

SAFFRON WALDEN & VILLAGES TEAM MINISTRY

PARISH ADMINISTRATOR

JOB DESCRIPTION

Key Objectives

- to manage the day-to-day running of the Parish Office and the team of volunteer staff *
 - to ensure the most effective use of administrative resources in the Parish.
 - to act as a focus for church life, a communication hub where questions are answered, data are stored and information disseminated.
 - to be the church's interface with the wider community
- to liaise closely with the Rector, the Team Facilitator, the Rector's secretary, the Weddings co-ordinator, the Parish Rooms verger and other clergy and lay staff and officers to provide logistical and administrative support
- to represent the Parish Office on the Communications Committee (a sub-committee of the PCC meeting approximately 3/4 evenings a year.)

*See attached "Work of the Parish Office" for detailed scope

Lines of Responsibility

- reports to the Team Facilitator
- manages the Parish Office volunteer team

PERSON SPECIFICATION

The Parish Administrator must be self-motivated and able to:

- manage effectively a team of volunteers
- communicate clearly and effectively with the clergy, members of the congregation and the public
- understand and be committed to the mission and work of St Mary's
- demonstrate significant experience working in an administrative role
- multi-task, and be able to cope with a high volume of work
- work flexibly with appropriate delegation to the office team
- work collaboratively with colleagues as part of the wider St Mary's team
- use computers competently, particularly with Word, Excel, e-mails and the internet.
- learn how to upload information to our church WordPress website
- pay close attention to detail and take a "hands-on" approach when required.

It is desirable that the Parish Administrator is:

- a worshipping member of a Christian church
- familiar with the liturgy and workings of the Church of England
- experienced with desktop publishing (preferably Microsoft Publisher)

Work of St Mary's Parish Office

General Management <i>All tasks undertaken or directly managed by the Parish Administrator unless otherwise noted below</i>	
Managing office staff and procedures: Maintain rota of volunteers and ensure that there is sufficient cover to open every weekday morning (9.30am -12noon) This includes recruitment, training, determining work assignments. Develop office procedures for regular work	
Enquiries Ensure that all enquiries from personal visits, telephone calls, post and e-mails are dealt with by the appropriate person. Manage use of message book.	
Liaison with village churches Liaise as required with clergy , churchwardens and other village church members, providing a central resource for information, copying, distribution of team information etc.	
Diary Manage the master bookings diary for the Church and the Parish Room. Manage the online bookings and events diaries on the church website.	
Church and Parish Rooms bookings Manage the internal and external bookings of the church building (both charged and non-charged) and the hire and use of the parish rooms. Ensure that there is a church representative who will be present for the external booking and work with the parish rooms verger to ensure that the rooms are ready for hirers and users.	
Manage the Parish Rooms to ensure that they are kept secure, clean and well stocked with consumable supplies for all hirers and users. Train users in the use of equipment as required.	Specific tasks are delegated to the Parish Room verger.
Stationery and equipment resources Order stationery, including Baptism certificates, school Bibles etc Ensure equipment is kept in working order and arrange maintenance as required Recommend new equipment purchases to PCC (involves research of products, pricing etc)	
Church requisites Place orders for wine, wafers and candles, Christmas and Easter supplies as requested by the Sacristan and village churches. Ensure that distribution to village churches is recorded for recharge	
Prepare weekly news and service sheets – Grapevine, publicity posters, altar sheets 10am and 4th@4 service sheets Special service sheets (eg. confirmation, carol services etc)	Rector's secretary does most of the typing work in liaison with PA

<p>Reprographics Organise copying, collating, folding, binding of all publications. Manage flow of work for external customers ensuring recharge where appropriate</p>	
<p>Christmas and Easter Cards Prepare Christmas and Easter cards for St Mary's and village churches – liaising with cover designer Organise and run working party to fold and bundle cards and ensure that they are in church for distribution</p>	
<p>Mailshots and distributions Manage update of databases, compilation of mailshots and distribution in liaison with appropriate church members (eg. stewardship campaigns, building review updates)</p>	Managed in conjunction with Rector's secretary
<p>School Leavers Bibles Liaise with St Mary's School and bookstall organiser to source appropriate number of Bibles for year 6 leavers at the end of year service. Prepare bookplates.</p>	
<p>Confirmations Collate information on candidates, liaise with Rectors Secretary and Bishop/Bishop's secretary on confirmation returns, certificates. Ensure registers are written up. Liaise with clergy re bookplates etc. for confirmation gifts</p>	
<p>Baptisms Deal with all baptism enquiries for St Mary's and village churches, liaising as required with appropriate clergy and baptism team visitors Book dates, send application forms/literature to parents. Invite them to baptism prep and monitor responses. Co-ordinate preparation of certificates and baptism registers by Parish Office team</p>	Delegated to Baptism Co-ordinator.
<p>Weddings and Marriage Preparation Day Liaise with the Weddings Coordinator to organise production/binding etc of in house material, and ordering external material.</p>	
<p>Registers Monthly - ensure that all banns applications are entered into appropriate banns books (2 months before wedding) and that banns certificates are issued where necessary. Write up (or oversee completion by team members) the marriage registers and quarterly returns and the Baptism and Interment of Cremated Remains registers</p>	Registers, banns certificates and quarterly returns currently completed by Register Co-ordinator, a member of the Parish Office volunteer team
<p>Book of Remembrance Process applications for the book of remembrance – bank fees, acknowledge application, update master list. Quarterly, liaise with calligrapher to insert new entries</p>	Quarterly updating overseen by member of Parish Office volunteer team.

<p>Copyright Licences Ensure that appropriate licenses are held for copying, performing and recording of services and service material and submitting returns as required. Prepare PRS returns and submit CCL reports online</p>	
<p>Invoicing Periodically, send out invoices to those who run an account for copying. Monitor payments and account to treasurer. Keep third party charging levels under review.</p>	
<p>Electoral roll Liaise with the electoral roll officer to maintain the computerised electoral roll database</p>	
<p>Support to Clergy Attend Weekly Clergy breakfasts, taking actions on liaison, supplies, reprographics as requested.</p>	
<p>Parish Weekend and other Special Events Coordinate publicity and booking forms for the weekend. Process fees and account to treasurer Assist in production of worship/seminar material</p>	