

Church Administrator & PA to the Vicar Job Description

Our Vision	To be a church family who LIVE wholeheartedly for Jesus and LOVE one another deeply, LEADING to transformed lives and communities.
Job Title	Church Administrator & PA to Vicar
Reporting To	The Operations Director (in the absence of the Operations Director, the vicar)
Purpose	To serve and facilitate the vision of St Luke's Church through effective coordination, communication and administration.

Introduction

St. Luke's is a growing evangelical (orthodox) charismatic church and is part of the New Wine network of churches. St. Luke's is designated a 'Resourcing Church' in the Church of England, so is very committed to church planting, church revitalisation and the evangelisation of the nations. We are a church who seek to be deeply rooted in the Word of God and attentive to the Spirit of God.

This is a paid staff role and builds on the great work of our current post holder, who is moving out of the area to be nearer family.

We want the successful candidate to develop the St. Luke's vision and strategy for ministry and mission relating to young people, but we do not expect you to do it all. It's our desire that the post holder will lead and empower teams of volunteers as new ministries emerge and grow.

Responsibilities

Due to the varied nature of church ministry and mission, the list of responsibilities and tasks are not exhaustive, but **aim to provide an overview of what the role could involve**. It is anticipated that specific responsibilities will be finalised with the successful applicant. The order in which these tasks are listed does not reflect their respective importance.

1. To provide administrative support...
 - for the St. Luke's ministry and mission programmes, events and activities as agreed with the operations director (such as LIFE Groups, Cafe n Tots, kids church, Youth, 60s+, Quiz nights, Holiday Club, etc.). This includes booking rooms, setting up ChurchSuite events and tickets, producing promotional materials, etc.
 - to the core team to enable them to better fulfil their roles.
 - the PCC secretary if required – including preparation for the APCM.
 - for Sunday celebrations (including keynotes, Pro-Presenter song database, celebration planning).
 - By taking meeting minutes, arranging training courses when necessary (including first aid, food hygiene, etc.) and maintaining accurate training records
 - To provide, enable and improve effective forms of communication within the life of the church and outward to the local community, including:
 - The production and distribution of emails, weekly newsletters, posters, presentation slides and flyers

- Acting as a first point of contact and welcome to the church by phone, email or in person at the office – responding in a manner which reflects our vision and then actioning as appropriate.
 - Coordinating and maintaining records for occasional offices (weddings, funerals, baptisms, thanksgivings).
 - Maintaining the online church diary through ChurchSuite and liaising with ministry leaders with regard to their events/ministries to ensure the diary is up to date.
 - Managing PinToMind to ensure up to date notices are displayed at all times
 - Managing the church Google Drive structure and ensuring all appropriate documents are filed accordingly.
3. To develop and maintain effective records of church members and fringe contacts in order to improve communication, publicity and pastoral care, including:
 - Developing the use of the church data management system (ChurchSuite).
 - Maintaining the Electoral Roll in cooperation with the Electoral Roll Officer.
 4. To ensure the effective use of our buildings, including:
 - Managing and developing the bookings and use of the buildings by the church and community.
 - Assisting the operations director, church wardens and members of the site maintenance teams administratively in their maintenance of the buildings, grounds and other church assets.
 - Procuring supplies, arranging maintenance and organising access as needed.
 - Managing contracts such as for broadband, telephone, copier, cleaning and insurance
 5. To manage any voluntary administrative support.
 6. To ensure that the church makes the best use of existing and new IT systems and to identify and introduce best practice from other churches or organisations. Assisting the team with use of the printer/copier/scanner and being the first point of contact should any issues arise
 7. To assemble and update some of the team rotas for roles within the church. To train and assist ministry leaders on how to create and maintain their own rotas when needed.
 8. To support the Wardens, Incumbent, operations director and PCC so that the church meets its statutory requirements – including Charity Commission, Health and Safety, Insurance, GDPR – as well as safeguarding checks.
 9. To undertake from time-to-time other tasks, as required, in line with the needs of the St. Luke's vision to proclaim the Gospel and advance God's Kingdom. This may include occasional Sunday working to help facilitate and train up members to operate our Connect Desk.
 10. To observe standards of loving welcome and Christian witness in serving the needs of the congregation and other users of the church premises.
 11. To play an active role within the Core Team, attending weekly meetings (Thurs mornings) and other core meetings.
 12. To provide personal assistance to the vicar by:
 - Drafting and sending emails on their behalf
 - Scheduling meetings (including booking rooms)
 - Ensuring their calendar is up to date and contains all relevant information
 - Any other administrative tasks as required
 13. To provide assistance in planning the church calendar by:
 - Maintaining an up-to-date calendar in various formats (e.g. Google, ChurchSuite, etc.)
 - Running termly planning meetings with the core team

- Adding ministry and mission events as directed by other team members
- Using your oversight to provide suggestions and identify potential issues (with solutions)

The role is likely to change over time as the church grows and new technology develops, so adaptability will be necessary.

The post-holder will be expected to normally worship weekly at St. Luke's throughout the term of the appointment.

As a church, we support staff members in developing their skills through relevant on-going training when appropriate. In addition, we would expect the post-holder to be part of relevant formal or informal networks for support and learning best practice (e.g. UCAN).

Person Specification

(E - essential, D - desirable)

Education and Qualifications	<ul style="list-style-type: none"> • Good formal education. (D)
Experience and Specific Knowledge	<ul style="list-style-type: none"> • Proven experience and competency in Church Administration or another administrative role within a multifaceted organisation. (E) • Good typing skills. Competent in Mac or Windows platforms. (E) • Experience of collaborating well with volunteers. (D) • Familiar and at ease with current church management software, cloud based and standard office software. (E) • A creative flare with regards to design (D) • Experience of writing copy for newsletters, invitations, events, etc (D) • Use of design software (e.g. Canva) (D) • To follow the requirements of GDPR (E)
Spiritual Requirements	<ul style="list-style-type: none"> • Be a committed Christian and enthusiastic about the LIVE LOVE LEAD vision of St Luke's. (E) • Have a personal, vibrant relationship with Jesus Christ and a love of God's Word. (E) • Be open to God, through the Holy Spirit and be committed to growing in your faith with personal spiritual disciplines to support your journey. (E) (you will be encouraged to find a spiritual mentor outside the church to support you in your spiritual journey).
Gifts and Abilities	<ul style="list-style-type: none"> • Have a passion for growing the church and connecting people to Jesus. (D) • An effective and confident communicator - written, verbal and visual. (E) • An eye for detail (able to plan, organise, coordinate, and set priorities using skills in independent judgment and decision making in order to meet deadlines). (E) • Possess strong interpersonal skills, communicating well in a range of settings, and being able to listen effectively to others. (E) • a natural self-starter. (E)

Other Qualities	<ul style="list-style-type: none"> • Be prepared to work flexibly as the needs of the job require, including some occasional evenings and Sundays. (E) • Be a creative and imaginative problem solver. (D) • Have an ability to relate warmly to people and the skill in helping new people feel welcome. (E) • A warm servant-hearted person who demonstrates love for God and love for others of all ages and backgrounds within and beyond the church. (E) • The ability to work under their own initiative whilst being accountable – responsible and responsive to supervision and direction. (E) • A generally positive and 'can do' attitude. (E) • A commitment to a culture of safeguarding (E) • Being happily flexible with good time management and to be able to work whilst office is both very busy and very quiet (E)
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Terms of Employment

Hours 30 hours per week with some flexibility across the week. There may be scope for increased hours as the role develops.

Salary £21-23k p.a. for 30hrs/wk (depending on experience)

Primary Work Base St. Luke's Church, Foley Street, Maidstone ME14 5BE

Holidays Pro-rata allocation of 25 days FTE per annum plus bank holidays

Pension St. Luke's will pay the equivalent of 10% annual salary into (a chosen pension scheme or C of E Church Worker's Pension Scheme).

DBS This post is subject to an enhanced DBS and all relevant pre-employment checks.

Occupational Requirement

Please note that there is a genuine occupational requirement that the holder of this post is a committed Christian and will need to be, or become, a member of St. Luke's Church.

St. Luke's Church is committed to safeguarding and to promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.