

St. John's Church, Folkestone

Job Description

Job Title: Church Administrator

Reports to: The Vicar of St John's Church, Folkestone, and in his absence the Churchwardens

Employer: PCC of St John's Church, Folkestone

Main Purpose:

- Firstly, to relieve the Vicar, and curate as appropriate, of much of their administrative work, to enable them to be free to concentrate on the ministry for which they were ordained, as an integral part of the wider administrative team of the Wardens and Treasurer.
- Secondly to provide support as required to the wardens
- Thirdly, to help facilitate the smooth running of the church by being a focal point for communication within the church, enquiries and co-ordination of activities as appropriate.

Church Attendance: Attendance at weekly Sunday Worship at St John's Church is expected

Place of Work: St John's Parish Office, St John's Church Road, Folkestone

Organisational Relationships:

- The post holder is required to form good working relationships with the clergy and staff team, wardens, PCC, church community, schools, and local community.

Duties and responsibilities:

- Meet weekly with the Vicar & attend the weekly staff meeting
- Ensuring efficient communication within the church and parish including:
 - a) the production of the weekly Get Connected
 - b) updating the notice boards
 - c) organising the production and distribution of church/parish leaflets
 - d) assisting with the production of service sheets when these are required
 - e) compiling and producing a church directory (to be updated annually)
 - f) ensuring church website is regularly updated in conjunction with others involved with it
 - g) keeping 'Who's Who' display updated
 - h) keeping all literature up to date in liaison with any PCC appointed leads
 - i) managing and coordinating the church prayer chain
 - j) coordinating and issuing rotas as required
- Communication with the wider church and community including communication with the diocese, organisations/speakers, and others at the request of the Vicar and Wardens

- Acting as Parish Disclosure Officer for DBS checks
- Managing the Church Office
- Obtaining office and other (eg cleaning) supplies,
- Obtaining supplies for services eg Communion wafers and wine, and microphone batteries
- Acting as the first point of contact for funeral directors arranging services, and finding ministers to officiate
- Assisting with certificates/registers/returns for occasional offices
- Producing Communion Assistants rota
- Maintenance of records including archives and CCLE records and keeping the church diary
- Dealing with hall bookings and monthly invoicing of regular users and, as appropriate, being a contact point for people needing access to the church
- Finding volunteers as appropriate for administrative tasks and/or other roles within the church
- Leads on GDPR compliance
- Assists the warden responsible for repairs and maintenance in the Parish as appropriate, for example in the calling in of contractors for minor works
- Reads the electric and gas meters in the Church, and hall, and informs the Supply Companies. Authorises the statements and passes them to the Deputy Treasurer. Reads the gas meter in Grace Taylor Hall, and informs the warden handling the tenancy arrangements of 126 Lucy Avenue.
- Day to day management of the Church and hall cleaner on behalf of the wardens
- Manages the office petty cash and maintains records
- Any other duties requested by the post holder's manager, in line with the broad remit of the post.

Salary and benefits

- Salary : £7052 p.a
- Status: Part-Time
- Hours of work: 15 hours/week – in agreement with the Vicar and PCC, but normally Monday - Friday
- Annual Leave: Pro-rata 6.6 weeks (this includes Bank Holidays)
- Occupational pension scheme
- **An enhanced DBS check will be required**

Genuine Occupational Requirement (GOR): There is a need to be able to represent a church view, make a Christian response and reflect Christian values. Therefore there is a GOR for this post to be filled by a Christian.

Person Specification

- **Knowledge**
 - Knowledge and experience of how an Anglican Parish church functions would be helpful
 - A good grasp of Health and Safety, Equal Opportunities and Anti-Discriminatory practice. Knowledge of relevant Child Protection and Safeguarding procedures.
- **Experience**
 - Administrative and office work experience
- **Skills and Abilities**
 - Good organisational skills with the ability to manage the administration and IT requirements of the post.
 - An ability to work with, and motivate others who in a Church context are often volunteers
 - Excellent communications skills with people from a variety of ages and backgrounds.
- **Other**
 - Clear and inspirational Christian faith with a commitment to personal spiritual growth and development.
 - Self starter and team player who demonstrates energy and enthusiasm in their work.

17.04.19 SON