



The united Benefice of St John the Baptist, Shedfield and St Nicholas, Wickham

Benefice Administrator

Job Description

1. Job Title

Benefice Administrator.

2. Key Work Areas

To support and assist the Incumbent and Ministry Team, Churchwardens and other Officers of the Parochial Church Councils with administrative support, allowing them to meet their commitment to the church, the law and the wider community.

To carry out essential centralised functions and co-ordinate voluntary help/administration.

To staff and manage the church office.

3. Accountability

To the Incumbent and Ministry Team for day-to-day work/ministry tasks.

The Church Wardens will ensure the role is supported for the Benefice and the welfare of the Administrator is considered.

Line Management will be provided by the Incumbent.

4. Organisation

To be employed by the PCC of St. Nicholas.

5. Principal Tasks

5.1 To lead, oversee and manage the church office including equipment, stationery and consumables.

5.2 To co-ordinate volunteer help and administration.

5.3 To co-ordinate and liaise regarding church and management rotas.

5.4 To meet regularly with the Incumbent.

5.5 To respond to personal visits, phone calls, mail and email.

5.6 To maintain the church diaries.

5.7 To produce service sheets, notice sheets, seasonal material.

5.8 Preparation and production of publicity materials.

5.9 To organise, co-ordinate, communicate and support occasional offices – baptisms, weddings and funerals as in the following points.

5.10 To manage the wedding system: enquiries, bookings, co-ordination, records/registers.

Check qualifying connection, take deposits, confirm availability of church, priest, Verger, organist, choir, bells and Study Centre and make relevant bookings.

Prepare the Banns book 8 weeks prior to wedding. Pass copy to Verger to prepare Register in time for the wedding rehearsal.

Issue fee invoices no later than 8 weeks prior to the service.

Inform all couples in January each year to advise of updated fees.

- 5.11 To manage the funeral system: confirm availability of church, officiating minister, Verger, organist, choir, bells and Study Centre for refreshments.
Inform Churchwardens, Treasurer and Heating Controller (if necessary) by email of all confirmed services.
Inform flower team co-ordinator by email.
Raise invoice and send to Funeral Directors and follow up on payment.
Maintain accurate records of all funerals and complete Register of Burials after each Burial of Ashes.
Maintain records of the Garden of Remembrance after each internment.
- 5.12 General administrative support of regular services and special events (including Harvest, All Souls, Remembrance, Advent, Christmas, Holy Week, Easter, Parish Fairs).
- 5.13 Communication – to co-ordinate with those responsible for service rotas, website and social media activity, noticeboards etc.
Co-ordinate production of the Annual Report and papers in preparation for the Annual Parochial Church Meeting.
Manage copyright licence applications and requirements.

6. St John's Study Centre

- 6.1 Take enquiries, pre-booking visits and bookings including invoicing, liaising with wardens for opening/closing of ad-hoc events, and control of heating October – April.
- 6.2 Keep Study Centre diary
- 6.3 Follow up unpaid invoices
- 6.4 Review existing Terms and Conditions and Booking Forms including hire rate forecast

7. Finance

- 7.1 According to the responsibilities above, the Benefice Administrator is to act according to the Treasurer's instructions for efficient and timely financial transactions, all within the PCC approved Scales of Charge and the Parochial Fees Table.
- 7.2 Where any donation is handed to the Benefice Administrator, a Gift Aid form should be proffered. All donations must be acknowledged in writing/via email.
- 7.3 Record administration of financial transactions.

8. Job Development

The tasks listed above are indicative and subject to ongoing review.

The Benefice Administrator may be tasked by the Incumbent, Wardens or other designated officer of the PCC to tend to any other task as required.

This Job Description, which forms part of the Contract of Employment, will be reviewed as necessary but at least annually.