

# Church Administrator Job Description

**Responsible to:** Vicar

**Liaises with and supports:** Vicar, PCCs, Staff Team, Volunteers, Church Wardens and Treasurers

**Salary:** £18k - £22k pro rata

**Hours of work:** Part time. 20 hours per week, Monday-Friday 9am-1pm

**Purpose of appointment:** To ensure the efficient and professional management of administrative matters relating to the Benefice

What follows are the key responsibilities of the postholder and is indicative of the role that needs to be fulfilled. The successful candidate would also be expected to undertake any other such tasks as can be reasonably expected of them.

## PA support to the vicar

- To provide secretarial and administrative services to the Vicar.

## Office Administration

- Facilitate the smooth running of the office.
- Provide administrative support for church groups.
- Maintain stationery supplies and office equipment.

## Communications

- Respond in a timely manner to queries received.
- Create and send news via Mail Chimp.
- Print news/documents for hand delivery for those not on email.
- Support the PCCs by distributing papers and agendas as requested.
- Liaise with the Diocese, Diocesan Registry, stonemasons and funeral directors.
- Liaise with candidates for baptism, confirmation and marriage, and ensure they meet with clergy.

## Record Keeping

- Maintain on-line calendars.
- Maintain the ChurchSuite database.
- Keep up-to-date records of weddings, baptisms and funerals.
- Administer the Electoral Roll.
- Keep paper and on-line files up-to-date and backed up.
- Keep up to date records of memorials and the churchyards.
- Compile and submit Annual Statistics for Mission return.
- Maintain the Church Copyright Licence records.

- Prepare all documentation, books, certificates, registers etc. and ensure the timely return of statutory documents.
- Manage applications for memorials in both churchyards.
- Manage the process for obtaining DBS checks

### **Service Support**

- Liaise with leaders to prepare rotas for services.
- Prepare service sheets and visual presentations as necessary.
- Liaise with volunteers/staff as required.
- Order supplies e.g. communion wine, wafers, candles.

### **Publicity**

- Update church notice boards with necessary publicity.
- Manage the promotion of centralised church events.
- Support other church groups in the promotion of events.
- Regularly review and update the church website.

### **Facilities**

- Keep records of bookings for the hiring of the church and receive fees.
- Liaise with contractors, service engineers etc for the church