

## **St Mark's Church, Parish Administrator – Job Description**

- Communication – welcome visitors, deal with enquiries and maintain regular contact via email and telephone with members of the church community in a caring and polite way
- Provide support to the Vicar and when in post the Curate, assisting the Ministry team and officers of the church as required.
- Maintain parish records including Banns (prepare book and certificate), Register of Services to electronic record, Baptism (prepare register, certificates and candle), Record of Funerals (maintain a list for sending invitations to All Souls Day Service), Parish Directory and GDPR consent forms.
- Ensure compliance with GDPR legislation on safeguarding and holding of information.
- Prepare service booklets, readings and psalms based on service rota and monthly prayer card.
- Maintain notice boards, prepare signup sheets for church activities, Church Directory (reviewed and reissued every 18 - 24 months) calendars and information literature
- Order stationery, church supplies and maintain office equipment, including photocopier & laminator. Research and obtain value for money for the church.
- Keep mauve warden and sidesmen information folder up to date.
- Maintain and organise rotas including intercessors and readers for all services
- Build up & maintain database on iKnow church system - initially for rotas with future application for Hall Bookings, event ticketing, online payments and calendar management.
- Responsible for administration and signup sheets for church activities, including Parent & Toddler Group and ad hoc events. Preparing the various forms, help sheet and transferring information onto system as appropriate.
- Assist with administration of courses, talks and fundraising events as directed
- Write Parish Office report for PCC APCM report
- Maintain inventory of church books and office equipment
- Handle parish finance relating to T Time Tales, photocopier, Banns and ancillary payments for passing to Treasurer, along with expense claim forms and invoices.
- Hall bookings - enquiries, transfer of information onto calendar and advise on payments, address matters raised by hall users and liaise with Regular Bookings Secretary.
- Organise larger events including issuing invitations, organising name tags, etc.
- Set up for Thursday lunchtime Iona Communion service & serve refreshments
- Set up refreshments and supplies for Wednesday T Time Tales (Term-time)
- Prepare letters, annual programme card and helper rota sheet for Community Lunch, SMART, and T Time Tales.
- Keep the inner and outer vestry clean and tidy - empty bins, paper recycling, wash vestry hand towels and monitor church supplies.
- Order Church & Hall cleaning supplies, arrange emergency repairs e.g. to toilets/windows, liaise with hall cleaners, pass on invoices to Treasurer.
- Research best value for money on purchases for office, church & church hall areas including Internet/phone contract, vacuum cleaner, contract for sanitary & nappy bins, dispensers for soap, hand towels and toilet rolls etc.
- Manage lost property
- Photocopying – produce St Mark's monthly magazine, Parish Eucharist hymn booklets and other items as required. Offer training to use the copier, monitor and prepare invoice for usage as required.
- Other ad hoc tasks as required.