

# Christ Church Felixstowe

## Church Administrator Job Description



Christ Church is a vibrant Anglican church in Felixstowe, Suffolk. We are seeking a new part-time administrator to work alongside the vicar and wardens.

### Basic information

*Hours per week:* 12.

*Hourly rate of pay:* £13.21.

*Holiday:* 5 weeks (pro-rata) + bank holidays.

*Sick pay:* statutory for 28 weeks.

*Line manager:* the vicar.

*There is a probationary period of 6 months.*

### Communications

1. Being the first point of contact for all enquiries to Christ Church.
2. Working for 12 hours a week, with at least one regular morning in the church office.
3. Answering the phone, answerphone, emails, letters, and other correspondence in a timely fashion, and passing queries on to the correct person.
4. Producing a monthly newsletter for the church.
5. Maintaining and publishing the church directory.

### Publicity

6. Managing basic publicity, coordinating with a team to update the website, 'A Church Near You', and social media.
7. Designing posters for occasional events.
8. Printing publicity and other materials in the church office.

### Administering events and rotas

9. Managing the church diary and room bookings via the Hubb website (full training will be given), and invoicing for hires.
10. Creating, managing, and distributing the main Sunday rota for leaders, preachers, intercessors, readers, wardens, and so on, using the Hubb website (training will be given).
11. Organising the bookings (for attendees and speakers, musicians, youth workers and so on) for the annual church weekend away, and other similar events as required.

### Other general administration

12. Keeping files (online and physical) up-to-date, including a register of items which need updating and when (such as church policies, insurances, PAT testing, and so on), and informing appropriate people when things need updating.
13. Ordering essential church supplies as required.
14. Working with the Parish Safeguarding Officer to assist with DBS checks and other checks as required (such as requesting references and so on).
15. Liaising with families and other agencies over funerals, weddings, and baptisms.
16. Making all parish returns to the Diocese, as requested by the wardens.
17. Preparing printed and online reports for the APCM every year.
18. Other basic administrative functions as requested by the vicar and church wardens.