

The Church of the Holy Innocents, High Beach Parish Co-ordinator Job Description July 2024

Ts and Cs

- 12 hours a week at £13.15 per hour (London living wage)
- The postholder is expected to work mainly from home
- The church will provide a laptop, printer and mobile phone and pay travel expenses as agreed.
- 20 days Annual Leave + 8 Bank Holidays, Pro rata'd – (67.2 hours a year for a normal 12 hour week)
- Occasional weekend working, is required.
- A DBS check will be undertaken for the successful candidate.
- 6 months probation period
- Some lone working at the church may be required.

Hours: -

- Flexibility to work at weekends on occasions (inc. Sunday mornings)
- Flexible other times during week
- Ability to attend Parish Office & The Church of the Holy Innocents, High Beach as required.

Introduction

The Parish Co-ordinator is at the heart of the community of the Church of the Holy Innocents at High Beach. They play a pivotal role in co-ordinating church activities, supporting the vicars, communicating with and supporting parishioners, wedding couples, families organising baptisms and funerals. They also support church events and functions and maintain the church to ensure its smooth running.

The role of the Parish Co-ordinator is to:

1. Provide administrative support for vicars, churchwardens and liaison with Waltham Abbey Parish Office
2. Support arrangements for church services, baptisms, weddings and funerals
3. Support church communications
4. Coordinate church cleaning, maintenance and supplies
5. Other support as required

1. Provide administrative support for vicars, churchwardens and liaison with WA Parish Office

- Liaising with Vicars to ensure Parish Diary is up to date

- Ensuring Vestry diary is up to date
- Liaise with the Waltham Abbey Parish Office over bookings for weddings, blessings, renewal of vows, baptisms and funerals.
- Liaise with PCC Secretary to provide minutes and agendas for PCC meetings
- Liaise with Waltham Abbey Parish Office with regard to bookings
- Ensure that all rotas are in place and up to date inc.
 - Cleaning
 - Readers
 - Altar
 - Refreshments
 - Sides-people
 - Counting Money

- Liaise with each person on the rota for that week on a weekly basis to remind volunteers about duties coming up
- Organise volunteer meetings, trainings and celebrations as required, in liaison with vicars
- Maintaining list of church key holders
- Post-box - Check regularly and distribute mail
- Maintain records of service numbers
- Assist in compilation of statistics for mission, surveys, annual report etc
- Research and adopt online shared resources to support shared documentation for vicars, churchwardens and treasurer.
- Manage systems in accordance with GDPR policies
- In liaison with vicars and churchwardens, to ensure efficient and safe retention of records, archiving and destruction of out-of-date materials.

2. Support arrangements for church services, weddings, baptisms and funerals

Support for Treasurer

- Ensure Gift Aid envelopes are available on pews
- Clear donation boxes and candle collection boxes on a regular basis and count money

Weddings

- Liaise with Waltham Abbey Parish Office re bookings
- Keep online wedding booklet up to date
- Keep an up-to-date spreadsheet or record of weddings, payments and arrangements
- Liaise with Treasurer in regard to setting fees
- Communicate with wedding couples about booking arrangements
- Organise individual meetings with the Vicar and wedding couples, so the Vicar can undertake checks on identity, residency and connections and ensure documentation is filed in the parish office.

- Liaise with Organist, Flower Arrangers, Verger Co-ordinator, Choir Co-ordinator, Bell ringers, and Treasurer to ensure information and arrangements are known.
- Invoice couples for deposits and final fees
- Arrange banns of marriage to be read
- Produce banns of marriage certificates as required
- Complete the marriage document
- Post marriage document by recorded delivery to the Registry within one week of wedding
- Ensure wedding candles and celebration certificate are available as required
- Complete Diocesan Board of Finance Assignment Sheets on a monthly basis

Baptisms

- Liaise with Waltham Abbey Parish Office re bookings
- Communicate with baptism families regarding arrangements.
- Liaison with vicars re bookings
- Complete registers
- Produce baptism certificates and godparents' certificates
- Ensure that stationery, candles, bibles etc are available.

Funerals

- Liaise with Waltham Abbey Parish Office re bookings
- Complete Registers and burial forms as required.
- Invoicing/arranging fee payment and liaison with Treasurer
- Inform vicar to enable liaison with family over memorials
- Organising the preparation of ground for burial of ashes
- Complete Diocesan Board of Finance Assignment Sheets on a monthly basis

Other events

- Attendance and support at other church events as required

3. Support church communications

- Oversee the management and update of the church website and social media
- Creating posters and social media posts through Canva or other software,
- Support advertising of activities through local school, local social media and newsletters
- Administration of church WhatsApp Groups
- Share information about events and activities on WhatsApp groups
- Maintaining contact details of parishioners, in compliance with GDPR
- Support of Electoral Roll officer to update parish records
- Liaise with vicars about any pastoral needs of parishioners.
- Creating a monthly news, which is shared by WhatsApp and added to the website.

- Updating and printing church leaflets
- Maintain noticeboards inside church and outside church, including
 - Display service times
 - Display key office holders
 - Maintain and update posters relevant to church activities

4. Coordinate church cleaning, maintenance and supplies

Maintaining supplies

- Altar candles
- Altar supplies (wafers and wine)
- Maintaining supplies for baptism, wedding and candle tree candles, holding crosses, baptism stationery
- Purchase and distribution of reading sheets
- Ensure Akers room facilities are in proper order and supplies are maintained including:
 - Coffee/Tea/Sugar
 - Cleaning materials and dishwasher goods etc
 - Toilet rolls

Regular Cleaning and Maintenance

- Liaise with church cleaner to ensure cleaning is done and any cleaning supplied ordered
- Checking oil and ordering
- Ensuring waste disposal done in timely manner
- Checking heating timing is appropriate and heating switched on for services and events and off when not required
- Check and replace batteries for microphones
- Taking and submitting electricity readings
- In liaison with Churchwardens, maintaining list of cyclical works
- In liaison with church wardens, making arrangements for regular maintenance checks etc
- Opening and closing the church for contractors including staying to supervise work if necessary.
- Make sure all maintenance work is recorded and the invoices sent to book keeper to be paid.

Regular maintenance includes:

- Cesspit waste disposal (regular)
- Microphones and sound system (regular)
- Clock Maintenance (3 year contract – check)
- Lightening rod maintenance (annual – check)
- Dishwasher Maintenance (regular)

- Lincat water system (maintenance and filters)
- Fire extinguisher checks (annual)
- Gutter clearance and maintenance (annual)
- PAT Testing (annual)
- Full electricity check (every 5 years)
- Chimney cleaning (annual)
- Organ tuning and maintenance (regular)
- Churchyard maintenance (regular)
- Tree surgery (as required)
- Liaise with Community Payback Team.

5. Other support as required

- To work with Vicars to provide other administrative and support services as required

Person Specification

Required

- Strong administrative skills and experience
- Systematic approach to record keeping
- Understanding of, (or willingness to learn) website management, social media and publishing software
- Warm and welcoming style - Ability to liaise positively with parishioners, public, contractors, Parish Office
- Ability to maintain confidential information
- Ability to remain calm in a crisis
- Flexibility
- Ability to use administrative IT systems
- An understanding of, or willingness to learn about, Church of England systems and structures
- Being in sympathy with the aims and objectives of the Church of England
- Own transportation.