

Advertisement for Permanent Church Administrator

Job Title: Church Administrator

Salary: £[Insert Salary Here]

Pattern of Working: Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

The post holder may be required to work the occasional evening or weekend shift

Responsible to: Lead Pastor / Elders

Purpose of Role: Our church exists to spread the good news of Jesus Christ to our local area and to serve our church members. We are looking for someone to help us in this by facilitating and overseeing the day-to-day running of the church, managing the church staff and volunteers and supporting the lead pastor or elder to take the church forward.

Please look below for a description of the responsibilities that the role entails.

Contract type: This is a permanent, full-time role.

Job specific criteria (essential)

[Make a Bullet Point List Here of All Criteria You Require in a Church Administrator- any qualifications, number of years work experience, etc.]

We are looking for someone who has:

- Experience of running a Business or Charitable Organisation.
- A minimum of 2 years office or administrative experience.
- Strong computer skills (including knowledge of how to use MS Office) and an ability to operate office equipment.
- Excellent communication and interpersonal skills.
- A commitment to standing as a moral and upstanding representative of the church community.
- An ability to handle stress and problem solve.

Job specific criteria (desirable)

[Make a Bullet Point List of Any Criteria That Would be Preferred in a Church Administrator but Is Not Essential]

Person specific criteria (Essential)

For this role, we are looking for someone who supports and holds to the vision and mission of [Your Church Name Here]. They will be able to handle the constantly changing demands of the administrator role with discretion, effective decision making and confidence in managing multiple aspects of the role at the same time. They will be a skilled communicator who is not only self-motivated but also good at motivating and encouraging the church staff in their gospel work. The role will require someone who has very good people skills and has the ability to identify, equip and train church members for the work of ministry.

Key responsibilities

1. Church Office Management and Administration

- Build and maintain relationships with the congregation and community.
- Regularly reviewing, creating and implementing policies and procedures that will make the church office run more effectively.
- Oversee the church finances. This includes creating budgets, maintaining a petty cash record, overseeing payrolls and tracking and recording income from donations and sales. Present the church finances at the annual church meeting.
- Manage church communications including the church website and social media accounts.
- Creating and distributing church bulletins and newsletters.
- Manage the daily operations of the church.
- Ensure all data stored by the church meets relevant GDPR guidelines.
- Implement the child protection policy and make sure background checks are carried out on all children's ministry workers.
- Provide administrative support for all matters relating to communion, communicating to the church, funerals and weddings, baby dedications, bookings, etc.

- Manage the church diary, ensuring all office calendar boards are kept up-to-date and arranging events, scheduling meetings and appointments where requested.
- Ensure all key equipment in the church office such as computers and printers comply with the necessary service contracts and maintenance requirements.
- Maintain office supplies and records.
- Organise the necessary risk assessments for daily church activities.
- Ensure essential fire alarm tests, boiler inspections and lift inspections are carried out as required.
- Support, encourage, develop and manage church office staff to fulfil the administrative requirements of the church by means of supervision and training sessions.
- Recruiting and hiring staff and volunteers and overseeing their work and holiday time schedules.
- Collaborating with the senior pastor and elders regarding ministry administration and the implementation of the mission and vision of our church.

2. Provide Administrative Support for Sunday Services

- Ensure the church main hall and children's ministry rooms are all prepared before Sunday.
- Ensure all the necessary resources are ready for the service including: cups for the children, making biscuits and squash easily accessible, printing the registers, and all volunteers are aware that it is their turn to serve.
- Prepare the weekly rotas for children's ministry workers, tea and coffee servers, people to count the offering, people to collect the offering, audio and visual teams, welcome team, set up and set down team, worship team, etc.
- Ensure any notes or sign-up sheets that need to be handed out to church members are printed and ready for collection at the admin desk.
- Manage copyright license and requirements.

3. Building Management and Maintenance

- Managing church security operations.
- Oversee the maintenance team to ensure that the church and its grounds are tidy and neat and is safe to open to the public.

- Ensure all equipment for tidying and maintaining the church grounds is provided and serviced as required.
- Ensure that the maintenance staff are supported and trained for the maintenance tasks across the building.
- Regularly meet with the church trustees to discuss general building maintenance requirements and health and safety concerns.
- Act as the main point of contact for insurers and make sure we are meeting the requirements laid out by our insurers.

4. Management of External Lettings or Conferences

- Manage an external letting or conference staff.
- Oversee and support staff to manage external lettings and conference hire of the church building. This includes explaining contracts and conditions of hire to potential hirers, ensuring any bookings do not obstruct the routine usage of the church building by the church family. Take charge of all health and safety risk assessments and contracts.
- Assist with renting church equipment.
- Enforce church policies for facility use.
- Resolve and manage any conflicts with regards to the use of the building.

5. Organising Events

- Coordinating, planning and executing outreach events such as Visitors Sundays with the help of the church staff. This includes organising catering, social media promotion, printing and the distribution of leaflets, any hiring that may need to take place and ensuring all health and safety requirements are met.
- Coordinating, planning and executing church events and Easter and Christmas services. This includes decorating the church building for these events.
- Act as the main point of contact for all enquiries regarding building letting and key events in the church calendar.
- Manage and support volunteers to successfully host church events.

Contact Point and Interview dates:

[Your Church Name Here] Job description- Church Administrator

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First sift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**