

**Name:**

**Post Title: Parish Administrator at St. Mary's Wootton**

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wootton

**Appointed by: St. Mary's Wootton Parochial Church Council (PCC)**

**Part-time: 14 hours per week - £14.12 per hour**

**Work base: Church Office (Church Hall) or work from home**

**Last update March 2026 – due for revision by March 2027**

### **Purpose of appointment**

- This position is one of administrative support for the mission and ministry of St Mary's Church Wootton.
- To provide a central focal point for the overall administration of the parish.

### **People-links**

- To be directly responsible to, and work under the direction of the incumbent.
- To work closely with the clergy and other parish holders.
- To be responsible for the weekly running of the church office.
- To be a person who can display discretion and ensure confidentiality.
- This post carries a genuine occupational requirement for the post-holder to be a practising Christian.

### **Main responsibilities**

- Admin for Sunday Services: Preparation of weekly powerpoints, distribution of service plans, ensuring Sunday rotas are updated and those on duty are aware of their responsibilities, to contact and provide information to readers and prayers for Sunday services, and other service admin tasks.
- Attend a weekly staff meeting with the clergy and other staff.
- To design, update, print and distribute regular and occasional publicity for church events (including a fortnightly bulletin, monthly prayer diary, sermon cards, Christmas/Easter publicity etc)
- Maintenance of the parish calander (both staff and website calanders), bookings for church and hall and church records, ensuring banns admin is completed and wedding dates are communicated.
- To keep the church website and facebook pages updated.
- Organisation, in conjunction with other staff and church members, of church events.
- Handling routine pastoral and administrative business, including requests for occasional offices (weddings, funerals and baptisms – fees and general admin of).
- Maintenance of ChurchSuite ensuring GDPR requirements are adhered to.
- Identification, ordering and reception of church and stationery supplies and bookstall items.
- Weekly completion of the copyright report for the annual return to Christian Copyright Licensing International, and to ensure the correct licenses have been purchased for our requirements.
- Annual Church Meeting: Compilation and production of the annual report booklet, ensuring publication of notification of the annual meeting in liason with PCC Secretary.
- Such other administrative tasks as may from time to time be identified by the Vicar;