

JOB DESCRIPTION

Job title:	Parish Administrator
Employers:	St Giles' Parochial Church Council (PCC)
Line Manager:	Priest in Charge/Vicar and Church Wardens/deputies
Hours:	2 morning per week (6 hours), and potential of rising to 3 mornings a week (9hours) by mutual agreement.
Length of post:	This is an ongoing position subject to contractual agreement, with a notice period of one month.
Rate of pay:	£11per hour
Work base:	Both St Giles' Church Vestry, and St Giles' Vicarage, Willenhall, WV13 2ER

Summary of Role

To provide admin assistance for the church, and to record and monitor financial information relating to the church.

Tasks

- 1) To answer the phone, reply to emails and other correspondence as required.
- 2) To keep 'A Church near you' up to date, and to respond to enquiries.
- 3) To create the weekly notice sheets, and orders of service, posters and notices as required, and provide information for church magazine.
- 4) To keep a record of bookings for weddings, baptisms and funerals, write certificates as required and to request payments for funerals from undertakers.
- 5) To respond to questions regarding the graveyard with assistance from others.
- 6) To complete appropriate paperwork for diocese, and national church and funding bodies.
- 7) To assist with writing faculties for church work and applications for funding.
- 8) To log church maintenance activities.
- 9) To record the monthly financial activities of the church, using the church data system, and assist with producing end of year accounts and budget. (training can be given on this)
- 10) To carry out other administrative work as required.
- 11) To maintain the efficient running of the Parish Office by having responsibility for equipment, stationery and filing.