



Wardie Parish Church

Job Description: Church Administrator

Key Tasks and Responsibilities

To provide efficient and effective administrative support to the Minister, Kirk Session and other office bearers who are responsible for the organisation, management and delivery of the wide range of services that constitute the life and work of Wardie Parish Church.

These are broken down in to four areas – Office Administration, Worship & Services, Building and Facilities and Communication.

Office Administration

Tasks to allow for the smooth running of the Church Office including:

- General management of the Church Office environment – phone, mail, email
- Maintaining the office diary
- Photocopying and scanning
- Updating of membership database, ensuring all changes noted.
- Completing required returns – e.g. music copyright
- Maintenance and archive of computer files, including those on Dropbox
- Maintaining a tidy and welcoming office environment

Worship and Services

Tasks to aid the organisation and running of services:

- Add required intimations to Order of Service provided by the Minister
- Print Order of Service
- Maintain and communicate Welcome Team rotas and information
- Co-ordinate quarterly Communion invitations
- When there is a visiting Minister, produce order of service and accompanying PowerPoint

Building and Facilities

Tasks to aid the efficient running of the building and halls

- Manage all aspects of Hall Booking
- Maintain Hall Booking System
- Display weekly diary of hall use
- Issue annual contracts, which include payment details (where required)
- Issue regular contracts and undertake invoicing at regular intervals (default is monthly)
- Issue single use contracts and ensure access arranged
- Maintain the key register
- First point of contact for building issues including Entry Phone and Fire Alarm, ensuring issues dealt with promptly or escalated
- Order supplies of cleaning materials and other building items
- Check and maintain first aid kits and accident book

Communication

Tasks to aid the efficient communication across people, groups and platforms:

- Co-ordinate advertising of internal events – designing posters and tickets as requested
- Maintain all noticeboards (both internal and external) ensuring clear information is available and out of date items removed.
- Produce and issue weekly E-News via Mailchimp system and maintain email addresses within it.
- Prepare and produce paper copies of the weekly E-News for distribution
- Organise group mailings and communications to groups as directed

These lists are not exhaustive and are intended to describe the key responsibilities and tasks.

Essential to the post

A good working knowledge of Microsoft Word, Publisher and Dropbox is desirable though training can be given.

This is an administrator's post which requires good interpersonal skills as telephone and personal enquiries are an integral part of the church's life.

Hours of Work

9 hours per week over three mornings during term time (40 weeks per annum)