

# Job Specification: Church Administrator

## Vision

To:

- communicate the Vision, work and activities of the Church in such a way that church members are inspired to fulfil it and the local community is engaged through it
- provide excellent 'invisible' administrative to support the Church vision and goals

## Aims and Objectives

The role of Administrator exists to:

1. to manage and deliver targeted communication of the church's vision, work and activities to church members, the local community and to those with whom we partner
2. to optimise the use of our existing buildings
3. to provide administrative, and operational management that meets legal requirements and constitutes best practice

## Principal Responsibilities

### 1. Communications

The Church Administrator will:

- Welcome visitors in a manner sensitive to pastoral needs and/or evangelistic opportunities
- Deal with enquiries, telephone calls, emails queries, etc.
- Collate, produce and disseminate the weekly eNews, via the website and to produce the Weekly printed News sheet
- Manage the distribution of Connection Magazine through the volunteer network

### 2. Operations

The Church Administrator will:

- Manage the use of Church premises by maintaining the Church Diary and bookings paperwork, hosting visits by potential hirers and enabling booked facilities to be ready for use
- Manage supplies of office consumables

### 3. Administration

The Church Administrator will:

- Coordinate the production of the volunteers' serving rota and communicating the rota via the monthly schedule and a weekly serving reminder
- Manage the advertising portfolio for Connection Magazine including invoicing; chasing payments; recruiting new advertisers and liaising with the Editor to ensure the content of the magazine is correct and reflects Church activities
- Support the Clergy including:
  - maintaining the Pastoral Care List and supply copies to the Pastoral Care team
  - updating the Marriage Register, supplying Banns certificates as required and complete Diocesan and County Marriage Returns
  - maintaining Burial Records and conducting 'Searches' as required
  - coordinating Baptisms and writing certificates
  - updating the Diocesan Directory electronically with staff and other changes
- Assisting in the printing of monthly booklet for the PCC members
- Support the business of the Church Council by collating the Annual Parochial Church Meeting booklet, acting as Electoral Roll officer and producing/updating the Electoral Roll
- Maintain Office files and records including the Church Database as required

## **Terms and Conditions of Employment**

- The initial contract will be for a 12 month period
- Hours of work are flexible but ideally five mornings per week amounting to 22.5 hrs/wk, 52 wks/year
- Annual holiday of 24 days pro-rata
- A generous pension contribution, if you are eligible, and wish to opt into the Christ Church Pension Scheme.
- There is a Genuine Occupational Requirement (GOR) that the post-holder is a Christian

## **Accountability & Working Relationships**

- The contract will be between the Church Administrator and Christ Church PCC. The Church Administrator will be accountable to the Operations Manager with whom he / she will meet:
  - annually for a formal Performance Appraisal
  - termly for formal progress reviews against goals
  - on an agreed basis (weekly, fortnightly or monthly) to review interim progress
- It is desirable that the Church Administrator:
  - becomes a fully participating member of Christ Church in accordance with the Church's Membership Scheme, and attends services regularly
- It is essential that the Church Administrator:
  - Is a Christian
  - endorses the Church's Vision and Statement of Distinctive Values
  - understands, accepts and abides by the policies detailed in the Employee Handbook
- The Church Administrator will join the Church Staff Team and participate in weekly Staff Meetings

## **Training, Development & Performance Review**

- All members of Christ Church staff are expected to continue their personal and professional development. Funding for this may be available

## **Desirable Qualifications**

- Education to GCSE A level standard or equivalent and demonstrably literate and numerate
- A high level of MS Windows and MS Office software literacy
- Ability to manage volunteers

## **Personal Attributes**

- A vibrant personal faith in Jesus Christ
- Relational and bridge-building skills, empathy and pastoral sensitivity
- An effective Team Player
- Organisational skills
- An eye for detail
- Humble and teachable
- Flexibility and enthusiasm
- Good time management
- A sense of humour

### ***Associated Documents***

- Statement of Distinctive Values
- Employee Handbook
- Church Administrator Contract of Employment