

Job Description: Church Administrator, St Michaels Highgate November 2024

The Position

The Church Administrator will play an essential role assisting the Vicar in the efficient running and development of St. Michael's Church, Highgate.

The Administrator is often the first contact people have with this Church, so the role requires a cheerful, friendly, well-organised, person. We need someone with initiative, in depth experience of office organization and systems, excellent IT skills and a “can do” attitude, who will thrive working with and contributing to a friendly and supportive team of Clergy, paid staff and volunteers.

You will be expected to review, develop and implement processes and procedures to ensure smooth, efficient and effective Church office operations.

Key Responsibilities

Optimising the Church's profile - both inward- and outward-facing

- As the first point of contact, you will ensure that all enquiries in person, by phone, by post, or online are dealt with politely and professionally, and are followed up by appropriate action.
- Work with the Clergy and Staff, to publicise and update weekly on Church events, news and services, via email, newsletters, internal and external notice boards, and the Church's website using the Church's database
- and social media.
- Assist in the design and production of flyers and posters and develop social media content to publicise special events
- Liaise with key stakeholders, to ensure that the website is kept up to date with appropriate and accurate content.
- Work closely with Clergy to provide sufficient information to all those interested in attending structured courses (such as Alpha) or seminar series (the Fellowship).
- Become the key user and administrator of our Church Database, (Church Suite), ensuring that it is accurate and updated. Run reports on the data as required.
- Promote and support the use of an online calendar and booking system.
- Encourage, support and guide volunteers.

Providing support for the leaders of weekly services and special services throughout the Church's year

- Assist with the production and printing of weekly orders of service or slides as required and service booklets, e.g. for Easter and Christmas. Arrange copyright licence applications as required.

- Maintain stock, and purchase consumables required for services and support needs of clergy and leaders.
- Co-ordinate occasional parish mailings, including those for Easter and Christmas.
- Where required, assist with rotas for services, church groups and activities.

Supporting the Vicar in administration and in the record-keeping required by the diocese.

- Provide administrative support to the Vicar on all matters relating to baptisms, funerals and weddings. This will include dealing with enquiries, communications, bookings, and payments.
- Organise statutory documents, including statutory returns for the diocese, certificates, and registers; and ensure that Church records are kept up to date.
- With the PCC Secretary, co-ordinate production of the parish's Annual Report in preparation for the Annual Parish Meeting.
- Deal with photocopying and filing, handle incoming and outgoing post and e-mails, order stationery, and draft correspondence on behalf of the Vicar.
- Take minutes at weekly staff and other meetings.

Premises management and bookings

- Manage Church caretaker. Monitor the cleaners. Maintain general supplies.
- Inform the Chair of the Fabric Committee, and the Churchwardens, of any problems (such as water ingress, and heating defects). Update them when contractors are on Church premises. Liaise with contractors as needed.
- Oversee maintenance of all office equipment and monitor compliance with any maintenance and service contracts held by the parish.
- Monitor forecourt parking, and issue permits as needed.
- Maintain records of all key-holders. Issue keys and reclaim them.
- Be responsible for all bookings of Church space and manage arrangements so that space is efficiently utilised. Maintain accurate records of bookings and their requirements. Invoice all event bookings and ensure and record payments.
- Promote to the local community the availability of the different church facilities that are for hire.
- Maintain a close relationship with the user community, particularly the local schools who use St. Michael's for services.

Communications

- Prepare and send out weekly newsletter on a Friday afternoon, gathering information from members of the Parish and team and communicating in a timely manner.

- Update noticeboards, Church suite and website with weekly services, concerts and events.
- Liaise with musicians and book twice weekly music performances then create flyers, welcome and oversee their arrival and offer them lunch.
- Be the point of contact for the Community teams who manage the Community lunches and Under 5s groups.

Electoral Roll Officer

- Managing the process of giving notice and collating the information for updating the Electoral Roll and presenting the information to the PCC.

Financial Management

Working independently and in conjunction with the Treasurer, be able to:

- prepare paperwork for financial transactions and submit it for approval and payment,
- process invoicing,
- process expense claims,
- process payments - cheque and on-line payments,
- prepare monthly and annual budgets and accounts in conjunction with the Treasurer.

Bank cash collections:

- Carry out monthly bank and cash reconciliations.
- Keep all financial transactions and accounts on Excel and/or accounting software.
- Provide additional support as required and directed by the Treasurer.

Scope of job description

This list of responsibilities is not intended to be exhaustive, and is subject to review, in consultation with the Vicar.

Salary

£33,000- £34,000 pa negotiable according to experience.

Hours

Full time - 35 hours per week – some flexible working required, and some home working may be considered.

Applications from established job-shares are welcome.

Six-month probationary period with review at three months.

Holiday

28 days annually (As some flexibility in terms of working hours may be required, including occasional weekend commitments, time will be allowed in lieu).

Reports to

The Vicar.

Employer

PCC - The Parochial Church Council of St Michael's Church, Highgate.

Based at

St. Michael's Church, South Grove, London N6 6BJ.