

Church Administrator - Job Description

Summary:

To perform clerical and administrative tasks, under the general day-to-day supervision of the Minister and the Director of Outreach, that will support the overall function and activities of the church. The Church is guided by its Vision and Mission Statement, and this guides the Church in its actions.

The Church Administrator is a key representative and initial face of the Church. For the church to do ministry in many areas, adequate support and administration for all ministries is essential. The Church Administrator will create an environment that is inviting to anyone engaging with the church's administration and is comforting and calming to those who may be dealing with stress or confusion. Their primary function is to oversee all activities of the main church office.

Hours: 24 Hours per week

Organisation:

This role will report to the Director of Outreach, although they will work closely with and under the direction of the Minister for relevant parts of the role.

Duties and Responsibilities:

- To act as the church's administrator, responsible for the management and running of the church office.
- To support the Ministry Team to ensure that appropriate team members are aware of commitments and needs for support. Manage and maintain diaries and correspondence as necessary.
- To ensure the administration and coordination of services and celebrations within the church, particularly festivals (such as Christmas, Easter etc), weddings, funerals, baptisms and other religious events.
- To manage the administration of regular and occasional bookings for spaces within the church to include issuing terms and conditions and setting up letting agreements.
- With the assistance of the Church Treasurer to ensure third parties using the church's spaces are making the appropriate payments and to monitor and manage arrears if identified.
- The Church Administrator will often be the "during-the-week-voice" of the church, particularly by telephone. This person must be able to communicate effectively in a broad range of areas by fielding phone calls and communicating messages to the Minister / Ministry Team and other church members. They will check the telephone answering system regularly and make notes, return calls or deliver messages to Minister, etc. as appropriate.
- Correspondence and Outgoing Mail (including both physical and electronic) – They will ensure all incoming correspondence as well as all other mail is handled/mailed in a timely manner and compose letters as required or requested. This may include preparing and sending out welcome letters to new members; ensuring those having weddings or funerals have made all necessary arrangements including coordinating with other members of the Church team to ensure all event preparation has been

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undertaken; preparing and sending out follow-up postcards to visitors; and other administrative correspondence as requested.

- To support the congregation and ensure information is appropriately shared and communicated.
- To work closely with volunteers who work within the church; supporting them in their roles and being supported by them.
- Management of Church Records – To maintain and administer the church membership and communications system (ChurchSuite) ensuring that Membership records are accurate and monitoring and updating rotas and related correspondence from the system.
- Maintain records of baptisms, dedications, weddings, and attendance in collaboration with the Church Secretary.
- Maintain such records as are required to support the Hospitality and Building Managers
- Provide reports and records for the Ministerial Team, Director of Outreach and Church Elders as needed.
- To maintain and update bulletin boards, website and social media channels for the church as appropriate and as needed.
- Comply with all church policies including Health and Safety and Safeguarding.
- Any other reasonable duties as may be given to the post holder from time to time by the Minister or Director of Outreach.

Person Specification:

- A personal commitment to Jesus Christ as Saviour and Lord and a strong desire to serve within a church.
- Outstanding interpersonal people skills (the ability to work and interact with all Members of the church and its community).
- Excellent clerical, communications, computer and organisational skills.
- The ability to discern needs and take initiative to meet those needs.
- Highly effective verbal, written, editorial and publishing communication skills.
- Must have a professional attitude and display a servant heart.
- A willingness and ability to listen to people's problems and to pray with them if appropriate
- Ability to protect the reputation and integrity of others through strict confidentiality, with appropriate sharing of information with colleagues.
- Willingness to learn new skills and work as a team player along with overall dependability and approachability are very important.