



JOB DESCRIPTION: Parish Administrator

The Parish of St Bartholomew's and St Christopher's, Haslemere, Surrey

St Bartholomew's and St Christopher's churches form the Church of England Parish of Haslemere. Across the community, our role is to serve the spiritual needs of the local people, and to build community. Our vision is to be the best churches we can be for all the people of Haslemere.

An opportunity has arisen for a new Parish Administrator to join our large and thriving leadership team. Whilst carrying regular duties, there is considerable flexibility in how the hours are worked, and the workplace of the individual. According to school times, school holiday and other needs, the successful candidate will be able to negotiate where and when their working time is met.

Role: To support the ministry and mission of Haslemere Parish by enabling it to run efficiently and effectively as an organisation. The Parish Administrator works in conjunction with our leadership team at the centre of our parish life, managing our office systems and communications, including the website and electronic diary, supporting the clergy, Church Wardens and other office holders. Currently the role attracts 20 hours weekly, but could be up to 27 hours.

To be: To be a person of integrity, who treats each member of the parish with respect and dignity. The Parish Manager is someone with strong organisational, office and IT skills (Microsoft Office), who can work both independently and collaboratively, who has excellent interpersonal and communication skills. Candidates will need to have an understanding of, and sympathy with the aims and objectives of Church of England, although it is not necessary for the individual to have had a previous regular membership of the church.

The Duties of the Parish Administrator

- To be a point of contact for callers and visitors.
- Office management, and record keeping including developing and maintaining robust administrative systems
- Communication via web-site, social media, email, notice sheets, and other printed media. Specifically:
 - To prepare the weekly notice sheet by Thursday morning so it can be proofread.
 - To email to Parishoners each week giving a link to the notice sheet and reminders of location and times of services
 - To prepare and print Orders of Services, leaflets and posters as required for the services, and ensure these are available in the correct churches
- Maintain church rotas (sidespersons, intercessions, readers etc)
- Procurement - to order supplies for the office and worship in line with procurement policy. To arrange servicing/repairs of office equipment.
- To liaise with the Rector/Churchwardens/Verger regarding issues relating to the 3 church buildings which require attention and arranging visits from plumbers, electricians etc.



Support to the Rector (Revd Chris Bessant):

- The postholder will report to The Reverend Chris Bessant, Rector of The United Benefice of Haslemere and Grayswood.
- To act as administrative support to the Rector and support him in his ministry to the parish
- To ensure that the Rector is informed of contacts made with the Parish office, particularly when these relate to pastoral matters
- To help, as required, in making arrangements regarding weddings, baptisms and funerals including contact with families and liaising with the church organisations i.e. organist, choir, bell ringers etc. and generally working with the clergy to ensure a smooth running of the service.

Support to the Treasurer:

- To raise invoices for weddings and funerals
- To produce quarterly schedule of fees due to the Diocese
- Liaise with Gift Aid Secretary for paying in of cheques and cash
- Check invoices to see goods have been received before passing on to Treasurer for payment.

Ongoing review:

From time to time the Rector/Church Wardens may need to review responsibilities, in discussion with the Parish Administrator, in order to respond to parish development needs.

Reports to: The Rector, or in his/her absence, the Church Wardens

Dated: 7th December 2022