



Job Description Church Office Coordinator

Employed by	All Saints Weston Green PCC
Responsible to	The Vicar, All Saints Weston Green
Workplace	The Parish Office based in All Saints

Job Summary

- To oversee the administrative side of the ministry at All Saints Church to aid its smooth running and help us fulfil our purpose.
- To manage the work of the Church Office so that the Vicar, the staff team and other officers in the church are released to focus on the roles to which they have been called.
- To be a friendly face of the church to the general public and an effective centre for coordination, information, communication and administration both in the church office and among the staff team and volunteers.

Summary of Responsibilities

Communications and Publicity

- Process efficiently all communications received in the office (face-to-face, email, phone, etc).
- Prepare weekly newsletter and partner with website co-ordinator to keep the church's website up-to-date.
- Maintain all notice boards to maximise communication of all church events

Church administration

- To support and perform administrative tasks for the staff team, Churchwardens and other agreed church leaders/groups.
- Prepare orders of service and service playlists for Sundays and other special/occasional services (print and screen) as directed.
- Be the central point of communications and administration for baptism/wedding/funeral requests as per church procedures. Create and maintain central files for baptisms/funerals/weddings/interment of cremated remains. Update banns and burial registers.
- Maintain office filing system, determining what papers need to be archived and keeping documents no longer than legally required.
- Manage and be responsible for stationery/office/cleaning supplies, maintenance of photocopier, church recycling and waste and serve as point of contact for routine maintenance issues.
- Manage church and hall bookings: Effective administration of the church calendar and all bookings, including invoicing and the church locking/unlocking rota and issuing of keys.



Systems and Support

- Maximise the use of the ChurchSuite church management system to semi-automate church processes. This will involve:
 - Maintaining the church calendar
 - Maintaining the church directory to ensure it is updated as required and that information is kept secure and within GDPR requirements.
 - Maintaining church group/bulk email and tags within ChurchSuite to add with relevant communication with church and wider community members.
 - Liaising with all necessary people to maintain timely and accurate information.
- Maintain overview of church events, courses and services throughout the year and organise and support where appropriate
- Oversee preparation of agreed rotas and liaise with team leaders.

Leadership Support

- Provide support to the Vicar in planning and preparing for church events.
- Work collaboratively with other staff team members in the delivery of ministries.
- Efficiently manage the Vicar's diary and offer support with daily tasks allowing him to focus on the spiritual oversight and strategic leadership of the church.
- Attend, and contribute to, staff meetings.
- Work with the staff team to ensure effective administration in seasonal planning (Christmas, Easter, Remembrance, harvest etc)

Person Specification

The post requires a high degree of confidentiality and initiative, and we are looking for someone who has the following attributes:

- Strong organisational skills
- High standard of written and spoken communication
- Ability to work independently and supportively within our team
- Flexibility and high energy in a varied environment
- Able to manage reactive tasks as well as implementing routine tasks on a weekly, monthly and annual basis without high levels of supervision.
- Easily relatable, able to build trust and handle sensitive matters.
- Open and committed to undertake any relevant training.

You will be able to demonstrate:

- Sympathy towards the aims and ethos of the Church of England.
- Experience working in an administration role, including excellent organisational skills.
- Good administrative skills and attention to detail.
- The ability to prioritise and manage multiple tasks.



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- Proficiency in Microsoft Office Suite (Word, Outlook, Excel). Experience of ChurchSuite is desirable but not essential as training will be provided.
- Strong interpersonal, verbal and written communication skills.
- The ability to deal with a variety of people sensitively, courteously and in confidence

You will be encouraged to use your gifts to maximise your potential and to build the skills and knowledge you need for this role as well encouraged to identify and in other areas of your church life.

Summary of Main terms and conditions of Employment

Contract and hours: 20 hours per week over 4-5 days: exact timings can be discussed but working on Tuesday is essential for staff meetings.

Compensation: The salary for this role is £17 per hour plus pension contribution. Salary will be paid monthly in arrears. Sickness will be paid at statutory rates. Pro rata holiday allowance to hours per year (4 weeks) plus Bank Holidays. The Parish will undertake to pay all reasonable expenses of office.

Contract: Permanent, subject to 6 months' probation. The post will be subject to annual review process and termination by 1 months-notice by either party. It is also subject to satisfactory enhanced DBS disclosure as you will manage data relating to DBS checks and, on occasion, may need to deal with vulnerable people.