



St Luke's Church

A BIBLE-BASED ANGLICAN CHURCH IN WOLVERHAMPTON

Growing together in Jesus. Making disciples of all nations

Church Administrator

About Us

St Luke's is a small, ethnically and socially diverse, Anglican Evangelical church in the parish of Blakenhall, on the south side of Wolverhampton. We are part of the Diocese of Lichfield, we affirm the Church of England Evangelical Council's Basis of Faith, and are a partner church of Church Society and the Midlands Gospel Partnership.

About the Job

We are seeking someone who will assist the Vicar, Parochial Church Council, Parish Safeguarding Officer, and other lay leaders in the church, by providing high-quality administrative and financial support.

Key Responsibilities

Administrative

- Answer phone calls and deal with emails during work hours
- Produce our Sunday service sheet and rota, and publicity for church events
- Maintain and update our collection of audio tracks and 'Powerpoint' song lyrics; set up the weekly Sunday playlist on the church laptop; update the CCLI online database with hymns and songs used
- Maintain up to date information on the church website, Facebook page and A Church Near You website
- Maintain the church WhatsApp group and use it to communicate relevant information to church members
- Ensure that service registers are kept up to date; prepare documents for baptism and marriage services; complete the annual return of statistical information for the Diocese
- Help produce and implement essential church policies/procedures (especially GDPR, Safeguarding, Health & Safety) and keep them up to date
- Assist the PCC Secretary with distributing and filing emails and paperwork for PCC and annual meetings, and the Electoral Roll Officer with revising the church electoral roll

- Liaise with St Luke's School over bookings of the school premises for church activities, and keep a list of key holders for the School and church buildings
- Order supplies for church activities
- Ensure that church electrical equipment is regularly PAT tested

Financial

- Monitor and manage church bank accounts and contactless payment device
- Pay invoices and expense claims as necessary
- Liaise with our bookkeeper to ensure they have all the necessary information
- Provide a regular finance report to PCC
- Assist in running stewardship campaigns and producing the annual report and financial statement

The responsibilities listed above are indicative of the work the postholder may do. These may be subject to change to match the requirements needed to support the church in future.

Essential Qualifications/Skills/Experience

- Must be 18 or over and have at least GCSE Maths & English (or equivalent)
- Able to provide proof of your right to work in the UK
- Excellent command of English (oral and written), with the ability to communicate clearly, accurately, and professionally
- Strong organisational and interpersonal skills with evidence of use in the workplace
- Proficient in using IT (including Microsoft or Libreoffice products) and social media
- Confident in dealing with financial information and using online banking
- Honest, trustworthy, and committed to maintaining confidentiality where necessary
- Self-motivated, servant-hearted, and able to work with little supervision to meet deadlines
- Willing to complete relevant training and attend conferences to enable you to develop in the role

Desirable Qualifications/Skills/Experience

- Previous experience of administration and/or finance in the UK church or charity sector, ideally in a Church of England context
- Familiarity with church accounting and/or management software
- The ability to develop the role over time and train others to assist you

Additional Information

- Attendance at St Luke's Church would not be essential, but the post holder must be comfortable working within the Christian context of our church (see stlukeswolverhampton.org/about/what-we-believe/) and in accord with Christian values. They should also be willing to attend an occasional Sunday service in order to understand how it works and meet our members.

- St Luke's Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The post holder will be required to share this commitment, and comply with our safeguarding policy and procedures, and if necessary to undergo a DBS check. They must also adhere to our GDPR rules around safety of personal information of our members.
- Because the role involves financial administration you will be required to confirm that you are a "fit and proper person" according to UK charity law (i.e. not disqualified from acting as a charity trustee, and have not knowingly been involved in tax fraud, identity theft, or any other fraud)

Terms of employment

Job title Church Administrator

Employer The post holder will be employed by the Parochial Church Council of St Luke's and will be responsible to the Vicar.

Hours 15 hours per week, with some flexibility regarding days and times worked. There may be scope for increased hours as the role develops. The role will be for an initial period of 2 years (with a 6-month probation period), but we hope to be able to renew the contract thereafter. Annual leave will be calculated based on statutory entitlement, plus bank holidays.

Salary Minimum starting salary of £14 per hour, plus pension and National Insurance contributions.

Location The role holder will mostly work from home, but will be required to meet regularly with the Vicar and use the church photocopier and laptop, so should be located within comfortable travel distance of Wolverhampton.

How to apply

Please email the Vicar, Richard Espin-Bradley (vicar@stlukeswolverhampton.org) to request an application form.

Completed application forms should be received by **Friday 6th March 2026**, but we reserve the right to interview and appoint before this date if the right candidate is found. Otherwise, interviews will be held between 9th and 20th March. It is hoped that the successful applicant will start soon after Easter.