

PARISH ADMINISTRATOR

Title of post: Parish Administrator

Appointed by Boxmoor Parochial Church Council

Purpose:

The administrator is to assist the Clergy in various areas of church administration so that they are freed to focus on their own ministry roles. He or she will be directly responsible on a day-to-day basis to the Vicar and work alongside volunteers and office holders to complement and support their work.

Main responsibilities:

- Handle telephone, email, and personal enquiries, and be a welcoming 'face' for the parish.
- Manage the church diary (electronic), arranging appointments and inputting meetings when requested.
- Maintain databases for baptisms, weddings and funerals, and disseminate the information to appropriate individuals. Book organists, vergers and sextons, as required.
- Provide admin support to the Vicar in all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, materials, payments etc.
- Support the clergy by carrying out various administrative tasks, such as correspondence and producing orders of service (especially for funerals & weddings).
- Ensure fees for weddings and funerals are processed, monthly accounts are settled, accurate records are maintained and the Books of Remembrance are kept up to date.
- Administer the church (not hall) bookings procedure for external organisations, deal with payment of fees, and arrange stewards for the event.
- Assist in the production of the weekly newsletter.
- Print the monthly magazine.
- Produce publicity materials for notice boards and weekly porch notices, and keep the information tables and notice boards at the back of St John's church tidy and up to date.
- Order and maintain supplies of stationery.
- Set the church & hall heating, according to events in the diaries.
- Assist with mail shots & communication to past baptism families (incl. anniversary cards), wedding couples and bereaved families.
- Support and encourage volunteers working in church premises and gardens.
- Other administrative tasks as may be required.

Qualities required:

- Tact, sensitivity, and confidentiality are essential.
- An approachable, positive, and welcoming manner, as the administrator is often the first point of contact with the parish.
- Competence with MS software (Word, Publisher, Excel, and Outlook).
- The ability to create, format, and proof-read Orders of Service.
- A meticulous and accurate approach to record-keeping, and to cash handling.
- The ability to work alone and manage own workload, as well as taking instructions from the clergy.
- The ability to communicate effectively with a range of people – volunteers, church officers, clergy, Diocesan officials, and members of the public.
- Whilst it is not a requirement that the person appointed be a member of the Church of England, he or she must be sympathetic to the ethos of the Christian faith, as the administrator must be able to represent the parish and its aims and objectives to members of the public.

Terms and Conditions:

- The work is based at Boxmoor Parish Office with some flexibility of working from home.
- There is some flexibility of working hours – ideally 12 hours a week spread over several days. (An example would be 09:00-13:00 Monday, Wednesday and Friday.) There may be an occasional evening meeting.
- We will commit to remunerating up to 600 hours of work per annum.
- The current rate of pay is £8.25 per hour.
- Payment will be calculated on an hourly basis and the successful candidate will be responsible for their own statutory payments.
- Holiday and Sickness Pay is not included in this package.
- There is a probationary period of three months, and thereafter an annual appraisal with the Vicar.
- Terms of Agreement will be arranged and signed upon appointment.
- DBS Enhanced disclosure is required of the successful candidate.

Should you wish to have a confidential discussion about this role, please call The Reverend Michael Macey on 01442 243258.