

CHURCH ADMINISTRATOR ROLE DESCRIPTION & REQUIREMENTS

walking in truth
living in love

**ST JOHN'S
HARTFORD**

Role Purpose: To provide administrative support to ensure the smooth running of church life.

Must be:

- A Christian, committed to developing their faith through regular prayer, bible reading and church attendance.
- Committed to the supreme authority and inerrancy of Scripture as 'God's Word written' (Article 20) and to the centrality of the cross, subscribing to our Church's teaching that there the Father was reconciled to us (Article 2).
- A person with experience and knowledge of administrative functions, ideally within a church environment, including the use of IT systems such as email, word, excel, PowerPoint and ChurchSuite.
- A highly organised and patient person, who is friendly, servant hearted and willing to work as part of a team.
- Available to work during office hours.
- DBS checked (exact level tbc).
- Able to work alongside and encourage men and women in various ministries, but who will be in sympathy with the church's position that the church office of presbyter ('priest') is limited to men, in the light of Biblical teaching on 'headship'.
- Able to subscribe to the PCC Motion on Marriage, passed on 23 October 2017 (see below).

To do:

Administrative duties including, but not limited to;

- Preparing orders of service, PowerPoints and associated planning for all Sunday services, as well as for additional services at Remembrance, Christmas, Easter etc.
- Oversight of, and management of the ChurchSuite calendar.
- Maintaining the music database and copyright requirements for music used during services.
- Liaising with staff and others concerning material for local parish newsletters and our own Parish magazine.
- Producing emails, mail merges and other forms of communication, as required, to the church family, including producing the weekly church notice sheet.
- Emailing and printing documents for the AGM of the PCC.
- Ordering stationery and other supplies as needed.
- Administrative duties relating to baptisms, confirmations, weddings and funerals.
- Act as Lead Recruiter carrying out DBS checks for staff and volunteers, including renewal reminders as required.
- Producing statistics for mission as required by the Church of England.
- Answering the phone, email and in person callers to the church centre.
- Weekly staff meeting minutes.
- Some PA duties for the Vicar and Associate Vicar.
- Other administration tasks as required (a full list is available).
- Be aware that working within the relevant safeguarding policies and procedures and attending all required safeguarding training.

Reports to: The Vicar

Agreement:

I agree to being the Church Administrator at St John's, Hartford. I agree to comply with all aspects of the Parish Safeguarding Policy including recruitment and training requirements; and all other church policies.

Name (print and sign):

Vicar:

Date:

CHURCH ADMINISTRATOR: A LITTLE BIT MORE INFORMATION...

1. Introducing St. John's

We are a medium sized, conservative evangelical parish church on the edge of Northwich, a mid-Cheshire market town of around 50,000 inhabitants. The church is 200 years old and has had clearly evangelical vicars for just over 50 years. Our main Sunday morning service is currently averaging around 180 people, of whom around 70 are under 18 and regularly in our children's and youth groups. The church has recently experienced gentle growth particularly with people from Hong Kong, including youth. We are a genuine family, with new-borns to 90-somethings, committed to *"walking in truth, and living in love"*. As such it is a place where many contribute numerous voluntary hours to ministry work on top of busy work and family lives. We have a small 8am BCP communion with around ten regulars and hope to restart an evening service later in 2023. We have a strong commitment to supporting mission. Christ Church Greenbank, also in the parish, was planted in 2002 and has thrived. It has its own full-time minister and part-time youth worker. The west end of the parish, served by St John's, is largely owner-occupied housing, with significant new housing developments in recent years. Most people commute to work. There are relatively few 18–30-year-olds in the local demographic, and this is reflected in the congregation. The parish has numerous educational institutions, catering to approximately 5,000 young people. These include state, private and special schools, and a number of nurseries/pre-schools. One, refounded in 2012 in partnership with St John's, is an 11-16 Church of England high school with a stipendiary chaplain. Our mission is to reach these residents and students with the gospel, and to serve them in Christ's name.

2. Job Overview

This role forms part of the staff team at St John's and works closely with and alongside the Vicar, the Associate Vicar, the Youth Worker, the Children's Outreach Worker and the Facilities Manager. The role is based within St John's Church office, but with some flexibility to work from home.

3. Conditions

- This is a permanent, full-time position (37.5hrs) and carries an annual salary of £21,600.
- The church will make a contribution of 10% of your salary into the Church Workers' Pension Fund.
- There is a shared office in the Church Centre.
- Working hours are Monday to Friday 9am-5.30pm (excluding Bank Holidays).
- Annual holiday entitlement is six weeks.
- We are open to the possibility of a job share.

4. Support:

- Regular meetings with the Vicar
- Staff team meetings

5. Current mandatory training requirements:

As St John's is a church that promotes a safe environment and culture for children, young people and vulnerable adults the following training is mandatory:

- Basic Awareness of Safeguarding (online portal)
- Foundations in Safeguarding (online portal)
- Domestic Abuse (online portal)
- Safer Recruitment (online portal)

NB: further safeguarding training and/or updates may be required by the Diocese