Job Description – Church Administrator

Role

We are looking for a gifted, experienced and skilled administrator to come and join St Matthews Church on a flexible, part-time basis to support our ministry. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the Vicar, staff team and the Officers of the church.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs, join in the spiritual life of the church and work actively to support our ministry and vision.

Along with our Vicar and staff team, this post is key in enabling growth in the ministry and mission at St Matthews. In line with our vision, ‘Living for Jesus’ and as well as providing effective administration within the church, the post-holder will be expected to be a key face and voice of the church to the wider community, from answering the phone and office door to booking special events and managing lettings, better enabling us to serve our parish.

This position requires an exceptional degree of professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organizational, financial, communication and interpersonal skills.

Context

St Matthews is an Anglican parish church in the Kingsdown area of Bristol. It is a primarily residential and the church provides focal points for various community activities.

Our premises are split into an upstairs worship area and a downstairs hall. These are used every day of the week and most evenings for a range of activities, including hosting a long-standing, regular pre-school of ‘outstanding’ quality.

Our electoral roll is presently 150 and we have approximately 130 adults and 30 children regularly attending Sunday morning worship, across three Sunday Services.

We are currently reviewing several of our staff posts and in July 2014 began the process for appointing a new Vicar, whom we hope to have in post by Easter 2015. Our staff team has recently consisted of a full time Vicar, a part-time Ordained Local Minister, a part-time Children’s Minister and part-time Youth Coordinator.

Location and Hours

The role will be based in the church office of St Matthews Church, BS6 5TB.

The role is initially scoped for 20 hours a week, ideally 5 half-days. (Some flexibility in the distribution of the hours could be agreed with the exception of a min of 4 hours support being required on Friday to ensure all is in order for activities throughout the weekend.)
Some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings.

**Terms and Conditions**

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary will be £10/hour paid monthly in arrears by direct transfer. The gross annual salary will be £10,400. This salary equates to a full-time gross annual salary of £19,240. Remuneration will be reviewed annually in January.

Access to a stakeholder pension scheme is available after three months' continuous service, although the employer makes no contribution on behalf of the employee. Further details are available from the Treasurer.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days pro-rata (equivalent to 14 days for 20 hours per week). Leave should be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals.

The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. *Any overtime needs to be agreed in advance with the Vicar or Churchwardens and will be paid at the hourly rate.*
Key Responsibilities

1) Support St Matthews’s vision and mission

2) Office Management and General Administrative Services
   a. Provide general administrative support to the Vicar, and staff team
   b. Administer the church diary, arranging appointments and setting up meetings when requested
   c. Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. parish roll, register of baptisms, marriage banns, record of fees)
   d. Order supplies for church ministry including stationery, office, communion supplies, etc
   e. Oversee the maintenance of equipment in the Church Office and comply with any maintenance and service contracts held by the parish, (e.g. Piano/Organ Tuner and inspections, Lift Inspection, Alarm services, Fire Appliances, Boiler inspection)
   f. Assist with the purchase of office equipment
   g. Maintain petty cash record
   h. Ensure a safe and clean working environment within the office
   i. Review and implement procedures to ensure clear, efficient and effective office operation
   j. Provide administrative support to St Matthew’s playgroup, in close liaison with management committee and play group staff (with specified time limits)
   k. Encourage, develop and manage volunteers to assist with administrative and management functions

3) Parish communications
   a. Manage all parish correspondence, including post, e-mail, and answerphone;
   b. Ensure internal and external notice boards are kept tidy and up to date
   c. Assist with the production of parish publications including the monthly printed bulletin (print, fold, compile) etc, and the production and circulation of the e-bulletin
   d. Produce, maintain and circulate St Matthews address book and cycle prayer
   e. Co-ordinate occasional parish mailings, including printing and distributing Easter and Christmas leaflets
   f. Co-ordinate production of the parish’s Annual Report in preparation for the Annual Parish Meetings
   g. Assist with keeping the parish website up to date
   h. Act as first point of contact for all enquiries whether in person, or by phone, post, e-mail etc; ensuring they are dealt with politely and professionally and followed up by appropriate action
   i. Provide administrative support to the Vicar for all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, registers, certificates, materials, payments, etc.
3) Administrative Support for Worship
   a. Provide administrative assistance to the Vicar and worship team
   b. Ensure the accurate production of orders of service and service sheets for services including photocopying, stapling folding etc.
   c. Maintain and coordinate rotas for worship including intercessions, readers, wardening, lay assistants for communion, sides-persons, welcomers etc
   d. Manage copyright licence applications and requirements
   e. Coordinate and advise on arrangements for celebration services e.g. weddings, funerals, baptism (e.g. bells, organist, verger, hall, invoicing, baptism card, candle etc)
   f. Support and encourage volunteers working in church premises and gardens

5) Management of premises and lettings
   a. Manage regular lettings, including collecting and giving regular feedback to tenants, ensuring an on-going constructive dialogue
   b. Manage ad-hoc lettings, show potential hirers around, explain lettings contracts and expectations, negotiate fees, ensure no conflicts including set-up and down time with existing service or regular letting requirements
   c. Collect rental from regular and ad-hoc lettings
   d. Update, issue and enforce lettings contracts
   e. Manage and resolve any conflicts relating to the use of premises
   f. Ensure the premises are clean, tidy and safe for all users including ensuring recycling and rubbish collection
   g. Overseeing the cleaning contract and advising building committee of any issues
   h. Purchase sufficient materials and equipment for cleaning
   i. Advise the PCC on matters relating to furniture, resources, equipment etc and provide administrative support for any purchasing
   j. Promote unused space and market letting opportunities
   k. Maintain accurate records of key holders

6) Building maintenance and development
   a. Communicate effectively and regularly with the Buildings Committee about the state of the premises, maintenance requirements, health and safety concerns etc
   b. Provide administrative support to the Buildings Committee including record keeping, communication with contractors, payments
   c. Oversee insurance requirements and act as main point of contact with insurers

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar.
## Person Specification

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential or desirable?</th>
<th>How assessed?</th>
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<tbody>
<tr>
<td><strong>Qualifications</strong></td>
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<tr>
<td>• degree or diploma</td>
<td>Desirable</td>
<td>Via CV</td>
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<tr>
<td><strong>Experience</strong></td>
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<tr>
<td>• experience of working in similar role</td>
<td>Essential</td>
<td>Via CV and interview</td>
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<tr>
<td>• experience as a team or project leader, supervision of staff or volunteers</td>
<td>Desirable</td>
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<tr>
<td>• experience of church ministry/mission</td>
<td>Essential</td>
<td>Via church reference and interview</td>
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<td>• experience of premises management</td>
<td>Desirable</td>
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<tr>
<td>• general accounting/payroll experience</td>
<td>Desirable</td>
<td></td>
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<tr>
<td>• experience of accounting software</td>
<td>Desirable</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<tr>
<td>• knowledge of church worship/ ministry</td>
<td>Essential</td>
<td>Via church reference and interview</td>
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<tr>
<td>• knowledge of the Church of England – worship, ministry and structures</td>
<td>Desirable</td>
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<tr>
<td><strong>Skills and competencies</strong></td>
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<tr>
<td>• excellent interpersonal communication skills – written and oral</td>
<td>Essential</td>
<td>Via CV and interview</td>
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<td>• strong attention to detail</td>
<td>Essential</td>
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<td>• general office and clerical skills</td>
<td>Essential</td>
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<tr>
<td>• confident IT skills</td>
<td>Essential</td>
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<tr>
<td>• strong planning skills with ability to work autonomously and manage workload</td>
<td>Essential</td>
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<tr>
<td>• excellent organizational skills</td>
<td>Essential</td>
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<td>• ability to work flexibly</td>
<td>Essential</td>
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<tr>
<td><strong>Personal Attributes</strong></td>
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<tr>
<td>• sensitive listener</td>
<td>Essential</td>
<td>Via church reference and interview</td>
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<tr>
<td>• experience of dealing with matters of confidentiality, sensitivity with compassion</td>
<td>Essential</td>
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<td>• ability to make decisions and take initiative</td>
<td>Essential</td>
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<td>• motivated to deliver high quality output</td>
<td>Essential</td>
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<tr>
<td>• ability to manage the unexpected</td>
<td>Essential</td>
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<tr>
<td>• enjoy learning and new experiences</td>
<td>Desirable</td>
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