**JOB DESCRIPTION:**

**Job Title:** **Parish Administrator**

**Purpose of Job:** Administration of St Luke’s Church Sway

**Responsible to** PCC

**Supervisory responsibility:** Line Manager – The Vicar

**Internal Connections:** PCC, Vicar, Church Wardens

*Also* *link to: Family Minister, Congregation, St Luke’s staff and volunteers, Finance committee*

**External Connections**: Winchester Diocese (including safeguarding, confidentiality, GDPR, data protection requirements, WDBF), Parish Community, Sway News, Deanery, St Luke’s School Sway and other organisations as may be required from time to time.

**Budgetary:**

Any agreed expenses for carrying out the role would be signed off by the Line Manager and reimbursed.

**Hours:** 18 hrs per week

**General Duties**

**Priorities:**

* **Answer telephone calls, respond to emails and office visitors as appropriate and follow up requests**
* **Manage the iKnow database including electoral role and master diary.**
* **Communications: Produce the Weekly Parish News and update the website and upload documents as needed. Provide some digital advertising for events.**
* **Provide Sunday worship support for services**
* **Manage Church Room bookings and invoices**

**Additional duties:**

* Order office essentials and maintain stock
* Ensure that worship songs are reported online for copyright reasons as necessary
* Collect donations and order coffee/sugar/tea
* Deal with petty cash
* Carry out banking of collections as necessary
* Take payments when necessary, with the remote Sumup system
* Manage the key register
* Oversee maintenance of office equipment
* Administer buildings maintenance as directed by the Buildings team
* Administration of Special Services – e.g., Christmas and Easter
* Produce posters and Facebook posts as required
* Add Prayer Diary to Facebook
* Submit St Luke’s contributions to Sway News and receive the monies

**Worship Services**

* Work with the digital producers to prepare Sunday services – title slide, notices on slides, preparation of orders of service as needed.
* Keep Covid records of attendance for 21 days.

**Weddings/Funerals**

* Record parochial fees for weddings and funerals and calculate then raise payment for WDBF portion. Submit parish returns to the Diocese online.
* Arrange a sound engineer, organist and verger for services as requested and ensure each individual is paid
* Maintain Life Events admin on iknow.
* Arrange for Banns to be read and record in Banns book for weddings

**Safeguarding**

* Keep the DBS and training database up to date
* Ensure that everyone that holds a DBS is in date and alert the Vicar/churchwardens if any DBS has elapsed.
* Ensure that safeguarding training reminders are sent out four months in advance
* Check relevant IDs and send forms to the Diocese
* Report back to the Diocese when the DBS has been returned to the individual
* Ensure own compliance with GDPR and St Luke’s digital safeguarding policies within the office

**PCC Administration**

* Maintain a paper copy of signed PCC minutes in the office and keep reports on teams.
* Ensure that approved PCC minutes are displayed on the church notice board and then filed.
* Ensure the PCC Meeting Summary appears in the Church News.
* Prepare APCM documents
* Receive and file securely all relevant compliance forms from PCC members

**Additional Duties**

* Be pastoral point of contact and link to the wider St Luke’s pastoral team with any issues of concern.
* Undertake administrative duties for the churchwardens on an ad hoc basis and as permitted within stated hours
* Support the aims and objectives of the pMAP and other ministry areas as time allows
* Other duties as needed and as time allows

**Salary:** £ 11/hr (18 hours £10,296) subject to an annual inflation review by the PCC to come in effect on Jan 1st annually.

**Support:** Option to attendDiocesan events and training. Option to arrange for a spiritual director or mentor.

**Genuine Occupational Requirement:** There is a genuine occupational requirement for the successful applicant to be a committed Christian.

The **Statement of the Main Terms and Conditions of Employment** See separate document.

**Person specification:**

**Essential:**

* A DBS certificate is essential for when the office is open to the public. The office is currently closed but will open as Covid regulations permit.
* A positive, co operative, loving and forgiving attitude to everyone who contacts the Church office.
* Organised and IT literate on word, excel. powerpoint
* Works well as a team with staff and volunteers.
* Can work to deadlines.

**Desirable:**

* Lots of patience and flexibility
* IT experience- eg website, databases, poster designs
* Willing to learn new skills
* Experience working or volunteering for a church

April 2021