

SAFFRON WALDEN & VILLAGES TEAM MINISTRY
TEAM ADMINISTRATOR
ROLE DESCRIPTION

Hours: 20 hours per week to be worked over 4 or 5 mornings (Monday-Friday)
Location: Parish Office, Church Path, Saffron Walden

Lines of Responsibility

- reports to the Churchwardens
- manages the Parish Office volunteer team
- works closely with the Associate Administrator

Purpose of role:

To support the work of the Saffron Walden and Villages Team Ministry

Key Objectives

- to manage the day-to-day running of the Parish Office and Parish Rooms and the team of volunteer staff *
 - to ensure the most effective use of administrative resources in the Team.
 - to act as a focus for church life, a communication hub where questions are answered, data are stored and information disseminated.
 - to be the church's interface with the wider community
- to liaise closely with the Rector, the Churchwardens, the Team Facilitator, the Associate Administrator, the Weddings co-ordinator, the Parish Rooms verger and other clergy and lay staff and officers to provide logistical and administrative support
- to represent the Parish Office on the Communications Committee (a sub-committee of the PCC meeting approximately 3/4 evenings a year.)
- to provide holiday and sickness cover for the Associate Administrator.

*See attached "Work of the Parish Office" for detailed scope

PERSON SPECIFICATION

The Team Administrator must be self-motivated and able to:

- manage effectively a team of volunteers
- communicate clearly and effectively with the clergy, members of the congregation and the public
- understand and be committed to the mission and work of the Saffron Walden and Villages Team Ministry
- demonstrate significant experience working in an administrative role
- multi-task, and be able to cope with a high volume of work
- work flexibly with appropriate delegation to the office team
- work collaboratively and pro-actively with colleagues as part of the wider team
- use computers competently, particularly Microsoft Office and Microsoft Chrome
- learn how to upload information to the online calendar on the church website

- pay close attention to detail and take a "hands-on" approach when required.

It is desirable that the Team Administrator is:

- a worshipping member of a Christian church
- familiar with the liturgy and workings of the Church of England
- experienced with desktop publishing (preferably Microsoft Publisher)

<p>General Management <i>All tasks are undertaken or directly managed by the Team Administrator unless otherwise noted below</i></p>	
<p>Managing office staff and procedures: Maintain rota of volunteers and ensure that there is sufficient cover to open every weekday morning (9.30am -12noon) This includes recruitment, training, determining work assignments. Develop office procedures for regular work</p>	
<p>Enquiries Ensure that all enquiries from personal visits, telephone calls, post and e-mails are dealt with by the appropriate person.</p>	
<p>Liaison with village churches Liaise as required with clergy , churchwardens and other village church members, providing a central resource for information, copying, distribution of team information etc.</p>	
<p>Diary Manage the master bookings diary for the Church and the Parish Rooms. Manage the online bookings diary on the church website and liaise with the webmaster who updates the online events diary.</p>	
<p>Parish Rooms bookings Manage the hire and use of the Parish Rooms (both charged and non-charged. Liaise with Churchwardens and the parish rooms verger to ensure that the rooms are ready for hirers and users.</p>	
<p>Manage the Parish Rooms to ensure that they are kept secure, clean and well stocked with consumable supplies for all hirers and users. Train users in the use of equipment as required.</p>	<p>Specific tasks are delegated to the Parish Rooms verger.</p>
<p>Stationery and equipment resources Order stationery, including Baptism certificates, school Bibles etc Ensure equipment is kept in working order and arrange maintenance as required Recommend new equipment purchases to SWPCC (involves research of products, pricing etc)</p>	
<p>Church requisites Place orders for wine, wafers and candles, Christmas and Easter supplies as requested by the Verger and village churches. Ensure that distribution to village churches is recorded for recharge</p>	

<p>Reprographics Organise copying, collating, folding, binding of all publications. Manage flow of work for external customers ensuring recharge where appropriate</p>	
<p>Other publications Liaise with PCC committee chairs and others to update and publish leaflets and cards for display in church Eg. Prayer diary, Who's who leaflets, Guides to St Mary's Church, Ely cards, Welcome, Baptism, Prayer leaflets.</p>	
<p>Mailshots and distributions Manage update of databases, compilation of mailshots and distribution in liaison with appropriate church members (eg. invitations to special services, stewardship campaigns, building review updates,)</p>	
<p>Reading and prayer rota Prepare the twice-yearly reading and prayer rota for Sunday morning services at St Mary's SW, liaising with the Team Rector and volunteers. Provide details to the village churches. Liaising with the clergy to provide readers for other services eg. Carol Services</p>	
<p>School Leavers Bibles Liaise with St Mary's School to source appropriate number of Bibles for year 6 leavers at the end of year service. Prepare bookplates.</p>	
<p>Confirmations Collate information on candidates, liaise with Associate Administrator and Bishop/Bishop's secretary on confirmation returns, certificates. Ensure registers are written up. Liaise with clergy re bookplates etc. for confirmation gifts</p>	
<p>Baptisms Deal with all baptism enquiries for St Mary's and village churches, liaising as required with appropriate clergy and baptism team visitors Book dates, send application forms/literature to parents. Invite them to baptism prep and monitor responses. Co-ordinate preparation of certificates and baptism registers</p>	Delegated to Baptism Co-ordinator
<p>Weddings and Marriage Preparation Day Liaise with the Weddings Coordinator to organise production/binding etc of in house material, and ordering external material.</p>	
<p>Registers Monthly - ensure that all banns applications are entered into appropriate banns books (2 months before wedding) and that banns certificates are issued where necessary. Write up (or oversee completion by team members) the marriage registers and the Baptism and Interment of Cremated Remains registers</p>	Registers and banns certificates currently completed by Office team volunteer
<p>Book of Remembrance Process applications for the book of remembrance – bank fees, acknowledge application, update master list. Quarterly, liaise with calligrapher to insert new entries</p>	Member of Office volunteer team liaises with Calligrapher to deliver and collect Book

<p>Copyright Licences Ensure that appropriate licenses are held for copying, performing and recording of services and service materials and submitting CCLI returns as required.</p>	<p>Member of Office volunteer team assists with data collection</p>
<p>Invoicing Periodically, at least twice a year, send out invoices to those who run an account for copying. Monitor payments and account to treasurer. Keep third party charging levels under review and send review findings to Treasurer and Finance team</p>	
<p>Electoral roll Liaise with the electoral roll officer to maintain the computerised electoral roll database</p>	
<p>Support to Clergy Attend Weekly Clergy breakfasts, taking actions on liaison, supplies, reprographics as requested.</p>	
<p>Weekends Away and other Special Events Support planning teams with distribution of publicity and booking forms. Process fees and account to treasurer Assist in production of worship/seminar material</p>	