

## St Mary the Virgin Church, Nunthorpe

### Job Description & Duties

**Job Title:** Parish Administrator

**Hours:** 10 hours a week, ideally over three mornings (9 hours for the parish, 1 for the deanery)

**Location:** Parish Office, St Marys Church Hall, Morton Carr Lane, Nunthorpe

#### **Principal Tasks:**

- Administrative assistance to the Vicar, Churchwardens and Parish
- Take and oversee Hall Bookings, promote the hall as a local venue and invoice users monthly
- Maintain the hall calendar
- Assist with the promotion of parish events
- Liaise with wedding couples, answering queries and billing
- Take baptism bookings
- Order office and church supplies
- Represent St Mary's Church, by addressing all callers in a positive and courteous manner.
- Assistance to the Area Dean and support of the Deanery Leadership team including taking minutes at three evening meetings a year

**Accountability:** The Office Administrator will be directly responsible to the Vicar/ Area Dean and through her to the PCC.

**Salary:** The post will receive an annual salary of £4,886 paid monthly in arrears. This will be reviewed annually from January 2023 following a satisfactory annual performance.

**Holidays:** Your annual holiday entitlement will be five weeks pro rata (15 days according to your daily hours above) plus Bank Holidays. Such absence will be by prior agreement of the Vicar or in her absence the Churchwardens. Ideally, some holidays should be taken over the summer and Christmas holidays when the Hall is less busy.

**Sick Pay:** For any notified absence due to illness, you will be entitled to sick pay for two weeks pro rata in any period of twelve months (six of your normal working days)

**Pension:** This post is not pensionable

**Notice:** This appointment may be terminated by either party giving one months' notice in writing. The PCC may make payment of appropriate salary in lieu of notice.

**Discipline and grievance procedure:** If you have a grievance relating to your employment you should raise with the Vicar in the first instance. If unable to resolve the matter satisfactorily you may take your grievance in writing to the Churchwardens. The PCC's decision in any employment related grievance or dispute shall be final.

## **Notes:**

### **a) Administrative Assistance to the Vicar and Parish**

- Funeral records to be used to send out invitations to annual Remembering Together service
- Assist with the compilation and production of the Annual Report
- To assist with administration of weddings including Banns, Life Events Diary and billing, and to be proactive in contacting couples and making sure that plans for their wedding run smoothly.
- Design and production of promotional materials for Parish Events
- Contribute to the Parish Facebook page, website and other social media channels as appropriate.

### **b) Upkeep of Records**

- All baptism and wedding records to be maintained on Excel spreadsheets

### **c) Undertaking necessary office tasks and maintaining office**

- Undertake items of correspondence as directed by the Vicar or Churchwardens. Any requests from others to be cleared with the Vicar beforehand
- Proofread service sheets and short items before duplication
- Prepare weekly church bulletin
- Keep all records safe, and store securely items in lockable cabinet
- To ensure security of PC by password protection
- Liaise with Office and Church suppliers

### **d) Taking and Overseeing Hall Bookings**

- To take hall bookings by phone or email responding courteously at all times

- To confirm all bookings with conditions and hire rates by email or post and to give out keys where needed.
- To ensure church booked dates are entered in the diary
- To maintain an accurate and up to date diary for hall use (Online and paper) with contact details
- To proactively encourage the use of hall facilities
- To administer access keys and conditions to users
- Monthly invoicing of regular users and one off users, checking receipt of funds with the treasurer
- To notify hall users when their bookings are affected by block bookings or cancellations.
- In case of difficulty contact the churchwardens or Vicar

**e) Effectively Manage the Hall in accordance with current legislation**

- To maintain the accident report book
- Carry out weekly spot checks and identify any concerns. Report defects and concerns to the Fabric Team
- Liaise with Broadband Provider and agree contract upgrades when applicable
- Arrange for maintenance contractors to visit site when required. Receive contractors on site and initiate appropriate work

**f) Support to the Area Dean and Stokesley Deanery**

- There are 3 Synod meetings per year, and each Synod will need an Agenda and papers to be produced and circulated and minutes of the Synod taken.
- Keep a roll of the members of the Synod constantly up-to-date, including the name, address and parish of each person and inform the Diocesan Office of any changes
- Support the Area Dean and Lay Dean in the administration of the Deanery Leadership Team
- Ensure that the election of diocesan officers occurs at the appropriate time
- Focal point for communication in the deanery via post, email and social media

**The Administrator will initiate an annual review noting any concerns, training needs or updates to office equipment or system that may be needed.**