

CHURCH ADMINISTRATOR

Role Description

Vision

God has appointed in the church first apostles, second prophets, third teachers, then miracles, then gifts of healing, helping, **administering**, and various kinds of tongues.

1 Corinthians 12:28 (ESV)

Administration is a gift of the Holy Spirit, granted to specific people to facilitate the mission and ministry of the church, the proclamation of the gospel and the growth of God's kingdom. Good administration is essential for the mission and ministry of a church to be performed efficiently and for the name of God to be glorified and his kingdom grown.

Personal Qualities and Skills

The church administrator should have the majority of these qualities and skills. Training can be provided in specific skills.

- An active member of a church with a strong personal faith in Christ
- Competent in the principles of book-keeping and familiarity with accounting software, preferably with 'Data Developments Finance Coordinator'
- Good working knowledge and competent use of Microsoft office software
- Good spoken and written communication skills
- Good interpersonal skills
- The ability to work as a member of a team and also as a lone worker.
- Warm personality and cheerful disposition, bringing honour to the work of the Body of Christ
- A person of great integrity, able to keep confidences and treat all with respect - whether it be face to face, through written correspondence or on the phone
- Ability to show initiative in managing tasks in a timely manner
- Ability to discern when to refer issues to others
- Knowledge of the workings of the local church – or a willingness to learn relevant canon law and requirements, including helping to prepare faculty applications

Roles and Responsibilities

The roles and responsibilities of the Administrator include:

- Financial administration including
 - electronic banking
 - recording receipts and payments on the accounting system
 - producing monthly reports for the treasurer
 - handling the church payroll including PAYE, pensions and HMRC
 - claiming Gift Aid on eligible donations
 - raising invoices and paying invoices
- Wedding and funeral administration including
 - booking the church, organist, choir, bells, vergers, sexton as required
 - paying organist, bells and choir as required

- invoicing and checking payment
- liaising with funeral directors
- marking graves for the gravedigger or sexton
- updating the burial register
- Church communications including
 - processing telephone, email and drop-in enquiries in a timely, appropriate and efficient manner
 - producing, duplicating and mailing church correspondence
 - maintaining the church diary and taking bookings
 - booking contractors for routine maintenance, in liaison with the Fabric Chair and churchwardens

Contract hours

The post is part-time, 15 hours per week

Salary

£9,375 per annum

Leave entitlement

5 weeks pro rata plus bank holidays

To apply

Send a CV and covering letter to the vicar (Paul) at wadhurstvicar@gmail.com

Closing date for applications

Friday 17 March 2023