

## **JOB DESCRIPTION CHURCH ADMINISTRATOR & CENTRE MANAGER**



*Please note that this is an overview of the role describing the level and scope of responsibility.*

### **Church Administration:**

1. Support Rector and members of the Staff team with administration as required.
2. Attend the Staff Meetings, taking minutes and note any actions needed.
3. Provide friendly customer service and pastoral sensitivity as the primary point of contact for all church enquiries. Ensure good working relationships with volunteers, church members and public are carried out with respect and confidentiality.
4. Ensure the smooth running of the Church office, setting up and maintaining management and administrative systems as necessary.
5. Manage and coordinate all occasional services (weddings, funerals and baptisms) from initial enquiry through to completion.
6. Maintenance accurate legal registers, records and compliance with Church of England and statutory requirements.
7. Maintain and develop communication systems including website updates, Churchsuite and weekly newsletter.
8. Dealing with all mail received, either by post or email, in a timely manner
9. Answering and dealing with telephone calls and voicemail messages
10. Maintain all office equipment, e.g. computer, photocopier, sum-up machine.
11. Ensure a supply of church publicity leaflets are available such as Welcome Brochures, occasional services leaflets, flyers for special services and organising banners with the printers. Ordering booklets which clergy may require.
12. Update weekly prayer lists and make available for the Sunday services.
13. Ensure church notice boards are kept up-to-date and the church is maintained in a tidy state.
14. Ensure that Sunday tea and coffee rotas, church cleaning rotas and CCLI copyright compilation are in hand, usually managed by a volunteer but otherwise handled by the office.
15. Order supplies of tea and coffee etc required for Sundays.
16. Carry out any tasks as may be required by the clergy, curate or readers.

### **Church Centre Management:**

1. Have responsibility for day-to-day management of the church centre.
2. Set policies relating to hiring in conjunction with the line-manager and charges for hiring in conjunction with the treasurer.
3. Formulate and manage contractors in conjunction with the Maintenance Team and put together a yearly programme of refurbishments / repairs required for consideration by the Maintenance Team and SFC/PCC.
4. Room hire:
  - a. Ensure rooms are in a suitable condition for hirers and that the necessary equipment requested is to hand
  - b. Ensure all booking forms are completed and payments received before the event.
  - c. Maintain the computerised booking calendar and ensure displayed weekly.
  - d. Provide advice to hirers on the use of the sound system in the hall and lounge

5. Maintain contact with the cleaning contractors, providing a list of duties as required, and advising times for cleaning to be carried out.
6. Order cleaning supplies, photocopier supplies etc. as required.
7. Pass all invoices through to the book-keeper/treasurer for payment, ensuring goods have been received and work carried out satisfactorily.
8. During the winter months, ensure that the heating is programmed for the week for the centre.
9. Have responsibility for the security and fire regulations of the building including including and compliance with the Health & Safety at Work Act 1974.
10. Other tasks may be required from time to time to ensure the smooth running of the centre.

