

Selkirk Parish Church - Job Description

Post Title: Church Administrator

Responsible To: Minister

Job Purpose

To provide a warm welcome to callers and visitors, and provide general clerical and administrative assistance to support the minister, children and families worker, elders and church members.

Person Specification: Skills

- Very good communicator
- Strong interpersonal skills
- Good organisational skills
- Observing strict confidentiality
- Meeting deadlines whilst delivering to the highest standard
- Competent IT skills (office applications, e-mail, file organisation)

A range of Administrative Duties and Responsibilities to include:

Welcoming visitors:

- Welcome and deal with visitors to the church office
- Check and respond to office e-mail and phone messages
- Arrange entry for workmen in conjunction with Property Convenor

Office management:

- Keep office files current, disposing of old documents confidentially
- Maintain well-organised computer files and folders
- Responsible for maintenance and upkeep of office equipment
- Distribute mail among staff, boards and committees

Administration for Sunday and Wednesday services:

- Gather weekly notices, prepare and print Sunday Order of Service
- Contact those reading with the Order of Service.
- Photocopy music for the choir as required
- Issue or photocopy large print hymns for Wednesday Service

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Hall booking administration:

- Deal with enquiries, sending out documentation before the event
- Produce lists for Treasurer, Cleaner and Caretaker to ensure suitable arrangements made
- Set heating for Hall and Meeting Room weekly.

General church administration:

- Provide Administrative support to the Minister, Children and Families Worker and Office Bearers
- Liaise with Roll Keeper to keep official records updated
- Circulate Congregational Board and Kirk Session minutes as required
- Produce annual rotas of volunteers
- Liaise with Treasurer with regard to Weekly Free Will Offering Envelopes
- Liaise with Christian Copyright Licence Recorder as required
- Liaise with website editor with relevant information
- Produce programmes for CAMEO and Ladies Fellowship
- Photocopy, as required, for events, groups and individuals

Church magazine (The Hird):

- Check and write up diary dates
- Photocopy Hird from provided master copy

Other duties:

- Update all notice boards as required
- Test smoke alarms regularly
- Order domestic supplies as required
- Order other specific items for church events and services as required
- Send invitations to relatives for annual Service of Remembering
- Print tickets and posters for any special events