

Church Administrator - Amersham Free Church

Job description

The purpose of the role is to supervise and facilitate the day to day administrative operations of the church

1. Support the vision and mission of Amersham Free Church – a community for the community.

This would involve being available to people using the church premises as a welcoming presence and receiving outside visitors and directing and managing them appropriately.

2. Office Management and General Administrative Services

- a) Provide general administrative support to Ministers, Church Secretary, Treasurer and Elders.
- b) Deal with denominational returns (Baptist and URC) and maintain database for directory, membership lists, record of baptisms and dedications.
- c) Order supplies for church ministry and premises including stationery, office, communion and cleaning supplies.
- d) Oversee the record keeping of maintenance of equipment in the church, and ensure compliance with any maintenance and service contracts such as organ tuning, blower maintenance, fire appliances, boilers etc. Be responsible for ensuring regular Health and Safety checks take place, that fire regulations are complied with, and that the church is compliant with current legislation.
- e) In consultation with the Property Coordinator organise call out on routine and emergency matters of maintenance and repair.
- f) Produce, in consultation with the church Secretary, church rotas, Elder and Church Meeting agendas and ensure their distribution.
- g) Assist the Treasurer in various aspects of church financial record keeping eg updating spreadsheets.
- h) Be the first point of contact for all enquiries whether in person, by phone, post or email, ensuring that they are dealt with politely and professionally and followed up appropriately.
- i) Where required, to coordinate arrangements for special services outside the normal Sunday services such as weddings or funerals.
- j) Support the minister with keeping the church website up to date.

3. Management of premises and lettings

- a) In consultation with the Bookings Manager manage the invoicing of regular lettings. This aspect of the role is likely to develop over time.
- b) Maintain accurate records of any key holders and be responsible for issuing new keys where necessary and agreed by the Church Secretary. Be aware of security issues in a busy church.

4. Role terms and conditions

- a) Initially the role will be offered on a 12 month fixed term contract basis, subject to review, and a successful DBS check.
- b) The detailed Terms and Conditions will be contained within the role holder's contract of employment.
- c) Location will be on the church premises with a dedicated workspace landline and computer.
- d) Hours – initially scoped at 15 hours per week over 4 days. Some flexibility may be required and available to prospective candidates. Any extra hours to be agreed in advance with the Church Secretary. Payment monthly in arrears by bank transfer.
- e) 3 month probation period during which 1 week's notice of termination can be given by either party. The post holder will report to the Church Secretary.
- f) An indicative salary of between £10 to £12 an hour is available depending on experience.

This list is not intended to be exhaustive and is subject to review in consultation with the Minister and Elders of the church.