

St. Simon's Southsea Job Description Church Administrator

Job Title:	Church Administrator – Church Office
Responsible to	St Simon's Church PCC
Line Manager:	Priest-in-charge.
Hours:	15 hours (9:30-12 each day and 2.5 hours flexible)

ROLE:

To assist with the smooth running of St Simon's Church

To support the work of the Priest-in-charge, Churchwardens, Staff and PCC in the day to day administration of the church.

To provide a warm welcome to all who visit the church and make enquiries regarding services, pastoral visits, occasional offices.

To act as Line Manager to the Church Cleaner.

RESPONSIBLE FOR:

ADMINISTRATIVE DUTIES

- Staff the Church Office between the hours of 9.30 and 12.00 on each working weekday. Respond to telephone calls, receive visitors, handle post, receive and reply to e-mails.
- Be the principal contact person with church with church, hall and room users.
- Day to Day management of Emails and communication.
- Oversee the preparation and distribution of a weekly newsletter and orders of service for Sundays.
- Maintain a calendar ensuring that, as far as possible, events and regular activities do not clash. This is to include: meetings and regular bookings using the two halls, nave and other rooms, staff absences, other one-off events.
- Maintain a list of recurring tasks involving staff and volunteers.
- Communicate with the payroll company as required, ensuring that staff are paid monthly.
- Maintain the database of Church Members, the Church Electoral Roll (acting as Electoral Roll Officer) and lists of Sunday Volunteers.
- Maintain lists of people to receive Newsletters and other one-off email communications, currently managed using MailChimp. Issue one-off emails as required by Priest-in-charge or others with appropriate authority
- Arrange maintenance of Church Office equipment. Order stationery and office

supplies in order to maintain enough stock for the Church Office and for use by employees and volunteers on church business.

- Receive 'unavailable' dates from Sunday Volunteers, prepare Sunday Rotas for each Sunday and for seasonal Festivals, filling gaps from reserves list. Post Sunday Rotas on the church website and distribute to team members by email and hard copies. Provide reminders ahead of Sunday services.
- Oversee the internal and external notice boards.
- Arrange production and distribution of greetings cards giving information of services at Easter and Christmas.
- Maintain Church Office filing systems, ensuring that shared information is accessible to Priest-in-charge & churchwardens.
- Arrange routine and holiday cover for the administrator and the cleaner, ensuring they are fully briefed.
- Record all uses of copyright music/lyrics on CCLI website.
- Maintain church register for services.
- Undertake quarterly register returns and other occasional statutory returns.
- Manage the content of the Church website (to include sermon recordings).
- Produce weekly Power point of notices for display in church and in the church centre.
- Manage social media platforms and post as appropriate.
- Oversee backups of computers – 2 x office computers, 1 x AV computer,

PASTORAL

- Help with welcoming newcomers. Ensure that the Welcome Table is stocked with leaflets, forms etc. Process enquiry and Membership applications.
- Inform Priest-in-charge or Pastoral Team of any known pastoral needs of individuals.
- Keep list of housebound and other vulnerable members for Harvest Distribution, Fellowship Lunch, etc invites and so that their pastoral care can be regularly reviewed with the Pastoral Team.
- Collect any prayer requests that come into the Church Office to hand on to Priest-in-charge.
- Help with administerial arrangements for courses such as Alpha

PCC AND ANNUAL CHURCH MEETING

- Provide administrative support for the church annual meeting.
- Working alongside the PCC secretary, to give administrative support for PCC meetings if required.
- Make annual returns to the Diocese and CofE nationally.

BUILDINGS, PROPERTY AND EQUIPMENT

- Organise the routine servicing of church equipment, as requested by Fabric Committee.
- Arrange for church keys to be cut and issued and maintain a register of key holders

and keys.

- Act as line manager to Church Cleaner.
- Liaise with the Cleaner/ Caretaker to maintain adequate supplies of cleaning materials and oversee the cleaning of the church building and equipment. As Line Manager, to oversee that the church buildings are kept clean and tidy.
- Liaise with Wardens/PCC to ensure suitable building and contents insurance for the Church & buildings insurance for 31 Gains Road. Process any insurance claims.
- Provide PCC/ Wardens administrative support for the submission of Faculty applications and claims for the refund of VAT on Church repair work.
- Arrange for annual gas safety checks for the Church and 31 Gains Road and file the certificates.
- Arrange lettings of the church rooms, ensuring that all groups that use church property understand their rights and responsibilities, especially in relation to health and safety.
- To be responsible for the issuing of keys for the church building. Ensure that payments are made and that deposits are paid and refunded as necessary.
- To arrange routine checks on lightning conductor, and on fire risk, alarm and appliances, in consultation with the Fabric Committee'
- In the case of a civil emergency, act as 'Building Manager' for emergency use of the Church building by the Local Authority, in accordance with p42 of the Emergency Procedures booklet.

BAPTISMS, WEDDINGS AND FUNERALS

Baptisms

- Initially meet the family to book a baptism.
- To pass information to the Priest-in-charge for Baptism preparation.

Weddings

- Initially meet the couple to book a wedding
- Booking relevant Organist/verger as required for the service
- Ensuring Banns are prepared and read at appropriate services

Funerals

- Liaison with families and Priest-in-charge to book a funeral
- Booking organist, verger and sound/visual engineer for the service.
- Initial liaising with the funeral director

MISCELLANEOUS

- Purchase candles, communion wine and wafers as required.
- Hold and manage a cash Help Fund under the direction of the Priest-in-charge and churchwardens.
- Oversee the decoration of the church for Christmas, Easter and Harvest, including the purchase of a tree at Christmas. Liaise to ensure the changing of banners throughout the year. Organise the preparation of church for other special events, including school carol services, weddings, funerals, etc. Arrange for the removal of decorations and

tidying-up afterwards.

- Ensure that radio microphone batteries are charged weekly and before other specific events such as weddings, funerals, Christmas, Easter, etc.
- Ensure that supplies of tea/coffee/sugar/biscuits are maintained for Sunday services and the Lounge.

ACCOUNTABILITY AND SUPPORT

- The Administrator meets weekly with the Priest-in-charge to monitor progress, prioritise tasks and resolve problems.
- Meet annually with the Priest-in-charge to discuss in general terms welfare and job satisfaction and performance.

OTHER

- Any other reasonable duties as requested by the Priest-in-charge.