CHURCH ADMINISTRATOR
JOB DESCRIPTION

JOB TITLE: Church Administrator

HOURS OF WORK: Full time – 37½ hours per week.

REPORTING TO: The Vicar and the Church Manager
(in the Vicar’s absence the Associate Vicar and then the Churchwardens)

PURPOSE: To work closely with the Vicar, Church Manager and Churchwardens to ensure that the administration of the church is accomplished to the highest standards within the vision of St Mary Bredin to ‘Proclaim the Good News of Jesus Christ through word and action’.

INTRODUCTION
The role of Church Administrator will be varied and busy and we’re looking for someone who has good administrative skills and an excellent attention to detail. This post is subject to an occupational requirement that the postholder be a committed Christian under part 1 of Schedule 9 of the Equality Act 2010.

Due to the varied nature of the role, the list of tasks below is not comprehensive, but aims to provide an overview of what the role will involve. The order in which these tasks are detailed does not reflect their respective importance. Priorities may vary each week and should be regularly reassessed.

1. To be responsible for the day to day running of the Church office
   - Answering the telephone, greeting visitors, responding to emails, taking messages and dealing with post received
   - Dealing with day-to-day queries as they arise
   - Working with the Bookings Administrator to provide support to groups and individuals using the church buildings
   - Maintaining the church database and information held on Church Insight web office
   - Collation of welcome cards and distribution of newcomers packs, in collaboration with the Newcomers Co-ordinator
   - Monitoring stocks of stationery and office supplies and liaising with office equipment providers to ensure that computer systems, printer and projectors are maintained and functioning

2. To undertake administrative support for Church services
   - Preparation and co-ordination of rotas for church services and related activities including music and sound rotas
   - Preparation and distribution of weekly notices and Family News
   - Updating and printing of other service sheets and handouts
• Ensuring everything is prepared and in place for all Church services
• Administration for baptisms, weddings and funerals including invoicing, collection and banking of fees
• Working with the Book-keeper and volunteers to organise the weekly banking of collections and other receipts
• Enlisting the help of volunteers to achieve some of these tasks

3. **To undertake administrative support for Church activities**
   • Supporting and liaising with all Church ministries in relation to administration, publicity, advertising and resources ie: BumbleBees and Hotspot
   • Deal with day-to-day enquiries relating to Church activities as they arise

4. **Under the supervision of the Church Manager, to take responsibility for the administration of Church events**
   
   This includes Alpha, Christmas events, Mini-Schools of Discipleship as well as one-off events such as the AGM, the Community BBQ, Breakfast Blessings and Bring & Share lunches.
   
   • Planning events thoroughly in advance including seeking permission where necessary and licenses
   • Ensuring all events are promoted to relevant groups
   • Preparing literature, planning programmes etc
   • Enlisting the help of volunteers to assist with these events.

5. **To undertake administrative support for Fellowship Groups**
   • Co-ordinating with the Associate Vicar about fellowship group matters including placement of newcomers and record-keeping

6. **To handle communications between staff, PCC and the SMB congregation**
   • Working with the Church Manager to prepare, design, print and distribute church literature, including the AGM Church Life report, event fliers and other publications
   • Communicating with the congregation by email, post, notices during services, or by other means

7. **To maintain the church website and web office facility**
   • Ensuring the website content is kept accurate and up to date by contributors
   • Continuing to improve the look of the website so that it remains contemporary
   • Expanding the scope of the website where necessary

8. To act in the capacity of Fire Marshall (full training will be provided)

9. To undertake Diocesan requests and required reports including Statistics for Mission and AGM reports

10. To undertake other duties which are generally compatible with the function of the post Church Administrator as requested by the Vicar and PCC.

11. **To observe standards of Christian welcome, witness and service in meeting the needs of the congregation and other users of the Church premises.**