

**Parishes of
St Francis Church, Ashton
and
St Michael and All Angels Church, Bedminster**

Job Description:

Parish Administration (20 hours a week)

Vision for role:

A key passage for these two churches is the story of Jesus feeding the 5000 which can be found in Luke 9: 10-17. From this passage, we are developing values around discipleship, community and service. This passage speaks to us that in the giving of ourselves and the little that we may feel that we have, we can be resource through the Holy Spirit to serve and bless the local community. As a church with multiple ministries running throughout the week it is essential to have an administration team who can support not only Sunday gatherings, midweek activities but also the parish resourcing. Whilst this role we be the sole employed staff member for the parishes, we would encourage the successful candidate to recruit a team of volunteers to enable this role to be fully achieved.

Key Objectives:

To provide administrative cover for the work of the church. The main duties will be to relieve the Vicar from much of their administrative work to enable them to be free to concentrate on other areas of their ministry. To organise and co-ordinate church activities 'behind the scene' so that the front-line work of the parish can be more effective. To enable the smooth running of the administration of the office and church which will provide support for Sundays and midweek activities.

Key areas of responsibility broken into areas: (some of these areas are open for discussion)

- Sunday Services

- Create rotas for services across the term
- Create a running order each week based on the rotas for the date.
- Confirm it with the vicar, then email out to everyone serving on that Sunday.

- Church Hall Lettings

- Manage Hall bookings and interaction with Hall hirers
- Record and process monies from hall hirers.
- Respond to Hall hire enquirers.
- Respond to any concerns or problems from Hall hire people

- ChurchSuite database

- Manage the Address Book for adults and children, integrating any new members in the pending area
- Create events in the Calendar section, with sign up links, and tickets
- Create forms for use

- PCC Support

- Create the PCC Agenda with vicar
- Email out Minutes from the last meeting with Agenda to PCC the week before the meeting, with any attachments
- Print hard copies for the meeting for those who need them
- Action any office/FB action points once the minutes from the meeting are received.
- To help collect reports and produce paperwork for the Annual Parish Council Meeting, including ensuring that the proper 30-day notices are on church doors for the parish

- Website

- Website – keep updated with current information

- Office

- To look after the church office for set hours in the week, to enable this to be the contact point for 'routine' personal callers and telephone calls. This would include answering phone and checking messages, and processing mail
- ChurchSuite Calendar – keep up-to-date
- Outside Notice Board – keep up-to-date
- Check phone message and respond
- To type and mail any correspondence for the Parish Priest
- Keeping the File System databases and hard copies up to date and coordinated ensuring data protection
- Working from the Google Drive with online forms and paperwork
- Completing and submitting parish paperwork from the Diocese (Stats for Mission (online) in January each year; marriage forms, APCM Notification to Dioceses of new wardens, ER number; HC assistant list, Portal, A Church Near You)
- Maintain supplies for the church, office and sacristy and reorder as necessary
- Supervision and servicing of equipment (photocopier, computers, projector, etc.)
- Arrange and manage DBS checks for all people working with children and/or vulnerable people through the church
- Line Management of some staff and volunteers
- To be responsible for co-ordinating existing activities within the church, such as:
 - Booking organists for weddings, funerals and baptisms
 - Keeping a record of all committee dates and church rotas.
 - Ensure the paperwork is correct and ready for Banns of Marriage

Person Specification & Key Skills

Essential:

We'd love to find someone who is:

- Strong communication skills
- Affinity for team work
- Proactive and self-motivated
- Great with people and high emotional intelligence
- Able to juggle a broad range of responsibilities
- High levels of computer literacy (and willing to learn new programs eg MailChimp, Canva, ProPresenter, Mac OS)
- Excellent time management skills with proven ability to prioritise work load
- Excellent organisational and administrative skills
- Personal walk with Jesus underpinning a lifestyle of integrity

These are our ideal requirements, but we know some people are less likely to apply for the role unless they are 100% qualified. We promote a diverse, inclusive and empowering culture so please apply if you meet the majority of these competencies.

Desirable:

- Ability to work well under pressure, cope with frequent change and meet deadlines
- Formal Qualifications or relatable experience
- Understanding of church life and organisation
- C of E parish experience or understanding

Working requirements:

- Part-time – 20 hrs per week (to be discussed with successful applicant)
- Mix of working on site and at home – percentage of hours to be agreed with successful candidate
- The working days will include team meetings and parish prayers
- Occasional evenings and weekends as required with TOIL given for those
- Annual Leave – 25 days per year and 8 bank holidays (or pro rata for part-time staff)
- + three additional days off between Boxing Day and New Year's Day
- In addition to the above, you will also receive paid holiday on or in respect of Public Holidays (pro rata entitlement for part-time staff).
- Attend weekly team meeting

Role & Salary:

Part-time salary Tier 2/3: £11.55 – 12.85 per hour, final salary will be based on agreed specifics of the role.

You will be entitled to enrollment in the Automated Pension Scheme in line with current legal requirements.

Responsible to:

Vicar

Start date:

As soon as possible, to be confirmed with successful candidate after the completion of safer recruitment.

Probation period:

This role has a six month probation period.