

St Nicholas Church, Warwick. CV34 4JD



Job Description

- Job Title:** Church Administrator
- Based:** St Nicholas Church, Warwick
- Reporting to:** The Vicar
- Hours:** Part time, working 15 hrs per week ideally over four or five days.
- Pay:** £11.00 per hour (paid monthly)

Purpose of Job:

The Parish Administrator will make a key contribution in providing administrative and general office support to St Nicholas Church and will provide a central focal point for the overall administration of the parish.

Specific Duties:

1. **Reception:** Welcoming everyone who visits the office. Receiving, forwarding and replying to phone messages and e-mails, as required.
2. **Secretarial Work:** Word processing, sending letters, e-mails and photocopying. Maintaining a filing system. Updates of events and services to the website. Keeping social media feeds updated. Producing posters/flyers as required. General posting and maintenance of notices for display on outside and inside notice boards. Ensuring that the computer is maintained and backed up weekly.
3. **Printing:** Compiling and printing weekly newsletters and reading sheets. Also printing service booklets, posters and programmes for events.
4. **Church Diary:** Maintaining a record in the Church Diary (computer and written) of all activity in the Church and East End rooms, and distributing this as required.

5. **Office Stationery, Postage Stamps:** Maintain stock of stationery for all activities above and postage. Producing in-house stationery e.g. letter heads, compliment slips. Keeping up to date petty cash records. Banking incoming payments.
6. **Baptisms:** Receiving initial enquiry, and completing application form; emailing to vicar. Checking stock and ordering baptism certificates, cards for godparents, baptism candles & holder and baptism gift (Bible/books). Arranging pianist (if needed) and vergers. Preparing register. Keeping up to date spreadsheet of baptisms. Adding emails to email groups for advising about children's services and activities.
7. **Weddings:**
 - Carry out all the administration associated with weddings and ensuring they run smoothly.
 - Receiving and logging initial enquiry, and maintaining all details in a wedding folder.
 - Ensure that Banns are read at the correct time, in the required churches.
 - Ensuring that the legal requirements of weddings involving people outside the Parish are complied with, e.g. banns.
 - Dealing with all correspondence and liaising with the couple over details.
 - Liaising with verger, organist/choir, flower ladies, bell ringers etc.
 - Raising invoice and ensuring payments are received.
 - Ensuring banns are in register for calling the month before the wedding.
8. **Funerals:**
 - Receiving and logging initial request, contacting Vicar
 - Maintaining details
 - Arranging clergy/Reader to officiate if Vicar unavailable.
 - Arranging Verger, organist and flowers if required.
 - Ensuring payments are received
9. **Rotas:** Production and distribution of all rotas, as required.
10. **Bookings:**
 - Drafting and production of booking forms together with 'conditions of hire' forms.
 - Maintaining bookings diary and distributing as required.
 - Ensuring payment is received, chasing up outstanding invoices.
 - Showing potential hirers around the Church, where required.
 - Arranging access/security. Ensuring relevant keys are available.
 - Developing a security policy (re. access & keys) – in conjunction with Vicar and PCC.
 - Liaising with churchwardens to arrange unlocking and locking up for events.

12. **Performing Rights Society (Music Copyright):** Liaising with PRS, and ensuring compliance with copyright law. Ensuring other Licences are up to date.

13. **Deliveries:** Ordering and receiving goods to St Nicholas Church and ensuring they are passed on as required.

14. **Invoices:** Ensuring that, for each invoice received for payment, that work is done satisfactorily, or goods received in good condition. Passing invoices to Treasurer for payment.

15. **Maintenance of Fabric and Equipment:**

- To attend PCC and Standing Committee meetings if required.
- Liaising with St Nicholas "Fabric and Maintenance Team" concerning minor works.
- Arranging access for contractors, meeting them on site when required.
- Ensuring that Licence contracts are maintained and updated in due time.
- Ensuring that regular servicing of equipment is carried out e.g. boilers, gas appliances, fire alarm, emergency lighting, fire extinguishers, electric wiring system, lightning conductor, piano and the photocopier.
- Purchasing cleaning equipment and goods as requested.

16. **Gift Aid:**

- Recording all donations under gift aid envelope scheme.
- Drawing up and filing gift aid declaration forms.
- Claiming back gift aid from HMRC quarterly.
- Ordering and distributing gift aid envelopes annually.

17. **Health and Safety:**

- Making sure up to date Health and Safety Policy and Fire Risk assessments are in order.
- Seeing through actions arising from the assessments as requested.
- Co-ordinating with the churchwardens the safe storage of substances hazardous to health, and maintenance of COSHH records
- Ensuring that staff are aware of their health and safety obligations.

18. **Insurance:** Liaise with insurance provider to ensure that coverage is adequate and up to date.

Other tasks and duties as commensurate with the Post.

The duties and roles set out in this job description may be varied to meet the needs of St Nicholas Church.