

Part-time Church Administrator
St Bartholomew's Church, Crewkerne

SUMMARY

Job title:	Church Administrator
Salary:	£12–14/hour (depending on experience)
Hours:	20 hours/week, including occasional evenings and/or weekends
Contract type:	Permanent, part-time role
Key relationships:	Reporting to the Rector who oversees the six churches of the Wulfric Benefice (Crewkerne and surrounding villages)
Place of work:	Church Office, Abbey Street, Crewkerne TA18 7HY <i>(with possibility of some working from home)</i>
The role:	<p>Our church exists to serve Jesus Christ and spread his good news to our local area. We are looking for someone who will:</p> <ul style="list-style-type: none">• represent the Rector and the church to the wider community• manage the administration of the six Benefice churches so that the Rector is freed up to focus on other tasks/roles• provide financial administrative bookkeeping support for St Bartholomew's Church and the Church Treasurer <p>This appointment is being made at the beginning of a new phase of church life, and flexibility will be required to respond to changes as church life develops.</p> <p>An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.</p>
Safeguarding:	Enhanced DBS clearance with barring is required. Completion of safeguarding training modules is a condition of employment.
Closing date:	midnight on Wednesday 20 July 2022 – or earlier if sufficient numbers of high-quality candidates have applied before this deadline
Interview date:	Monday 25 July 2022 (or Sunday 24 July) *
Start date:	As soon as possible – to be agreed
Further info:	CJ Davis cjdavis.wulfric@gmail.com

JOB DESCRIPTION FOR PART-TIME CHURCH ADMINISTRATOR

Summary of role:

- represent the Rector and the church to the wider community
- manage the administration of the six Benefice churches so that the Rector is freed up to focus on other tasks/roles
- provide financial/bookkeeping support for St Bartholomew's Church and the Church Treasurer

Key relationships:

- Reporting to the Rector
- Retired clergy, church wardens, other staff members

Key tasks:

1. Maintaining an efficient church office and providing "front of house" administration, such as:
 - provide a welcoming point of contact to those visiting the church office
 - answer calls and messages and deal with incoming and outgoing post
 - "triage" and redirect messages/matters to the Rector and other members of the church
 - manage equipment and supplies, buying in help when needed
 - ensure all key equipment in the church office (eg computers, printers) complies with service contracts and maintenance requirements.
 - maintain office supplies and records
 - regularly review, create and implement policies and procedures that will make the church office run more effectively
2. Excellent communication with church family and community, such as:
 - act as the first public face of the church when contacted by those in the wider community
 - build and maintain good relationships with the congregations, church office holders and community
 - being available to pray with and for those who need or request prayer
 - being willing and able to seek out and take opportunities to share the message of the Christian faith
3. Managing the Benefice Calendars, such as:
 - ensure all office calendars are kept up to date; avoid clashes of meetings/church use
 - arrange events, schedule meetings, appointments, bookings where requested
 - diarise reading of marriage banns
 - managing bookings and availability of St Bart's Church building and church hall
 - syncing with the Rector's diary
4. Organising services and events across the Benefice, such as:
 - take responsibility for rotas, event management details, compliance
5. Organising weddings, funerals & baptisms across the Benefice, such as:
 - provide administrative support for all matters relating to weddings/banns, baptisms/dedications, funerals, bookings, etc in all six churches of the benefice
 - liaise with funeral directors, Diocesan authorities, etc
6. Financial management/bookkeeping as directed by church treasurer, such as:
 - liaise with church treasurer
 - administration for financial monthly bookkeeping

- deal with parochial fees and fee returns.
 - maintain the day-to-day financial needs of the church, raising cheques, paying invoices, handling gift aid records, ensuring church fees and other invoices are paid
 - liaise with churchwardens and others over finance
 - maintaining financial resources – cheque books etc
7. Communication and publicity, such as:
- maintain excellent communication with church family and community
 - manage church communications including the church email accounts, church website, email communications and social media accounts, with content reflective of the Christian mission and witness of the church
 - create and distribute leaflets and orders of service, etc as necessary; oversee print and production of flyers with appropriate content relating to the Christian faith and church activities
 - ensure that church communication meets GDPR guidelines
8. Compliance, such as:
- liaise with the Rector to maintain an overview of policies, procedures and regulatory compliance across the Benefice – including safeguarding implementation; health & safety implementation, risk assessments etc; GDPR; copyright license requirements (CCLI)
 - ensure that essential fire alarm tests, boiler inspections, etc are carried out as required
 - maintain ongoing pattern of compliance with Church of England/diocesan administrative process including liaising with the Rector and PCC secretary over Annual meeting, diocesan returns etc
9. Filing and records, such as:
- manage database; ensure data stored by the church meets GDPR guidelines
 - help to create and manage implementation of Records and Storage policy across Benefice
10. Take part in and contribute to discussions with other staff about vision/ethos of church; staff meetings; and staff prayers.
11. Supporting the Rector's ministry administratively, with flexibility as church life develops.
12. Other administrative work as needed within the time available.

Further information

- The administrator will ideally work four hours per day, Monday to Friday, although there may be some flexibility.
- Terms including holidays, pension contributions, probationary period, expenses, etc will be discussed at interview.
- Copies of existing church policies will be made available to the successful applicant.
- Please complete the application and send CJ Davis cjdavis.wulfric@gmail.com, along with the names of three referees.
- Employment is subject to enhanced DBS clearance with barring.
- We follow Safer Recruitment procedures and the successful candidate will complete the Church of England safeguarding training modules as a condition of employment.

- St Bartholomew's Church is part of the Church of England in the Diocese of Bath and Wells.
- An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010. Candidates must be able to sign our statement of faith. Please see <https://www.eauk.org/about-us/how-we-work/basis-of-faith>
- If you have any queries about this role, please contact CJ Davis: cjdavis.wulfric@gmail.com