

Church Administrator - Personal Qualifications and Job Description

Overview

The Administrator plays a key role as a member of the teams working in Langham with Boxted, West Bergholt and Great Horkelesley Parishes. Although not directly involved in church leadership, administrative support of the worship and mission of the churches is vital to the spiritual health and church growth of all of the parishes. First impressions matter, and the administrator will often be the first point of contact, it is therefore essential that the manner in which the administrator works is warm and welcoming, not judgemental or aggressive, and is efficient. The administrator will be expected to support the life of all three parishes.

1. Personal Qualities

The Church Administrator will:-

- possess a good personal and conversational manner;
- be patient and tactful;
- be a person of honesty and integrity, who is discreet and can work respectfully and confidentially;
- be open-minded and adaptable;
- be a team player;
- be sympathetic to the beliefs and procedures of an Anglican Parish Church, and their role in relation to them

2. Skills and Experience

The Church Administrator will:

- possess good administrative, typing and computer skills, including being fully conversant with Microsoft Word, Publisher & Excel and be able to maintain a database, including contact details for all the parishes;
- be able to manage a diary and the necessary databases, including basic spreadsheets and documents;
- be able to work alone, setting priorities, managing their own day-to-day workload without close supervision;
- be able to deal with difficult situations appropriately and with sensitivity
- be willing to learn and update computer programs which will facilitate the administration of the post as these become necessary or available
- be able to maintain Parish websites and to use social media to assist in the life of the parishes

3. The Job

The Church Administrator will carry out a range of administrative duties to assist the Priest-In-Charge and the Churchwardens with the running of the three parishes. Additionally they will deal from time to time with the Diocese, the Deanery and the wider Church.

The duties include:-

- the preparation and production of hymn sheets, and orders of service;
- assisting the Priest-In-Charge with parish correspondence;

- booking the churches for weddings/funerals/special services;
- looking after the parish office, including the setting up and maintenance of a filing system;
- acting as a point of contact for parish enquiries, e.g. regarding weddings, baptisms and funerals;
- administration of documentation for Occasional Offices – weddings, funerals, Burial of Ashes, baptisms and thanksgivings, as required; and ensuring that all monies go to the appropriate treasurer to administer;
- completion of Diocesan and other administrative documentation as required including submitting annual online returns for ‘statistics for mission’; parish finance returns, and parish officer contact details.
- maintaining the parish diaries including on the websites;
- ensuring that the relevant information is forwarded to the Newsletter Editors;
- maintaining central buying of supplies for the parishes; such as lectionaries, baptism cards and candles, posters for Easter / Christmas, Bible study guides, advent candles and communion wine as required;
- ensuring the maintenance of the photocopier, computer and other office equipment;
- ensuring that notice-boards in the churches are kept up-to-date;
- undertaking the administration necessary for Marriage Preparation Days, PCC Away Days etc.;
- maintaining copywriter records, CCL records and submitting them when required
- acting as a coordinator of data (dates etc.) which can be passed to all of the parish websites
- keeping websites up to date including social media
- maintaining parish social network sites including “A church near you” websites and respond to emails received on these sites
- other duties as requested by the Priest-In-Charge
- responding to Baptism enquiries and paperwork, liaising with the Priest-in Charge to advise families on the steps to arranging a thanksgiving for the birth of a child or baptism; maintaining a spread sheet and checklist for upcoming and completed baptisms in all 3 parishes; for West Bergholt only - recording baptisms in the registers and writing out the certificate and godparents cards.
- Responding to Wedding enquiries and paperwork including :-
 - Receiving initial enquiries and liaising with Priest-in Charge to advise couples of the next steps, depending on their individual circumstances particularly if not living in the parish or if previously married.
 - Preparing documents for and attending the Marriage Preparation Day.
 - Arranging organist, vergers and bell ringers for West Bergholt & Great Horkesley Churches, and liaising with the wedding co-ordinator for Langham and Boxted Churches.
 - Invoicing the wedding couples for the various fees applicable for the wedding service and liaising with the churches’ treasurers to arrange for cheques to be made available for organist, vergers & bell-ringers.
 - Maintaining a spread sheet and checklist of tasks for upcoming weddings.
 - Writing out the marriage registers and certificates for each wedding.
 - Maintaining a record of the serial numbers of certificates issued.
 - Ordering new certificate books.
 - Submitting the Quarterly Marriage Return Forms to Essex County Council Registration Service.

- Maintaining and issuing stocks of recycling items on behalf of the Borough Council, which includes green boxes, food caddies, clear plastic bags for paper & plastics, and white garden sacks.
- Maintaining the 'A Church Near You' websites for the 5 individual churches (West Bergholt, St John's and All Saints' Great Horkesley, Langham and Boxted) – this includes ensuring current service patterns are up to date and adding information on special services at Easter, Harvest, Christmas & Pentecost.
- a dedicated laptop computer is provided for the execution of the administrators job.

This list is not exhaustive, and is subject to review in consultation with the Priest-In-Charge.

4. General

- The Church Administrator will be encouraged to look to the Priest-in-Charge and Churchwardens for advice and support and opportunities for learning and development.
- The post will be based in the office in St. Mary's, West Bergholt.
- The post will initially be for twenty hours per week, over five morning sessions. There is a possibility that the hours may be increased in due course by agreement.
- The rate of pay will be £9.00 per hour, to be reviewed annually.
- Annual leave entitlement will be 4 weeks pro rata plus Bank Holidays.
- There will be a six month probationary period, during which the notice period will be one week, after this time the notice period will be one month.
- Sick leave – statutory provision
- References, a Confidential Declaration and DBS check will be required before the appointment.