

Church Administrator: Job Description & Person Specification



Motivation

We recognise that CCC is more than just the body of Christ in Chineham; it is a centre for mission and outreach, a legal charity, a significant building, an employer, and the largest community centre in our area. Our Church Administrator helps make this all work smoothly.

Job Purpose

To serve the Leadership Team and other Ministry Leaders with administrative support, helping CCC grow in its mission and ministry. The key areas of work are to:

- be the main week-day public face of the Church, leading on the welcoming of visitors and enquirers in person and on the telephone;
- ensure the right people and any information come together for the smooth running of our services and other church events;
- act as our Facilities Manager;
- run the hiring of our church facilities;
- support our internal and external communications;
- liaise with partners on administrative matters.

Relationships

- Lead Minister and other Ministry Leaders – both staff and volunteer
- Church Support team – both staff and volunteer
- Church Treasurer
- other users and hirers of our building

This post is accountable to the Lead Minister (or otherwise as notified by the Church Council).

Supporting you

We will support you by:

- close working with the Lead Minister and/or Leadership Team
- regular 1-2-1s with your line manager (normally the Lead Minister)
- praying regularly for you and your work
- giving you time and funding to take part in training and development by agreement with your line manager, particularly with others doing similar work in the UK Church Administrators Network
- flexible working arrangements

Responsibilities

Be the main week-day public face of the Church, leading on the welcoming of visitors and enquirers in person and on the telephone

- Answer telephone enquiries, and respond to visitors and user groups who come into the building

- Process various donations, and signpost to other places to donate
- Guide visitors to the prayer room (and further support where possible)
- Arrange a rota of office cover volunteers, and manage their work
- Assist other staff to ensure the building is clean, repairs are identified, and we have the necessary supplies (particularly stationery)

Run the hiring of our church facilities

- Coordinate and facilitate Room Hire: including receive bookings, update booking forms, issue invoices, receive payment and issue receipts, record, issue and accept the return of keys
- Share information on hiring with Leadership Team and/or Church Council
- Recommend yearly updates to hire rates to Leadership Team, and then implement what is agreed
- Count and secure incoming cash and cheques

Facilities Management

- Lead the Facilities Management team, ensuring that the PCC fulfils its fabric, safeguarding and health & safety responsibilities;
- Manage the maintenance and refurbishment budgets;
- Manage regular maintenance by external contractors;
- Lead or coordinate on refurbishment projects;
- Report 3 times a year to the Church Council.

Ensure the right people and any information come together for the smooth running of our services and other church events

- Help maintain the church contact database, according to our Data Protection policy, including administering consent requests, managing flows and Safeguarding training
- Maintain church diary
- Prepare items for print or display for services
- Produce and disseminate rotas for service duties, in collaboration with ministry leaders
- Produce term cards for services
- Support the Minister(s) in administering weddings, funerals, baptisms etc and complete relevant documentation
- Liaise with DBS Coordinator / Safeguarding Officer, helping coordinate Safeguarding training for volunteers
- Archive papers when needed, and securely destroy when possible.

To manage our internal and external communications

- Organise the printing and collation of publications
- Prepare church updates for any local publications
- Circulate information and act as a conduit for information by email, including confidential and public prayer requests
- Maintain in-house copier/scanner/printer acting as contact with hirer company

- Update displays in and around the building as required
- Ensure that requests for articles for the Church Magazine are sent out and coordinate with the Editor

Liaise with external partners on administrative matters

- Act as Electoral Roll officer, updating, reporting and managing administration as required for the PCC and Annual Church Meeting
- Ensure the various official returns to the denominations are completed on time
- Update the yearly C of E fees schedule
- Update Charity Commission with details of Trustees/Church Council
- Reporting song usage to CCLI

Other tasks

- Complete risk assessments and update when necessary
- Record cash payments and liaise with Church Treasurer / Banker
- Manage specific one-off projects when required
- Submit Caretaker hours / expenses to Church Treasurer
- Order consumables
- Order Bible reading notes

Being part of the wider Christ Church team

Alongside the above responsibilities, you are part of the wider Christ Church staff team, and so you will:

- comply with the Church's policies (including Safeguarding, Lone Working, and Data Protection)
- undertake other tasks and responsibilities in consultation with your Line Manager as this post develops.

Person Specification

Essential:

- support the mission and ministry of Christ Church Chineham
- be friendly and welcoming, having the ability to respond to and deal with the needs of a wide range of people with sensitivity and patience
- have good organisational skills and attention to detail, in a professional manner
- be confident using modern office IT, including word-processing, spreadsheets, email, web
- have the willingness and aptitude to learn more specific web-based applications and systems
- have the ability to work as an effective member of a team as well as on their own
- be reliable, responsible and able to exercise discretion
- be self-motivated and have the ability to prioritise
- willing to sometimes work out of hours if necessary.

Desirable:

- be willing to sign up as a Member of CCC
- experience working for a Church or other Christian organisation
- experience managing websites
- experience managing social media for an organisation, including producing simple graphics for advertising

Main terms and conditions

Hours	22-30 hrs/week, which will include occasional evenings and weekends
Starting Salary	£20,000 to £22,500 pro rata, depending on experience
Base	Christ Church Chineham, but with a small amount of flexible working as agreed with your line manager
Holidays	28 days per annum including bank holidays, pro rata for part-time
Probation Period	6 months
Notice Period	8 weeks (from employee and employer)
Pension	You will be auto-enrolled into NEST Pension Scheme and CCC will make a contribution of 3% of qualifying salary.
DBS	The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure & Barring Service.
Safeguarding	Satisfactory completion of C0 and C1 Safeguarding training

Document Revisions

Updated	by	Comments
16/08/21	LL	first draft
17/08/21	JGC	second draft
28/9/21	JGC	couple of tweaks from our Treasurer & add 'Person Description' into title