

## THE METHODIST CHURCH, HIGH STREET, MAIDENHEAD

### Church Administrator

#### JOB DESCRIPTION

<b>Job Title</b>	<b>Church Administrator</b>		
<b>Reports to</b>	Rev Dr Pete Phillips / Rosemary Holland	<b>Location</b>	Partly at home, partly on site at Methodist Church in Maidenhead.
<b>Church</b>	High Street Church in the Thames Valley Circuit	<b>Salary</b>	c.£15 per hour dependant on interview, experience and post-interview grading process.

#### **Job Purpose and Objectives**

To assist with the varied administration tasks of the church, working closely with ministerial staff and a number of volunteers.

#### **Responsible to:**

The Church Administrator will be employed by the Thames Valley Circuit and will be line managed by: Rosemary Holland / Revd Dr Peter Phillips, Presbyter in pastoral charge of High Street.

## Main Responsibilities

To carry out admin tasks meeting the requirements of the church. This may mean taking on certain tasks completely, or working with the volunteers to enable some tasks to be carried out.

The main admin roles may include:

- Managing and developing room bookings, including documentation and invoicing
- Accurately maintaining and facilitating the use of the church database – Church Suite;
- General office duties - such as publicity, production of materials/ notices, compiling annual reports, renewals of licences (e.g. photocopying); ordering of supplies
- Maintaining property related logs; meeting contractors / potential room hirers on site; ensuring the buildings are locked and unlocked appropriately
- Assisting with church owned property leases, in accordance with the Law and processes of the Methodist Church
- Working with committee chairs/secretaries to ensure the appropriate administration of church work and witness
- Any other duties and responsibilities, identified by the minister/ line manager

## Terms and Conditions

- Terms of appointment: initially two years
- The salary/rate of pay will be: c.£15 per hour dependant on interview and post-interview grading process.
- Normal working pattern: Initially 15 hrs per week, working flexibly in agreement with the line manager. Some working from home, some on site. Usually Monday-Friday.
- Training will be principally on site, with church office holders
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- 28 days annual leave entitlement per year (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.