

## Benefice Administrator

This job supports the work of the team of clergy in the Dereham and District Team Ministry, comprising the following parishes: Dereham, Scarning, Swanton Morley, Hoe, Beetley with East Bilney, Shipdham and Bradenham. Roles include:

Keeping the Benefice diary and the website calendar up-to-date	
Construction of the Service Rota	There is a service rota that is made each month allocating clergy to specific churches and services. The framework is provided by the Rector, but gaps need to be filled by non-stipendiary clergy. Funerals, marriages, and baptisms also need to be included.
Marriage schedules and finances related to weddings	Marriage schedules need to be submitted to the local authority. Invoices need issuing to prospective couples and accounts kept. Organists and vergers need to be paid.
Funerals and payment	We have a database of information about funerals that needs to be maintained. Funeral directors need invoicing and payments to vergers and organists need to be made and recorded.
The Rector's Work Email	Sight of this email will help inform on forthcoming events or sudden changes that may affect the service rota or diaries.
Quarterly returns	Details of marriages and funerals need to be submitted quarterly to the Diocese of Norwich.
Ordering of Church supplies	Stationery for the Office needs to be ordered as do supplies such as wine, candles, and communion wafers
Update CCLI (music and hymns reproduced under copyright)	This task only needs to be done in the event of music being used that is subject to copyright.
Photocopier	Oversee the smooth running of the printer and liaise with the support team when needed.
Parish ministry is never predictable, and clergy may need additional administrative support outside these areas listed above.	eg running off service sheets for bespoke services.