 **St Alban’s** Loving Praying Doing

**JOB DESCRIPTION**

**CHURCH ADMINISTRATOR**

**Part Time: 7-8 hours per week (flexibly arranged)**   
**Base: Church office and home (minimum 1 hour in office Friday)**

**Reporting to:** Priest in Charge and accountable to the Church Wardens.

**PURPOSE**

* To provide administrative support for the parish and act as a communications hub.
* To represent the church with warmth and professionalism in all public-facing interactions.
* To manage routine administrative functions, enabling the Priest in Charge and ministry team to focus on pastoral and liturgical responsibilities.

**RESPONSIBILITIES**

**General Administration**

* Respond to emails and other correspondence on behalf of the church, and direct to appropriate parties where necessary
* Maintain church databases, including baptisms, weddings, funerals, and the Electoral Roll.
* Handle paperwork for pastoral offices including payment processing for banns, weddings, and funerals.
* Distribute bi-monthly service rotas and monthly rotas for readings, intercessions, and chalice assistants.
* Maintain tidy and updated church noticeboards (internal and external).
* Attend to administrative needs as requested by the Priest in Charge, Ministry Team, and Church Wardens.
* As necessary provide quarterly returns for the Diocese.

**Communication and Publicity**

* Prepare and send the weekly notice sheet (emailed and printed for Sundays).
* Keep the church website updated, including posters, event photos, and service lists.
* Produce and distribute orders of service for special services (e.g. Memorial Services, Weddings, Funerals, Baptism, Licensing services, etc.)
* Update the "A Church Near You" page and church Google calendar with seasonal and upcoming events.
* Create digital/print materials including service sheets, flyers, posters, and invitations.
* Promote Church Events of Church Social Media channels

**Liturgical Support**

* Prepare materials for Sunday services (e.g., children's activity sheets, seasonal service sheets).
* Ensure all necessary copies are printed and ready for each liturgical season.

**Church and Office Supplies Management**

* Order and manage supplies for the office and worship (e.g., stationery, ink, candles, baptism items, hosts, palm crosses).
* Order and store stationary/office supplies as required.  
  Oversee use of the photocopier and to arrange repairs and servicing.

**Occasional Offices**

* Ensure records are updated and certificates prepared for baptisms, weddings, and funerals.
* Send pastoral correspondence such as funeral and wedding anniversary cards, and banns-related communications.

**Facilities and Bookings**

* Support the Hall Booking Secretary by printing forms or liaising as required.

**Fundraising and Events Support**

* Assist with church fundraising efforts, notably the Christmas Fayre.
* Create promotional materials and manage logistics (raffles, invites, posters).
* Arrange or support meetings as requested.
* Set up Events on Eventbrite

**Training and Compliance**

* Complete the Church of England Basic Awareness Safeguarding Training (online).
* Participate in relevant training sessions as approved by the Priest in Charge.

**PERSON SPECIFICATION**

We are looking for someone who:

* Has excellent organisational and communication skills.
* Pays attention to detail and works well independently.
* Is warm, welcoming, and pastoral in approach.
* Maintains confidentiality and professionalism.
* Has good IT skills, including familiarity with Canva, Microsoft Office, and web editing platforms.
* Lives out Christian values and is able to work within the values and practices of the Church of England (Equality Act 2010 Part 1 applies).

**Initial pay:** £13.00/hour, to be reviewed after 12 months.  
**Probation period:** 2 months.

### For more information or an informal conversation please contact: Priest in Charge: Canon Karina Green on 023 93076871 canonkarina@talktalk.net