

Church Office Administrator: Job Description

Aim: to provide administrative support for the **Staff Team** and **Wardens**, and run the Church Office efficiently for the mission and ministry of Christ Church. **Staff Team** currently means Vicar, Curate, Families Worker. **Line Manager** means Vicar (or Curate if delegated).

Safeguarding: in all our Christ Church ministry and activities, the Safeguarding of children and vulnerable adults is a top priority.

Responsibilities and Priorities:

1. Church Reception [estimated 2 hours]

- Welcome visitors and deliveries, respond to phone calls and emails. Filter as appropriate.
- Receive post and send to relevant person within the church.
- Maintain an open church building, 9am-12pm Tuesday-Thursday.

2. Office Organisation [estimated 4 hours]

- Maintain a tidy and efficient office, including: supplies, keys, electronic and physical filing systems.
- Maintain a church calendar of events, groups and activities etc.
- Manage hall bookings and oversee use of hall.
- Maintain registers of baptisms, weddings and funerals etc.
- Maintain the Electoral Roll and Church Directory.
- Maintain the accident book.
- Maintain records of DBS checks and training, POVA checks, and liaise promptly, efficiently and confidentially as necessary with the Parish Safeguarding Officer.
- Maintain checklists for special services and events.
- Maintain email lists and groups.

3. Leadership Administration [estimated 5 hours]

- Admin and secretarial support for **Staff Team** and **Wardens**
- Attend weekly staff meetings and support with documentation.
- PCC Secretary responsibilities, including: formatting and circulation of agendas; production of minutes; filing of documentation. As PCC Secretary, attend monthly PCC / Standing Committee meetings and annual APCM meetings.
- Maintain action point completion lists for **Staff Team members** arising from PCC, Standing Committee and Staff meetings.
- Liaise and assist **Vicar / Curate** with any reasonable task as requested.
- Communication with external companies or groups as instructed by **Vicar / Curate**.

4. Publicity and Communication Facilitation [estimated 4 hours]

- Maintain basic content of church website (including weekly uploading sermons).
- Produce draft, edit and print weekly newsheet.

- Support the production of posters, fliers and publicity materials as requested by staff.
- Bring drafts of publicity and communication to the weekly staff meeting for approval.
- Print and circulate as appropriate:
 - Publicity for church events as requested.
 - Documents for weekly service (song words, running order, sermon notes etc.).
 - Orders of service for weddings, funerals and other services.
 - Planners, minutes and other documents as appropriate.
- Maintain Welcome Desk and main Noticeboards.

5. Church Services and Events Administration [estimated 3 hours]

- Provide administration support relating to Sunday services and other services, including producing service planning information.
- Communication of information/reminders as required.
- Liaise and organise stakeholders for weddings, funerals and other occasional services.
- Provide admin support for other church events as instructed by **Vicar / Curate**

6. Supplies Management [estimated 2 hours]

- Purchase of items as requested / approved by **Vicar / Curate / Warden**.
- Maintain petty cash for small purchases.
- Make efficient use of church resources (time, money, buildings, email) and promote such efficiencies to all Christ Church members.
- Liaise with cleaners for access and supplies of cleaning materials.

Expectations and Commitments:

- Consult with **Line Manager** before accepting or embarking upon other tasks.
- Specific tasks may be 'outsourced' to congregation members (e.g., publicity design, database, etc.).
- Quarterly meeting with **Line Manager** to review work.
- Ongoing computer training will be provided as appropriate.
- Discernment and confidentiality as appropriate in handling, filtering and processing different requests.

Skills and Experience:

Essential:

- Basic computer literacy and ability to learn MS Office (especially Outlook, Word, Excel and Publisher), basic website maintenance and SharePoint.
- Typing speed of at least 35 words per minute.
- Pleasant outgoing personality sensitive to 'Just-in-Time' nature of the requests and willing to rearrange tasks as appropriate.
- Ability to work alone in church office with minimum supervision.
- Discretion and confidentiality. (The office manager is also our computer network administrator with access to almost all data held on Christ Church computers.)
- Requirement of successful DBS check.

Desirable:

- Experience in a secretarial / administrative support role.
- Proficiency in design of publicity.

- Experience with MS Office (especially Outlook, Word, Excel and Publisher) and SharePoint.
- Experience with maintaining websites.

Salary and Entitlements:

- The post is part-time: 20 hours per week. These hours include 9am-12pm, Tuesday to Friday; Thursday 12-2pm Staff Meeting; 4 hours for monthly PCC/Standing Committee meeting. These hours are subject to (limited) negotiation.
- The role is office based in Christ Church Office, Whapload Road.
- Reporting to: Vicar (or if delegated to Curate) as **Line Manager**.
- Employed by the PCC.
- Salary: Minimum national wage rate plus 10%. Minimum wage rules apply.
- Holidays: 25 days per year plus bank holidays.

There is a genuine Occupational Requirement for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

Revised: 18 June 2019.