

Church Administrator

Person Specification and Role Description

DEADLINE FOR APPLICATIONS 19th January 2024

Completed application forms to be sent to: ASDapplication23@gmail.com

please note that applications will be anonymised as part of the selection process for interview.

Church Overview

All Saints' Church is a faithful group of worshipping people, blessed by God to be placed in the centre of the local community in Dedworth, West Windsor. We are a hugely diverse group of people that reflect the community we love to serve. We seek to do life together and make Jesus known through acts of love and an unconditional welcome.

All Saints' is a lively, growing Church. We have a strong relationship with our local community, as the Church Centre supports charities and groups that meet people's various needs. It is most importantly an interface for meeting people's spiritual needs too, through gentle evangelism, as we share the hope of Jesus.

We would describe ourselves as:

Gently charismatic - we believe that the Spirit of God is living and active today;

Evangelical - we hold the Bible in high regard as God's word to us;

Sacramental - we believe in *baptism* as a sign of joining the family of God and sharing *communion* (bread and wine) as a sign of being united as family by the life, death and resurrection of Jesus;

Anglican - we are part of the Church of England.

Role Overview

We would like to appoint an well-organised and detail-oriented administrator to help manage the affairs of the church, by working with volunteers and staff to achieve the Church's missional objectives. Amongst other things, this will include being the first point of contact for the Church— answering phone calls and emails; dealing with the routine administration of life events; keeping the church diary and database up to date; drawing up rotas and facilitating the booking of the church premises. This is a relational role and an appreciation of the 'heart-beat' of the All Saints' community is essential. The appointed person will therefore be a worshipping and volunteering member of the church, who will be keen to invest in their own spiritual journey with Jesus, as well as their relationships with the wider Church and community.

Role Specification:

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">• A practising Christian with a mature faith in Jesus;• A 'warm' and winsome first contact for people outside of the church community; friendly, consistent, patient and helpful;• Self-awareness and ability to connect with people from all walks of life with empathy;• Someone who enjoys being part of a team	

	<ul style="list-style-type: none"> • Trustworthy, discreet and pastorally sensitive; • Able to maintain confidentiality; • Quick to forgive. 	
Experience	<ul style="list-style-type: none"> • Previous administrative experience; • Experience of working in a team. 	<ul style="list-style-type: none"> • Previous office management experience.
Skills and Abilities	<ul style="list-style-type: none"> • Have good communication skills; • Be well organised and show attention to detail; • Able to prioritise a workload under pressure and manage time effectively; • Able to take the initiative and work independently, whilst recognising when to refer; • Able to lead creatively, responding to and adapting to needs as they arise; • A team player; able to work with, support and encourage others. 	
Education	<ul style="list-style-type: none"> • Proficient IT skills. 	

Role Specification for a Church Administrator:

Line Management: Incumbent

Hours of work: 12 hours per week, 3 hours a day

Salary: £7,488 per annum. (National Living Wage)

Annual leave: 6 Weeks Annual leave pro rata

Contract: Two-year fixed term contract, with a potential to become permanent

Safeguarding: All Saints' Church, Dedworth is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. The holder of this post will be required to have an Enhanced DBS check and to undertake Church of England Safeguarding Training.

Occupational Requirement: The post holder will need to attend All Saints Church regularly. There is an occupational requirement that the post-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Role Specification for a Church Administrator

The role will principally attend to:

- **The administration associated with Life Events:**
Funerals, baptisms, banns and weddings: Initial contact with the family and associated administration;
Church fees: Facilitate communication between PCC, funeral directors and other interested parties, keeping them up to date with annual changes in fees.
- **Making statistical returns**
Send quarterly return to diocese;
Check statistics mission website is up to date;
In January, compile statistical returns and articles of enquiry. Discuss with Vicar and undertake analyses.
- **Keeping the church diary**
Maintain and be the main point of contact for the Church diary, using Google Calendar.
- **Overseeing Rotas and Orders of Service**
Bring together elements of the rota by liaising with ministry leaders to ensure weekly gatherings are staffed;
Populate and send out Orders of Service.
- **Church Database**
Oversee and update database of those connected with church, adding to it and send a welcome email to new members of the church;
Ensure records are up to date and liaise with vicar to remove data at appropriate times;
Support electoral roll officer in their role with new members. Sharing additions and informing of database removals;
Cross reference the church database with the electoral roll and check the classification of individuals and ensure they are followed up and welcomed;
Ensure systems and processes are compliant with GDPR and other PCC policies.
- **Certification and Church Records**
Maintain the church filing system and files;
Update and maintain logbook.
- **Communications**
Check and distribute enquiries from incoming emails to the Church;
Distribute weekly email and news sheet to congregation;
Maintain the Church Centre display boards and ensure notices are current.
- **Church Centre Bookings**
Keep church diary of regular bookings up to date;
Recruit and contract new groups;
Monitor church emails and respond to new bookings promptly.

Arrange for potential groups to visit and negotiate prices, both for regular and one off hirings;
Negotiate with Vicar and other parties as to logistics of new bookings;
Seek approval from Vicar for new bookings;
Keep contact details of groups up to date;
Ensure hirers are familiar with church fire and safeguarding precautions, procedures and policies;
Issue contracts to all groups together with room hire guidelines and the church Health and Safety risk assessment;
Ensure hirers sign their contract and agreement to follow the room hire guidelines.
File contracts for all groups;
Liaise with groups about any ongoing issues;
Inform groups when building work or repairs may affect them;
Contact groups regarding Christmas/ church activity weeks etc.;
Promote occasional church events to the groups.

- **Invoicing and finance**

Decide with Vicar hire fees and rises for premises bookings;
Ensure that invoices are regularly submitted (once a month;)
Check the hall hire analysis to ensure that payments reflect invoices and what is regularly paid.

- **Miscellaneous:**

Ensure all reports for APCM are requested and collated;
Collate publicity materials;
Printing and collating as required;
Other administrative tasks as required.