

Part Time Parish Administrator

Job Purpose

- To run and maintain the Parish Office in an efficient and effective manner.
- To provide administrative and operational support to the Rector, the Wardens and the Parish Council.
- To provide basic administrative support and take responsibility for the bookings of St Lawrence Church Hall.
- The person will also be expected to be a key face of both churches in dealings with the immediate and wider communities and those using the churches.

Accountability

- The Rector

Responsible for

- No direct reports or volunteers

Relationships

- The Rector, Church Wardens, Children and Families Lead, the PCC, the Treasurer, the PCC Secretary, the Church Hall committee, Funeral Directors and parishioners.

Safeguarding Training Requirements

This role requires the following safeguarding training.

- Basic awareness
- Foundation

Hours and Place of work

You will be expected to work 10 hours a week, across at least three midweek days. Most work will be expected to be performed during normal office hours.

You will be provided with a suitable working space within the church office and the necessary resources required to effectively fulfil the role.

Responsibilities

Weekly:

- To assist the Rector and Church Wardens in the administration of the two churches namely, St Lawrence, Effingham and All Saints, Little Bookham.
- To prepare and disseminate electronically the weekly newsletter.
- To prepare and print notices for the church porches and church notice boards.
- To answer the telephone and check the answerphone, passing on messages where necessary or taking direct action when required.
- To open and vet all emails received by the church office.
- To respond to all emails where appropriate either by direct action or by reference to the Rector or the Church Wardens and to ensure that any messages are forwarded to the appropriate recipients when received.
- To make calls in pursuance of church affairs as directed by the Rector or Church Wardens.
- To manage the church diaries in the parish office.
- To welcome personal callers to the office, providing friendly assistance as required.
- To consider lone-worker safety issues and take appropriate steps.

- To update the Church website weekly with service details, the weekly newsletter and any other planned events and information as requested by the Rector.
- To keep the Parish Life Events Diary up to date.
- To ensure that the 'next service' signs are updated weekly at St Lawrence.
- Send a weekly reminder to all those on the rota that will be helping with the Sunday services.
- For the St Lawrence Church Hall: receive bookings and queries; undertake general administration; be the first line support for hall bookers; maintain the bookings diary; generate invoices and facilitate occasion 'show rounds' when required for new bookers.

Other:

- To help the Rector by undertaking other duties commensurate with those of an administrative assistant.
- To seek reimbursement of monies spent in pursuit of duties from the PCC Treasurer/Assistant Treasurer and to provide appropriate receipts.
- To search church and other records as directed by the Rector.
- To direct all correspondence received to the Parish Office (open letter box at the entrance to church) to the appropriate recipient or respond, where appropriate by direct action.
- On a monthly basis prepare the service rota for the Ministry Team and disseminate to all team members involved in the services.
- As required, complete the Marriage Documents and the Marriage Register for both churches.
- To enter names into the Banns register, record appropriate dates for the Banns to be read and notify the Rector of those dates.
- Ensure the Marriage Document is sent to the Registry office in a timely manner.
- On a quarterly basis, prepare for the Rector's signature, the return required by the Registrar and post the same in good time.
- To prepare wedding anniversary cards for our wedding couples first anniversary for the Rector to sign and send.
- To prepare and submit the appropriate invoices generated by weddings and funerals and to send copies to the PCC Assistant Treasurer.
- To arrange for Locum Celebrants to take services in the absence of the Rector and advise the Church Wardens.
- To arrange for an Organist when required due in the event of the absence of the regular organist.
- To order and replenish stationary, communion wafers, wine and candles when required.
- To facilitate regular maintenance visits for the: boiler; sound system; PAT testing; organ etc.
- To invoice the Parish Magazine advertisers and keep appropriate records.
- To be responsible for checking the First Aid kits in both churches on a regular basis ensuring that both boxes are adequately stocked.
- To keep a check on the accident books for both churches and draw attention to any concerns to the Church Wardens.
- To keep the Church Near You pages up to date with any service or detail changes.
- To attend a weekly/monthly meeting with the Rector, Church Wardens and other ministry leaders when requested.
- To email the organist and choir in advance, any hymn lists compiled by the Church Wardens
- To ensure the Church Wardens are in receipt of all paperwork regarding funerals and interments at both churches that needs to be filed and recorded.

General:

- To attend training and development days run by the diocese and others, by agreement with the Rector.
- To have at least a basic understanding of, and sympathy for, the Christian faith.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> No formal qualifications are required but clear demonstrable experience of competent administration is expected 	<ul style="list-style-type: none"> A baptised member of the Anglican Church A person of faith and prayer, your relationship with Jesus underpinning a lifestyle of integrity. Willing to participate in community life.
Experience	<ul style="list-style-type: none"> Previous Administration or office experience Coordinating diaries for individuals and a team 	<ul style="list-style-type: none"> Previous work in a parish church environment
Knowledge	<ul style="list-style-type: none"> A good knowledge of MS Office A general knowledge of church, worship and ministry A wider knowledge of the broad structures of the Church of England 	<ul style="list-style-type: none"> A more detailed knowledge of church worship and ministry A more detailed understanding of the structures of the Church of England, e.g. at Diocesan level
Skills	<ul style="list-style-type: none"> Excellent administration skills Able to juggle a broad range of responsibilities Attention to details in the pursuit of excellence People skills, relating well to leaders, team and volunteers Time management skills and focus, with proven ability to prioritise workload Recognise confidential or sensitive issues and deal with them appropriately Overseeing IT and office systems Ability to use MS Word, Excel and PowerPoint and social media platforms Good numerical skills Exceptional time management and focus, with proven ability to prioritise 	<ul style="list-style-type: none"> A full driving licence Managing external contractors
Personal	<ul style="list-style-type: none"> You will be a warm, friendly and welcoming personality, able to listen and deal with people in difficult circumstances appropriately and sensitively. Able to recognise and respect the confidentiality of the role. 	<ul style="list-style-type: none"> Experience of dealing with individuals going through personal difficulty Experience of dealing with sensitive information Experience of dealing with people who may be difficult

	<ul style="list-style-type: none">• A proactive and self-motivated team player• Flexible and innovative, adapting to change	
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