping statutory requirements and records for church services, funerals, weddings, and baptisms up to date i.e. diary bookings, payments, records for returns, etc
- Prepare thanksgiving, baptism and confirmation records, certificates and booklets, and also prepare reading of banns and certificates, wedding registers and certificates and burial registers – training will be given
- Keeping the Book of Remembrance and graveyard database up-to-date.

7. To take a role in financial administration

- Record all petty cash payments and ensure the petty cash tallies each week
- Prepare record sheets of all fees taken through the office for weddings, funerals, etc
- Prepare disbursement of fees and return assigned fees for the treasurer each month
- Annually see that new copies of PCC approved fees are distributed to clergy, wardens, appropriate bodies and relevant offices
- Manage Keyhole (church magazine) subscriptions on an annual basis
- Co-ordinate church bookings and fees for non-church groups, eg concert bookings
- To assist the Finance Team and Church Treasurer as appropriate.

8. Other Duties

- Refer all enquiries from the media and press to the Vicar, or in her absence the Church Wardens
- Provide regular feedback to the Vicar on tasks completed and actions taken.
- See that letters and items being sent out from the office are produced in a business format
- Liaise with wardens and Fabric Team re: issues with the buildings and grounds
- Liaise with wardens re: heating requirements on a weekly basis from Oct to April.

9. Personal development

St Peter's will support you in any training you may need in order to fulfil your role and improve your personal skills. Any training will be discussed with the Vicar and authorised by the PCC.

Specification

- It is hoped the successful applicant will have an active Christian faith and be sympathetic with the aims of the Church of England
- You will be contracted to work Monday to Friday 9am to 2pm each day – flexibility can be negotiated
- Salary commensurate with experience
- St Peter's will manage your tax and national insurance and pay into a workplace pension
- Holidays will be 28 days per year, plus Bank Holidays
- In the event of sickness a Doctor's certificate will be required and normal salary will be paid for the first 28 days and Statutory Sick Pay for any additional days
- This role is subject to the PCC policies re: capability, grievance and discipline – copies available on request. A DBS check will also be required
- THIS POST IS IMMEDIATELY AVAILABLE

This job description is not intended to be definitive. It may be varied in agreement with the Vicar and forms part of the contract of service.

October 2019