



Job Description: Church Administrator & PA to Pastor

This role, employed by Bridge of Don Baptist Church, is for 25hrs per week.

We are seeking an experienced administrator, with a minimum of 3 years administration experience, to fulfil this role based at the church building (with exception to any government restrictions).

Purpose:

- *To ensure that the administrative functions of the church are in alignment with the vision of the church;*
'Making Jesus known in our Community' (Worship - Connect - Grow).
- *To handle the organisational and statutory requirements of the church in such a way that the church functions safely, legally and efficiently with professional excellence.*
- *To release the Pastor(s) and Vision Leaders for the work to which they have been called and appointed by taking as much day-to-day organisational work as possible off them freeing them for their priorities of leadership, prayer, teaching and outreach.*

The Administrator:

- will be line managed by the Pastor.
- will line manage the Church Cleaner or manage the associated contract.
- is one of the Church core staff team and a member of the Church Administration and Finance Teams.
- will attend monthly Trustees / Vision Leaders meetings and quarterly Church Meetings for the purposes of taking minutes of those meetings.
- will participate in the weekly staff meeting, and monthly Ops meetings, and Finance Team meetings.

On behalf of the Church, the Administrator is expected to develop good contacts with maintenance contractors, local schools, building users and community leaders.

Responsibilities

- *To oversee and develop the ministry of the Church Office, ensuring it serves the Church efficiently and effectively by enabling the administration of church life and service to the local community.*
- *To support and protect the Pastor(s) as required in a PA role so they are released to focus on their priority ministries.*
- *To manage the Church Centre and lets in order to promote the Church's vision of making Jesus known in our community.*
- *Ensure current Government restrictions and guidelines are adhered to in line with of the Covid-19 Pandemic.*
- *To help organise and manage major church events and courses.*

PERSON PROFILE: CHURCH ADMINISTRATOR

As this role supports the spiritual needs and seeks to promote the vision of the Church there is an occupational requirement for the Administrator to be a practicing Christian.

Christian Character

- A disciple of Jesus Christ, seeking to grow in maturity.
- Preferably someone willing to worship at the Church.
- Able to affirm the Church's Statement of Belief.
- Committed to the Vision of the Church.
- Showing respect for the decisions of the Church made at Church Meetings or by Vision Leaders.
- Willing to develop in character through honest and ongoing feedback.

Qualifications

- Good all-round education.
- Experience of using MS Office apps is essential.
- Experience of using Office 365 and cloud-based apps would be helpful.

Personal Qualities

- High motivation to work well on your own without supervision.
- A capable team worker.
- High level of initiative and careful decision making.
- A welcoming attitude with excellent people skills in a customer care context.
- A resilient person, able to keep calm under pressure and deal firmly, yet diplomatically with people.
- A sense of warmth and humour; being approachable.
- Someone who can see the big picture but has a good grasp of the detail.
- The ability to manage and cope with change and unpredictable circumstances.
- Willing to undertake some evening and weekend work.
- Prepared to undertake relevant training.
- High level of self-awareness.

Gifting/ Skills

- A good organiser with a focus on accuracy, time-keeping and attention to detail.
- Proficient in use of office software.
- A clear and calm thinker, able to manage deadlines.
- An excellent planner and scheduler, able to prioritise well.
- A person with knowledge of legal compliance and risk management.
- A good multitasker.
- Sensitive to people's diversity and needs.

Work / Church Experience

- Understand the structures and systems of a Baptist Church.
- Someone who has worked with administrative systems in an office environment for at least 3 years.
- Acting as a PA to an executive member of an organisation.
- Team working / leading.
- Volunteer and premises management.

ADDENDUM: CHURCH ADMINISTRATOR RESPONSIBILITIES DETAIL

To oversee and develop the ministry of the Church Office, ensuring it serves the Church efficiently and effectively by enabling the administration of church life and service to the local community.

- Take responsibility for staffing the Church Office at core office hours, welcoming visitors, answering the phone and responding to digital communications as required.
- Ensure compliance with necessary legislation.
- Apply and maintain the requirements of church policy / strategy documents including:
 - Child Protection Policy
 - Data Protection Policy
- Oversee the use of ChurchSuite management software system to ensure it is used effectively.
- Ensure that Church rotas are properly supporting services and other activities. Coordinate together with rota leads to ensure timely preparation of quarterly church rotas for: Welcome, Service Stewards, Communion Preparation, Service Refreshments, Jesus and Me (JAM), MiniJAM, Creche, AV, Band and the Service Schedule.
- Maintain the Church calendar for all activities.
- Ensure that agendas, papers and minutes/reports of meetings of trustees and governance groups are distributed on time, with minutes taken at meetings and distributed promptly.
- Offer Church Office administrative support to the volunteers who coordinate and administer the following ministries; Toddlers, Children's Ministries, 55+, Tea Time Together, Home Groups, and Striders.
- Ensure Child Protection Disclosures are processed for staff and volunteers as required.
- Coordinate with the Church Communications Assistant. This includes attending the monthly Communications meeting to agree the communications needs and schedule for the next three months, with a special focus on the month ahead.
- Bank weekly cash offerings as required on behalf of the Finance Assistant.
- Monitor annual / sick leave of paid staff (as recorded by Finance Assistant).
- Ensure the church remains compliant with the requirements of GDPR by;
 - Managing the retention and safe storage of all personal data.
 - Producing consent forms and visitor cards as required with specific permission to retain personal data where necessary, retaining and recording relevant consents including those for; Church, JAM / MiniJAM/ Creche, Toddlers, 55+, Tea Time Together, and Friends of BoDBC.
 - Annually update general Consent with the congregation, service users, and Friends of BoDBC of any personal data required together with consent to use and retain that data appropriately.
 - Managing the safe disposal of personal data no longer required.
- Ensure that the Church Office is kept secure, clean and tidy with suitable IT backup systems in place.
- Oversee the Church Office equipment ensuring proper maintenance, monitoring leases, testing and maintaining software subscriptions up to date.
- Be responsible for ordering and holding supplies including church service & ministry requirements, office supplies, janitorial and catering supplies.
- Ensure that insurance policies for the church and manses are in place.
- Oversee the copyright licensing system (CCLI) for the church.

ADDENDUM: CHURCH ADMINISTRATOR RESPONSIBILITIES DETAIL

- You are not responsible for counselling those who call in at the church office but should arrange for appropriate care through the pastoral team and leadership.
- You are not responsible for printing or running errands for church attenders or office holders except where this has been agreed in advance with your line manager.

ADDENDUM: CHURCH ADMINISTRATOR RESPONSIBILITIES DETAIL

To support and protect the Pastor(s) as required in a PA role so they are released to focus on their priority ministries.

- Manage the Pastor(s) digital diaries, setting up meetings as requested by the Pastor(s), arranging travel where necessary and protecting them for study and time off.
- Provide secretarial services on the Pastors behalf; letters, emails, calls, copying and filing.
- Handle arrangements for special services (dedications, baptisms, marriages, funerals and festivals)
- Maintain appropriate Church records of dedications, baptisms, membership, funerals and marriages.
- Maintain the Church staff holiday records and schedules.
- You are not expected to offer this service to other staff and office holders unless specifically authorised.
- You are expected to maintain absolute discretion in dealing with pastoral and sensitive matters of which you have privileged knowledge.

To manage the Church Centre and lets in order to promote the Church's vision of making Jesus known in our community.

- Be the first point of contact for hirers and potential hirers as the representative of the Church.
- Manage Church lets by facilities bookings and schedule.
- Coordinate with building users / hirers;
 - to manage keys/ facilities security arrangements,
 - supervise Hire Agreements and
 - ensure compliance with Terms & Conditions.
- Maintain an authorised keyholders list for emergency, insurance and security purposes.
- Ensure that rooms let are prepared and that the church is kept clean and tidy, and that kitchen use is in line with necessary hygiene requirements.
- Be the first point of contact over routine maintenance issues, handling minor matters as appropriate and passing significant actions (which will include the building being properly maintained so it supports the Vision of the Church) on to the Building and Grounds Team.
- Work together with the Finance Assistant to ensure timely and effective invoicing for church lets.
- Never put yourself in a position of unnecessary danger in dealing with church visitors and report any problems with a church user immediately to your line manager.
- The church will not tolerate any behaviour that constitutes abuse in any form of any employee.

To help organise and manage major church events and courses.

- Coordinate necessary arrangements for church fellowship meals, Baptismal/Dedication celebrations, and new to BoDBC events.
- Assist in the organisation of major church events (weekends away, social events, fellowship meals, concerts, etc) as part of the organising team for each event.

ADDENDUM: CHURCH ADMINISTRATOR RESPONSIBILITIES DETAIL

- Assist in the organisation of church courses (Alpha, marriage, family, Growing Leaders, Bridgebuilders, etc.) as part of the organising team for each course, including promotion and bookings as required.
- You are not expected to be part of the catering or serving teams for these events.