

# st luke's church, sway



## JOB DESCRIPTION

### CHURCH ADMINISTRATOR

#### Purpose

- To be an effective centre for coordination, information, communication and administration in the church office for worship for all ages including families, school and children's work.

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**Part time 15-25 hours a week – Permanent/Term time only/hours negotiable on appointment**  
**Ideally 4 /5 mornings 9.30-1.30 (flexible)**

Please note: The job description below is flexible depending on the hours agreed at appointment.

**Responsible to** Parochial Church Council (PCC) and reporting to the Vicar (Line manager)

**Internal Connections:** PCC, Vicar, Church Wardens, Congregations, and all volunteers.

**External Connections:** The general public, Winchester Diocese -including safeguarding, confidentiality, GDPR, Winchester Diocesan Board of Finance (WDBF), Parish Community, Sway News magazine, Lyndhurst Deanery, St Luke's School Sway and other organisations as may be required from time to time.

**Place of work:** St Luke's Church Office a minimum of 4 mornings a week. Some remote work possible by arrangement.

**Holidays:** If working term time only hours - holiday allowance to be taken during Hampshire school holidays.

#### Administrative tasks

- Perform administrative tasks as requested by the Clergy and Wardens.

- Be responsible for the day to day running of the church office with a thorough knowledge and use of the church software ChurchSuite - training provided.
- Manage the master church diary on ChurchSuite. The office is open to callers from 10-12 weekdays.
- Deal with written/email/telephone enquiries and direct to other persons as necessary.
- Prepare some rotas on ChurchSuite for Sunday Services, Messy Church, Bump baby and Toddler groups and other groups.
- Manage volunteer records using ChurchSuite and follow up rota swops and requests.
- Order and store stationery/office supplies as required.
- Oversee use of the photocopier and to arrange repairs and servicing.

### **Church Room Bookings**

- Manage enquiries and bookings relating to the Church Rooms and the Church on ChurchSuite.
- Invoice room hirers.
- Arrange the electronic access to the church rooms for hirers.

### **Baptisms/Weddings/Funerals**

- Maintain administration using iknow software package - training given.
- Ensure effective administration of marriage requests from initial enquiry to registration, invoicing. Arrange for Banns of marriage to be paid for, read and certificates issued.
- Ensure effective administration of Baptism requests including the preparation of registers and certificates.
- Ensure effective administration of bookings for Funerals (arranging organist, verger, sound system operator, and associated invoicing and payments).
- Prepare quarterly returns for the Diocese.

### **Information & Publicity**

- Be responsible for compilation and maintaining of some parish leaflets and posters and appropriate publicity (e.g. Messy Church, Courses, Events, Easter & Christmas).
- Keep the church leaflets and posters tidy and up to date.
- Produce and distribute the weekly Parish News (email & hard copies).
- Produce and distribute orders of service for special events (e.g. Thanksgiving Service, Remembrance, Christmas, Easter, Licensing services, etc.)

### **Website / IT / Communications**

- Update the church website content. (training will be provided).
- Advertise church events on the church Facebook and Instagram accounts.
- Use Microsoft Outlook, Word, , Excel and other relevant software.
- Attend appropriate training courses as approved by your line manager.
- Attend Diocesan administration and IT/communications training days/events.

### Finance

- Raise invoices as required.
- Keep electronic records of invoices and Direct Debit statements

### Safeguarding

- Manage the DBS Verifier online process.
- Keep the DBS and training database up to date.
- Ensure that everyone that holds a DBS is in date and alert the Vicar/churchwardens if any DBS has elapsed.
- Ensure that safeguarding training reminders are sent out four months in advance.
- Report back to the Diocese when the DBS has been returned to the individual.
- Ensure own compliance with GDPR and St Luke's digital safeguarding policies within the office.

### Additional Duties

- Other duties as needed and as time allows.

**Salary:** £ 15 per hour paid year-round pro rata

**Support:** Option to attend Diocesan events and training. Option to arrange for a spiritual director or mentor. PCC link person as contact for administration and operations to help with queries for the smooth running of the office.

The **Statement of the Main Terms and Conditions of Employment** See separate document.

### PERSON SPECIFICATION : Parish Administrator

	Essential	Desirable
Excellent IT skills including using Microsoft Office Suite and ChurchSuite - training given	x	
Sympathetic to the Christian faith with an understanding of the role of the church in the community	x	
Experience of working for or volunteering for a church		x
Positive, co-operative, loving and forgiving attitude to all people	x	

<b>contacting the church office regardless of faith or no faith</b>		
<b>Can demonstrate a flexible approach with lots of patience. A warm friendly and welcoming personality.</b>	X	
<b>Excellent organisational skills and strong attention to detail.</b>	X	
<b>Experience of website and database management and use of social media</b>		X
<b>Able to work to deadlines</b>	X	
<b>Experience of working as a team both with other staff and volunteers</b>	X	
<b>Able to create publicity – e.g. posters - using IT</b>		X
<b>Willing to learn new skills</b>	X	

We welcome enquires and informal conversations please contact:

Vicar: Revd Jane Mitchell 07885 505532 [vicar@swaychurch.com](mailto:vicar@swaychurch.com)

Or

St Luke's Church office: [office@swaychurch.com](mailto:office@swaychurch.com) 01590 682358

Closing date 29<sup>th</sup> Nov 5pm

Interviews: 4<sup>th</sup> Dec

Completed forms to [office@swaychurch.com](mailto:office@swaychurch.com) and copy in [vicar@swaychurch.com](mailto:vicar@swaychurch.com).