

Job Description Church Administrator

Part Time hours to be agreed

Ideally based in the church office over a number of days

Reporting to the Vicar (Line Manager)



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## PURPOSE

- To be an effective centre for coordination, information, communication and administration in the church office.
- To be the public face of the church and represent Christ throughout the week, dealing with the general public and their enquiries.

## RESPONSIBILITIES

### Administrative Tasks

- Perform administrative tasks as requested by the Clergy and Wardens.
- Be responsible for the day to day running of the church office.
- Deal with written/email/telephone enquiries and direct to other persons as necessary.
- Load Rota Central with services, contact people to say they are available and then keep a track to check the gaps are filled. Contact relevant teams if there are gaps in the week preceding the event.
- Order and store stationery/office supplies as required.
- Photocopying as requested by the Clergy and Wardens.
- Write occasional letters and emails as requested by the Clergy.
- Attend weekly staff meetings and take minutes – Currently this is Monday with the Priest in charge and other administrator and Thursdays for Morning Prayer followed by short/long meeting.
- Undertake any other duties that may reasonably be requested by your line manager.
- Organise registers monthly for all Children's and Youth work at the church. Includes loading new registration forms onto database, extracting monthly registers and scan/store previous registers.

### Church Bookings

- Maintain the church diary and ensure effective administration of bookings relating to all rooms within the building.
- Invoice room hirers.
- Arrange for someone to unlock/lock up or pick up keys.

### Occasional Offices

- Ensure effective administration of marriage requests from initial enquiry to register/return entries and certificates and to liaise with other relevant persons. Also, to arrange for Banns of marriage to be paid for, read and certificates issued.
- Ensure effective administration of Baptism requests including the preparation of registers and certificates.
- Ensure effective administration of bookings for Funerals (arranging organist, vergers, sound system operator, and informing other building users).
- Collate reports for APCM and distribute as necessary. Includes organisation of Electoral Roll.

## Services

- Produce and distribute the weekly notice sheet (email & hard copies).
- Produce and distribute the monthly notice sheet – extended with additional information including Eco-church, Open Doors, Mission partners, letters from Priest, testimonies from member etc (email & hard copies).
- Distribute the weekly Sunday orders of service where necessary to those involved.
- Produce and distribute orders of service for special events (e.g. Memorial Service, Christmas, Easter, Licensing services, etc.)
- Load orders of service onto Easy Worship.
- Reporting song use to CCLI and OneLicense.

## Information & Publicity

- Be responsible for compilation and maintaining of some parish leaflets and posters and appropriate publicity (e.g. Easter & Christmas).
- Keep the church leaflets and posters tidy and up to date.
- Liaise with Webmaster with information for Website.

## Website / IT / Communications

- Set up and maintain the church directory database
- Update the church website content, calendar, news items etc. (training will be provided) – in co-ordination with the Webmaster.
- Advertise church events on the church Facebook and Instagram accounts.
- Set up and maintain church group/bulk email lists.
- Use Microsoft Outlook, Word, Publisher, PowerPoint, Excel and other relevant software (Internet Explorer, Google Drive, anti-virus, back up, etc)
- Send articles as necessary to Milton News/Village View.

## Training

- Attend appropriate training courses as approved by your line manager.
- Attend Diocesan administration and IT/communications training days/events.

## PERSON SPECIFICATION

We are looking for someone who has the following:

- Effective organisational and communication skills
- Strong attention to detail
- A warm, friendly and welcoming personality
- Understands confidentiality and professionalism
- Competent IT skills
- The ability to work to deadlines and multitask
- Open to training and learning new skills

There is a genuine occupational requirement that the holder of this post is a committed Christian. Equality Act (2010) Part 1 applies.

For more information or an informal conversation please contact:

Rev. Alex Jeewan via the Church Office

[office@allsaintsmilton.org.uk](mailto:office@allsaintsmilton.org.uk)

01223 441007

Application deadline Friday 19<sup>th</sup> April with interviews week beginning Monday 29<sup>th</sup> April.