

Parish Administrator & Events Co-Ordinator Role Description

General/ Administration

- Be the first point of contact for general enquiries by email, phone, and in person via the Crypt Office
- Maintain Parish Office and church supplies, responsible for all office equipment contracts
- Complete licensing returns eg. CCLI, London Diocese
- Liaise with the Financial Assistant (Book-Keeper) over the payment of invoices, due rents and the distribution of and fees
- Oversee all security matters and health and safety policies and procedures
- Procure janitorial and stationery supplies
- Establish and maintain the shared drives and IT system and their access
- Maintain the central records and parish database
- Manage all parish records and processes for archiving/disposing of out of date documents

Staffing and HR

- Ensure paid staff rotas (including stewards) and working hours are recorded and up to date for payroll and pensions
- Assist in the recruitment and selection of staff as required
- Maintain and secure confidential HR records

Liturgy and Services

- Produce and print weekly service booklets according to template

Events and Activities

- Actively promote and organise bookings for church and crypt and arrange appropriate staffing
- Maintain efficient systems for booking and hiring of the building
- Maintain a central calendar of events and meetings (using appropriate software)
- Co-ordinate provision of supplies & oversight of hospitality logistics at church events e.g. Patronal Festival and BBQ, concerts, social events.

Finance

- Liaise with Financial Assistant on payroll, salaries, pensions, HMRC
- Prepare invoices/reinvoicing for church users and stakeholders
- Monitor hire fee payments and ensure fees are received
- Act as Stewardship Secretary, including Gift Aid recording and processing
- Be responsible for banking and petty cash

Church Operations: Building and Fabric

- Maintain records and correspondence of all leases and contracts
- Manage day to day operational matters: meter reading, security arrangements, waste removal, cleaners, etc
- Liaise with users and hirers to ensure appropriate needs and procedures are met
- Maintain a clean, safe, secure and warm building and ensure provision of all necessary supplies and equipment as required.

Quarterly Tasks

General/ Administration

- Act as Secretary to the PCC, preparing agendas and recording and storing minutes. (This involves an evening meeting roughly once each quarter for which time should be taken off in lieu)

Occasional Tasks

General/ Administration

- Under guidance and with support of Vicar, prepare and send weekly emails and monthly newsletter, update website and online presence including social media
- Under guidance and with support of Vicar, prepare general church posters, banners & leaflets to promote church activities
- Prepare and licensing returns eg. CCLI, London Diocese
- Respond to enquiries for baptisms, marriages and funerals, to schedule in collaboration with the Vicar (and Music Director/Organist as required) and arrange stewards for such services
- Maintain registers (marriages, banns, funerals, burial of ashes)
- Support annual administrative tasks, such as the Annual Parochial Church Meeting
- Obtain quotations and facilitate work arising from the Quinquennial Inspection and other projects in conjunction with the Building Team, Churchwardens and Vicar
- On behalf of the PCC, apply online to the Diocese for building Faculties
- Offer occasional administrative support to Parish Clergy

Staffing and HR

- Record annual leave and sickness absence for staff team
- Oversee new staff inductions and training

Liturgy and Services

- Manage the administrative aspects of baptisms, weddings and funerals and other pastoral services

Finance

- Assist with funding applications and reporting

Church Operations: Building and Fabric

- Provide administrative support for fabric as needed
- Be the first point of contact for contractors' access; maintain log of regular service/maintenance contract visits
- Arrange fire risk assessments, PAT testing, asbestos, electrical checks, alarms, CCTV, etc
- Monitor security, health and safety, and building and report defects to appropriate persons to repair/update, gathering quotes as required for works to be carried out and ensuring work is carried out to necessary standards
- Help prepare faculty applications and monitor progress to completion

This is not an exhaustive description of the role, aspects will change over time and the jobholder is expected to contribute to its development and progression. The role may include other such additional tasks as from time to time may reasonably be asked.