

# Job Description

## Church Administrator, St Andrew's, Oxshott



<b>Job Title</b>	Church Administrator
<b>Appointed by/Employed by</b>	St Andrew's Oxshott PCC
<b>Responsible to</b>	Vicar of St Andrew's, Oxshott
<b>Workbase</b>	The Church Office, St Andrew's Church, Oakshade Road, KT22 0LE
<b>Contract and hours</b>	20 hours per week, Monday-Friday 9am-1pm, with some flexibility for the right candidate
<b>Remuneration</b>	Competitive rates of pay based on qualifications and experience
<b>About us</b>	At St Andrew's our vision is to be 'Followers of Jesus Christ, growing in faith and number and serving the communities in which we live and work.' We are a lively church of all ages, on a journey together with God.
<b>About you</b>	You will have trained and worked as a PA or administrator, be used to dealing with members of the public, capable of being interrupted, a team player and be in sympathy with our faith and vision.
<b>Closing date for applications</b>	12 noon 6 September 2019
<b>Interviews</b>	Week beginning September 9

### Contact

If having read the job description below you would appreciate the opportunity to speak to someone informally about this role, please contact the church office via email: [office@standrewsoxshott.org.uk](mailto:office@standrewsoxshott.org.uk) in the first instance.

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### JOB SUMMARY

- To manage the work of the Church Office so that the Vicar, Ministry Team and other officers in the church are released to focus on the roles to which they have been called.
- To be the public face of the church to the general public and an effective centre for coordination, information, communication and administration both in the church office and among volunteers.

### SUMMARY OF DUTIES AND RESPONSIBILITIES

- Ensure that the Church Office is open 9am-1pm Monday to Friday.
- Manage and work collaboratively with the part-time Assistant Administrator.
- Provide administrative support to the Vicar, Ministry Team, Treasurer, Wardens and those working on church business together with the Assistant Administrator.
- With the Assistant Administrator, be the positive face of the church to the general public who contact or visit the Church Office.

### RESPONSIBILITIES

#### Communications, Information and Publicity

- Process efficiently all communications received in the office (face-to-face, email, phone, etc). Maintain good up-to-date records (soft and hard copies when necessary) of these.

- Manage the ChurchSuite (see below) church management system and communicate with the church family, and relevant contact lists, via email when appropriate, including notices and diocesan news.
- Ensure the ChurchSuite calendar is up to date. Liaise with all necessary people to maintain timely and accurate information.
- As a member of the Publicity Team, use the ChurchSuite calendar to:
  - Liaise with Publicity Team and attend monthly meeting (first Tuesdays, 2-3.30pm).
  - Provide relevant information to Oxshott Magazine (monthly).
  - Oversee Weekly News (church news-sheet) production.
  - Provide information on notice boards and leaflets and ensure that they are up to date.
  - Note lead time for advertising seasonal and special events and produce what is necessary.

### **Administrative tasks**

- To support and perform administrative tasks for Clergy, Wardens and agreed church groups.
- Attend weekly staff meetings.
- Produce and distribute the weekly Sunday orders of service, including those for special services (e.g. Memorial Service, Christmas, Easter, Licensing services).
- Be the central point of communications and administration for baptism/wedding/funeral requests as per church procedures. Create and maintain central files for baptisms/funerals/weddings/interment of cremated remains.
- Church Bookings: maintain the church diary and ensure effective administration of bookings.
- Oversee preparation of agreed rotas (using ChurchSuite- see below), and liaise with team leaders.
- Ensure online diocesan reporting is completed by liaison with the Treasurer and Wardens.
- Maintain office filing system, determining what papers need to be archived and keeping documents no longer than legally required.
- Review and improve structures and systems in the running of the church office.
- Maintain staff procedures manual.
- Locums - Liaise with local ministers/deanery/clergy on call/Treasurer.
- Manage and be responsible for stationery/office supplies; maintenance of photocopier – supplies/ repairs; cleaning supplies etc; environmental policy - recycling and waste; key holders.
- Be a point of contact for routine maintenance issues and report to Wardens (but not responsible for maintenance of church buildings, kitchen equipment etc).
- Hall hire: invoice, manage bookings, maintain the hall hire booking sheet, church locking/unlocking rota.

### **Financial**

- Manage an invoicing system for all transactions (church hall hire, weddings/funerals/interment of cremated remains, etc). This to include monitoring and processing payments and chasing unpaid invoices.
- Keep an accurate record of petty cash and all orders placed by office against relevant budgets.

### **ChurchSuite**

We want our new administrator to be one of the key personnel with responsibility for enabling the full use of the ChurchSuite church management system across the church's range of activities. A familiarity with it or a willingness to learn and provide a lead on its use is essential.

- Maintain church calendar
- Maintain the online church directory database, ensure it is updated as required and that information is kept secure within GDPR requirements.
- Set up and maintain church group/bulk email etc.
- Maintain an accurate record of staff holiday schedules and organise office cover with the Assistant Administrator.