



Parish Administrator

Job Purpose

The role of Parish Administrator is to support the Vicar and Church Wardens in the smooth running of St John's Church and church hall. St John's is a busy and lively parish.

The appointee will be a key player in the staff team. To run the parish office effectively you will need to be organised and efficient, have an ability to write well, be familiar and competent with Microsoft 365 applications (Word and Excel) and email (Google Workspace). You will also need to be happy to work independently and as a team. The role is based in the Parish Office which following a building project will move into the new annexe on the north side of the church.

Hours of work:

15 hours per week, worked Monday – Friday mornings.

Routine Tasks:

- Respond to initial enquiries for hall bookings, baptisms, weddings and funerals, including meeting with family contacts and completing associated administration
- Manage the parish diary including church and hall bookings, invoicing and receiving payments, and liaising with the resident pre-school as necessary
- Keep the diary page on the website up-to-date
- Attend a weekly staff meeting and keep brief notes of the meeting to circulate
- Assist with the production and photocopying of parish publications including the weekly pew sheet, orders of service, weekly news, annual report and other documents for meetings
- Print any posters and leaflets needed which are produced by the clergy
- Keep the church's noticeboards up-to-date
- Deal with all aspects of hiring out the church and hall to external individuals and organisations, including issuing contracts, invoicing, handing over keys
- Maintain the register and plans for burial of ashes in the Garden of Remembrance
- Take clear telephone messages and ensuring they are passed on in a timely fashion
- Co-ordinate occasional parish mailings, both paper and electronic
- Order supplies for the parish office, church and hall including stationery and cleaning materials
- Oversee maintenance of equipment in the Parish Office, Church and Hall – booking in engineers, both for repair and regular servicing
- Maintain a booking system for regular and occasional services as needed.
- Other administrative tasks as directed