

# WE'RE HIRING

## Part-time Church Administrator

14 hours per week  
£14.12 per hour

### Job Responsibilities:

- This is a key role supporting the mission and ministry of St Mary's, Wootton.
- To provide a central focal point for the overall administration of the parish.
- 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.

**For a full job description please visit:**

[https://www.stmaryswootton.org.uk/Groups/461177/Administrator\\_Vacancy.aspx](https://www.stmaryswootton.org.uk/Groups/461177/Administrator_Vacancy.aspx)



**Send your CV & Cover Letter to:**  
wardens@stmaryswootton.org.uk

**Churchwardens:**  
Tim Dillistone & Allyson Cable

### Requirements:

- To be a person who can display discretion and ensure confidentiality.
- Proven experience in an administrative role (preferred)
- Good communication and organisational skills
- Ability to multitask and work under minimal supervision
- This post carries a genuine occupational requirement for the post-holder to be a practising Christian.
- This post is subject to an enhanced DBS disclosure.

### St. Mary's

- St Mary's is a vibrant, Bible-centred church in the growing village of Wootton, Bedfordshire.
- We are committed to "Knowing Jesus and Making Jesus Known."

**CLOSING DATE:**  
**1 MAY 2026**