**WOKING UNITED REFORMED CHURCH CHARITY**

# JOB DESCRIPTION

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| JOB TITLE: | Church Administrator |
| EMPLOYED BY: | Woking United Reformed Church Charity  Accountable to the Trustees |
| MANAGED/SUPERVISED BY: | Minister and a Trustee |

## Job summary

The Church Administrator is one of five lay posts, the others being the Church & Community Worker, Children’s Worker, Youth Worker, and Church Premises Manager. They work as a team, with the Minister, co-operating with each other to contribute to the overall life and work of the Church both internally and within the community. The Church Administrator has a pivotal role in the Church’s overall administration and gives administrative and secretarial support to the Minister, employees, Church Secretary and the lay postholders.

## Principal responsibilities and duties

1. Maintain a full database for the Church family in various formats to facilitate a variety of communication needs and maintenance of records.
2. Provide some secretarial support for the Minister (correspondence, telephone calls, arranging appointments and meetings).
3. Give some correspondence / communication support to other employees, lay postholders and Church Secretary via the Church database or other methods.
4. Maintain statutory records and children’s and young people’s attendance systems for safeguarding practices and GDPR (General Data Protection Regulation).
5. Communicate various items of information and correspondence via the Church family database and other methods, and send greetings cards to visitors.
6. Maintain the Church’s computer records system and paper archives within the regulations laid down.
7. Maintain the list of voluntary Office Bearers and records required to be stored.
8. Engage and correspond with visiting Worship Leaders and act as the link between all involved in the Service on those particular days.
9. Prepare the weekly Order of Service paper, large print hymn sheets, events flyers etc.
10. Organise rotas and communicate with those on duty for the Sunday and other Services and make similar arrangements for special Services, funerals and weddings and other ad hoc events.
11. Prepare the projection slides for Sunday and other Services and the Forum advertising screen, as required, and some PowerPoint slides when needed.
12. Print and manage the distribution process for the monthly Church Magazine and the Directory of the Church Family and assist in the production, as required.
13. Act as Secretary to the IT and Media Committee and contribute to its work.
14. Control and order stationery and associated supplies and arrange for printing as required.
15. View the Church’s website periodically to ensure the information is timely, and advise or make amendments as appropriate.

This list is an indication of the main tasks to be performed. It is not an exhaustive list of duties and responsibilities. It may be subject to amendments to take account of changing circumstances which may be temporary, influenced by outside situations, or eventually permanent. There may also be duties currently performed on a voluntary basis by others which become more appropriate to be carried out by the postholder.

**Health and Wellbeing and Safety at Work:**

The postholder is required to take reasonable care of their own health and wellbeing and safety and other persons who may be affected by their acts or omissions at work and to co-operate with Woking United Reformed Church in adhering to statutory safety regulations.

September 2023

Woking United Reformed Church Charity

Registered number 1130926