

Parish Administrator – St Mary-at-Hill

Schedule

The current working hours are Monday-Friday 10am-4pm

1. **General Administration**
 - 1.1 Supervise the running of the Church Office, working under the direction of the Priest-in-Charge.
 - 1.2 Attend a weekly meeting with the Priest-in-Charge.
 - 1.3 Attend other meetings as needed following discussion with the Priest-in-charge, (this may include PCC meetings, usually 6 in the year starting at 6.00pm)..
 - 1.4 Work with other clergy ministering in the parish.
 - 1.5 Deal with day to day visitors and enquiries,
 - 1.6 Assist PCC secretary in ensuring completion of all necessary paperwork in relation to APCM and supervise the production of final reports.
 - 1.7 Assist the Churchwardens in the financial management of the parish, including
 - 1.7.1 Recording of collections,
 - 1.7.2 Recording Gift Aid donations,
 - 1.7.3 Maintaining petty cash,
 - 1.7.3 Maintain the church bank accounts.
 - 1.7.4 Managing the *Finance Co-ordinator* software in relation to the Church's finances;,,
 - 1.7.5 Pay cash and cheques into the bank accounts,
 - 1.7.6 Raise invoices for the church income (especially lettings);
 - 1.7.7 Draw cheques for signing in accordance with the mandate agreed by the PCC.
 - 1.7.8 Liaise with Wardens generally and regarding the production of regular reports for PCC and committees and annual accounts,
 - 1.7.9 Arrange payments for occasional musicians and all invoices
 - 1.8 Deal with all mail and telephone messages.
 - 1.9 Maintain filing systems (electronic and paper)
- 1.10 Assist communications within the wider church, including the deanery, the archdeaconry and the diocese, especially in the area of Resilience and Emergency Planning

- 1.10 Maintain communications with outside organisations and agencies, including (eg) the Council members of the Ward of Billingsgate, the Ward Club, livery companies and guilds, the Corporation of London, New Billingsgate Market and with local businesses and organisations.
- 1.11 Co-operate with neighbouring churches, particularly St Anne's Lutheran church (who worship in St Mary-at-Hill) and the Guild Church of St Margaret Pattens, in relation to shared or complementary services, and use of church buildings.
- 1.12 Co-ordinate voluntary help as needed.

2. **Church Diary**

- 2.1 Enter all regular bookings and service times into diary, maintain and update the web diary.
- 2.2 Book visits of workmen into the diary.
- 2.3 Co-ordinate diary planning to ensure no clashes.
- 2.4 Arrange church bookings and liaise with users (including St Anne's Lutheran Church).

3. **Marketing and events**

- 3.1 Play a leading role in marketing of the facilities and services of the church, both as part of Christian mission and to generate income.
- 3.2 Organise (with the approval of the Priest-in-Charge and the PCC) and administer events using the church premises.
- 3.3 Obtain licences as required, and (in conjunction with the Director of Music) maintain records for Performing Rights Society.
- 3.4 Issue invitations and publicise parish social functions

4. **Church Rates**

To assist in the collection of the voluntary Church rate in conjunction with the sub-contractor who provides the details of the ratepayers in the parish. Arrange follow up as necessary.

5. **Worship**

- 5.1 Ensure that clergy are available to conduct services and administer payment of expenses against invoices for visiting clergy.
- 5.2 Prepare the church for worship on Mondays and other occasions and clear afterwards
- 5.3 Advertise regular and special services.

5.4 Arrange preparation and printing of service sheets in consultation with the Priest-in-Charge and Director of Music,

6. **Registers and Official records**

6.1 Prepare and complete registers and issue certificates

6.2 Refer enquiries to County Records Office when required

6.3 Ensure that Church records (eg parish register) are kept up to date and co-operate with church electoral roll officer. Ensure compliance with GDPR rules.

7. **Verging and Fabric**

7.1 Supervise paid cleaning and caretaker staff

7.2 Liaise with and reimburse reasonable expenses to voluntary workers, after consultation with the Priest;

7.3 Ensure notice boards are kept up to date

7.4 Maintain general tidiness of the church, kitchen and lavatories (including restocking of materials and linen).

7.5 Deal with lost property.

7.6 Receive goods; ensure church is open and available to workmen as required.

7.7 Make any necessary arrangements for unlocking and locking of the church for out-of-hours bookings.

7.8 Ensure the parish log book and inventory are kept up to date. Ensure all installation and maintenance is recorded.

8. **Faculties**

Work with the Wardens in ensuring that faculties are obtained whenever necessary.

9. **Health and Safety**

9.1 Work with the PCC to ensure compliance in regard to Health and Safety, and Fire Safety policy and routines.

10. **Safe from harm procedures**

10.1 Follow the parish policy to safeguard the welfare of children and vulnerable adults

10.2 Seek to ensure that all members of staff and helpers in the church follow it too.

11. **Role as assistant to the Priest-in-Charge**

11.1 To act as first point of contact for the Priest-in-Charge when approaches via the office are made.

11.2 To maintain effective channels of communication between the Priest-in-Charge, PCC members and other key individuals.

12 **General in respect of the entire engagement**

To undertake such other tasks as are incidental and relevant to the post.