

ST MARY & ST EANSWYTHE FOLKESTONE

PARISH ADMINISTRATOR

About the job

You'll be helping our church to function well administratively. That means being efficient, but also being kind. So you'll develop maintain efficient systems of working and record-keeping. But you'll also work kindly and patiently with church members, partner organisations and enquirers of all kinds, including couples wanting to be married or parents booking christenings.

Although the duties are listed comprehensively below, we are a small organisation and all this should be comfortably completed within 7 hours per week, on average. However, we recognise that some weeks will be more demanding than others, and so we are offering flexible working hours.

We provide a church laptop, so you can choose to work from home for some of the time if you wish, although you'll need to be in the office at least once a week for printing, and also to meet people when necessary.

Your employer is St Mary & St Eanswythe PCC and your line manager is the Priest-in-Charge, or any Church Officer the PCC appoints.

Skills

- Can work collaboratively with others
- Is efficient and well-organised
- Has good IT skills and can use the Microsoft Office suite of software; the Google suite of apps, and a variety of social media platforms, including Facebook and Instagram
- Can take initiative in maintaining and developing administrative systems
- Is able to work flexibly, both remotely and on site

Duties

Weekly

- Produce and print Sunday pewsheets:
 - Music from Choir Director shared drive
 - Year's Mind from book, and transfer to Word document
 - Sick list – maintain and add new requests. Restart annually.
 - Calendar of services and events
 - Rainbow Centre's Foodbank needs
 - Back onto Redemptorist Weekly Sheets
- Diary for Noticeboard, using pewsheet calendar
- Respond to emails
- Maintain Google Calendar
- Maintain Gmail Contact Labels and send emails of interest to various groups
- Post information to social media platforms
- Check Welcome Packs and replenish when necessary

Monthly

- By 1st: Print labels for envelopes for sending Rendezvous Magazine by post and give to Catriona Hunter
- By 20th: Calendar for coming month and baptisms, Weddings & funerals for previous month to Andrew Plested for Rendezvous Magazine

4-monthly

- Produce Rotas:
 - Readers, Intercessors & Sidespersons – ask when away, then draft and finalise (subsequent changes to be arranged by participants)
 - Coffee - just print and give to Jenny Coleman
- Redemptorist Weekly Sheets: Separate and issue to readers via pigeonholes

Annually

- By Jan 31: Enter Statistics for Mission on the CofE Portal from our parish registers
- Mar: Electoral Roll:
 - Revise the Electoral Roll between 14 and 28 days before the APCM
 - Renew the Electoral Roll every six years
- Mar: APCM:
 - Prepare the Annual Report and Agendas
 - Email reports to Church email list
 - Print reports for distribution the Sunday before the APCM
- May: Inform Diocesan Secretary of result of APCM elections
- School Confirmation Service:
 - Enter rehearsal and service times in Google Calendar
 - When candidate names are received:
 - Enter details in Confirmation Register (and Baptism Register if needed)
 - Complete Confirmation Cards (and Baptism cards if needed)

Occasionally

- Fundraising:
 - Advise the PCC about all aspects of Fundraising
 - Take the lead in the planning and delivery of fundraising
- Electoral Roll: Enter new applicants onto the Electoral Roll
- GDPR: Process new Consent Forms and add to email lists and database
- Take Church hire bookings:
 - Send and receive hire form and check treasurer receives deposit and fees
 - Arrange for keyholder to unlock & lock for hirer
- ASL photocopier:
 - Order toner when needed
 - Send photocopier meter readings to ASL when required
 - Arrange negotiations for a new contract with Treasurer when contract expires
- Brother Printer: Ask Andrew Plested to order toner when needed
- Church supplies:
 - Order candles and wafers from FA Dumont when required (email Ellie Miller)
 - Pass invoice to Treasurer

Baptisms

- Send application form and copy of Order of Service
- When completed application form received:
 - Book into Google calendar
 - Amend Baptism list and send to Priest and Vicky Friedrich
 - Complete baptism register
 - File application form
- Complete baptism and godparent cards
- Before the service, put in Priest's Vestry: Completed Baptism Register, Completed baptism and godparent cards, Candle, Bible
- Order candles, Bibles, baptism cards and godparent cards when needed

Banns of Marriage for weddings in other churches

- Send wedding welcome form and details of fees
- Set dates for Banns of Marriage and book into Google Calendar
- Amend Wedding list and send to Priest and Vicky Friedrich
- Complete Banns of Marriage book at the correct time
- Complete Banns of Marriage certificate and leave in Priest's Vestry for signing
- Issue certificate and receive fees

Weddings in our Church

- Send info about Qualifying Connections and Fees on request
- Send wedding welcome form if Qualifying Connection established
- Book date in Google Calendar, subject to ID checks
- Meet couple to check details and ID, receive deposit and copy Decree Absolute if necessary
- Set date for rehearsal and book into Google Calendar
- Set dates for Banns of Marriage and book into Google Calendar
- Book organist, bellringers and vergers as required
- Amend Wedding list and send to Priest and Vicky Friedrich
- Send copy of Order of Service to couple
- Complete Marriage document and send to priest for checking at the rehearsal
- Complete Banns of Marriage book at the correct time
- Ensure fees are paid by the rehearsal, checking bank transfers with Treasurer
- Maintain electronic and hard copy files

Funerals and burial of ashes

- Direct any enquiries about funerals or burial of ashes to the priest
- Book funerals in church into Google Calendar
- Arrange for a Warden to open and close the church for the ceremony
- Add names to the Year's Mind book/document and the pewsheet for three weeks
- Check burial of ashes plot availability and assign a plot
- Identify location and show gravedigger
- Enter details into the burial of ashes ledger