

# St John's Fareham

Jesus in the heart of our community

## Parish administrator job description



### General Duties and Introduction

Overall the Parish Administrator should provide general support to the clergy, wardens, staff team and those who volunteer their services to the church. The Parish Administrator should undertake all general administrative tasks normally expected of a Parish Administrator, seeking to support the Vicar and Churchwardens in particular with any reasonable requests they might make from time to time. The Parish Administrator should act with Christian love and pastoral sensitivity with those who come into the church office or otherwise communicate with the church. The Parish Administrator is responsible to the Vicar and Churchwardens and ultimately the PCC. The Parish Administrator's availability/ hours to be worked etc. are as per the main contract of employment terms and conditions letter.

More specifically the Parish Administrator's role and duties will include the following:

### Occasional Offices (Baptisms, Weddings and Funerals)

- To deal with initial enquiries and subsequent communications including issuing forms, taking deposits, making provisional bookings, arranging organists, vergers etc., all as appropriate and as agreed with the Vicar etc.
- To keep records, complete banns book, issue banns certificates, complete registers, returns and all relevant administration as required.
- To deal with all matters relating to the collection of fees in liaison with the Treasurer including full details in order that the Treasurer may keep full and accurate records as required by the Diocese and other church authorities.

### Safeguarding Role

- To keep safeguarding related records on behalf of the Safeguarding Officer/s in a confidential and secure place.

### Pastoral Care

- To listen and talk, as required, with those with pastoral/ faith needs (liaising with vicar).

### Services Support

- To provide support with preparation for services of worship including: the maintenance of the Open LP database, production and distribution of Open LP materials, hymn sheets and administrative support for Messy Church, Encounter for All and Wednesday HC services.

### Access to Church Hall

- Where church hall representatives are not available, to provide ad hoc access to the church hall for meter reading, user access etc. and administration of keys and deposits etc.

### Special Events/ services

- To assist with all such events/ services, including writing invite letters, preparing service sheets, assisting with set up, preparing lists of names & addresses etc (e.g. special outreach events, bereavement services, diocesan meetings, Ash Wednesday, stewardship campaigns etc.).

### Reception/ Site Officer

- To welcome people making enquiries in person, by phone or email regardless of the nature of the enquiry.
- To look after the church during times that they are present including maintaining site security such as opening and locking of church doors.

### Notice Board/ Screen in front window, Notices for Projection and Deanery Cycle of Prayer

- To look after and refresh the church notice boards/ screen in front window in liaison with wardens and Vicar.
- To prepare the weekly Notices for Projection in liaison with Vicar and Churchwardens.
- To print the Deanery Cycle of Prayer and prayers for weekly services.

### Returns & record keeping

- To complete all necessary returns including all paperwork to do with weddings/ registrars, the annual return of church attendance etc. and maintenance of baptism, confirmation, marriage and burial registers.
- To maintain good record keeping and filing systems
- To maintain a record of church keys and who has what keys.

### Maintenance of the Church Office, its equipment & stationery etc.

- To ensure all office equipment is maintained in good working order and adequate levels of computer/ printer consumables and stationery are maintained.

### Maintenance of other church consumables

- To ensure there are adequate levels of all necessary consumables for the church such as candles, oil, communion wine, wafers, palm crosses, ash for Ash Wednesday, freewill and gift aid envelopes etc.

### Church Diary & Bookings

- To maintain an accurate diary, taking bookings for church rooms etc. and ensuring there are no double bookings etc.
- To deal with all matters relating to the collection of fees for hiring and liaison with the Treasurer
- To administer the booking of and hiring of equipment (e.g. laptop, projector etc.), maintaining records etc.
- To communicate Deanery and Diocesan bookings with Vicar and Churchwardens.

### Maintenance of Church database and rotas

- Update electoral roll and church family email distribution list
- Preparation of services rotas

## Parish Administrator Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>			
- Proven assistant abilities with some secretarial/administration	✓		CV Interview Interview tasks* This may involve the use of Microsoft Word, Powerpoint, and OpenLP
- Computer literate (Microsoft Word, Excel, Powerpoint & Publisher)	✓		
- Computer literate (OpenLP)		✓	
- Suitable experience in listening and speaking to those with pastoral and/or faith needs e.g., Acorn listening, Christian Basics courses	✓		
* The interview tasks will help us discern not just a candidate's ability, but their willingness to learn new software. Whilst we will still ask you to undertake interview tasks, if you are unfamiliar with any of the software mentioned, we will take this into account.			
<b>EXPERIENCE</b>			
- General office experience including telephone, emails, reception, filing, and office equipment.	✓		CV Interview
- Experience of managing an office including balancing tasks to be centralised and others to be co-ordinated by volunteers (delegation and supervision).		✓	
<b>SKILLS AND KNOWLEDGE</b>			
- Good communication skills, both written and oral.	✓		CV Interview
- Ability to prioritise use of time and resources.	✓		
- Organisation skills.	✓		
- Self motivation.	✓		
- Knowledge of the Church of England.		✓	
- Listening and speaking to those with pastoral/faith needs	✓		

<b>PERSONAL QUALITIES</b>			
- Articulate.	✓		CV Interview
- Sense of humour.		✓	
- Uses diplomacy, sensitivity and discretion.	✓		
- Helpful and approachable.	✓		
- Self-motivated, comfortable working alone in the office	✓		
<b>TEAM WORK</b>			
- Ability and commitment to work flexibly and collaboratively with colleagues as part of a team.	✓		CV Interview
<b>GENERAL REASONING ABILITY</b>			
- Quick to grasp essentials.	✓		CV Interview
- Numerate and literate.	✓		
- Able to relate to individuals at all levels.	✓		
- Attention to detail.	✓		
- Ability to use initiative and common sense.	✓		
<b>OTHER FACTORS</b>			
- Ability to work to deadlines	✓		CV Interview
- A practising Christian with an understanding and empathy for the work of the Church of England and sympathetic with its beliefs and values.	✓		
- A baptised Christian, who is a member in good standing with the Anglican Church or in another Church which subscribes to the doctrine of the Holy Trinity.		✓	

**To apply, please email Rev Bruce Deans ([vicar@stjohnsfareham.org.uk](mailto:vicar@stjohnsfareham.org.uk)) with a CV and covering letter. Applications must be received by 2nd Dec 2022.**