

Church Administrator

Job description and person specification

Church:	St Mary's Church, Wootton
Responsible to:	Vicar and PCC / Churchwardens
Hours:	Part-time – 14 hours per week
Salary:	£14 per hour
Location:	St Mary's Church, Wootton
Contract:	Permanent
Working pattern:	To be agreed, with some flexibility according to the needs of the church

1. Purpose of the Role

The Church Administrator will provide efficient, organised, and friendly administrative support to the Vicar, PCC, Wardens, Youth & Children's Worker, volunteers, and the wider church community.

The postholder will help ensure the church's day-to-day administration is carried out effectively, accurately, and on time, enabling the Vicar, ministry team, and volunteers to focus on worship, mission, pastoral care, and serving the local community.

The role involves handling confidential information and requires a high level of discretion, reliability, and professionalism.

2. Main Responsibilities

A. General Church Administration

- Provide day-to-day administrative support to the Vicar, Churchwardens, Youth & Children's Worker, PCC and other church officers.
- Maintain organised electronic and paper records.
- Manage general church correspondence, including emails, WhatsApp, letters and enquiries.
- Prepare documents, letters, notices, agendas, reports and other church materials.
- Maintain appropriate filing systems and ensure important documents are easy to locate.
- Assist with maintaining church calendars, diaries and schedules.
- Support the organisation of church meetings, events and activities.
- Take minutes or assist with the preparation and distribution of minutes where required.
- Maintain lists of church contacts, volunteers, groups and other appropriate records.
- Assist with the preparation of the annual church calendar.

B. Communication

- Monitor and respond appropriately to general church enquiries by email, telephone and other communication channels.
- Forward pastoral, safeguarding, baptism, wedding, funeral and other enquiries to the appropriate person.
- Prepare and distribute church notices, newsletters, service information and other communications.
- Assist with maintaining the church website and social media, where required.
- Support communication with local schools, community organisations and other external partners.
- Ensure that public information about church activities is accurate and up to date.

C. Worship and Church Activities

- Due to the nature of this role, it is a Genuine Occupational Requirement (GOR) that the post-holder is a committed Christian, able to demonstrate an active faith in daily life and in support of our church's mission.
- Attend Sunday services and other church activities regularly to become familiar with how the church operates, and to get to know church members, volunteers, and other church officials.
- Provide administrative support for Sunday and midweek worship and other church services as required.
- Assist with preparation of service sheets, orders of service, notices and other materials.

C. Worship and Church Activities *(continued)*

- Support the administration of baptisms, weddings, funerals and other occasional services, under the direction of the Vicar and relevant church staff including volunteers.
- Maintain appropriate records relating to services and church activities including CCLI reporting.
- Assist with the administration of church growth groups, discipleship courses, special events and community activities.

D. PCC and Governance

- Assist with monitoring agreed actions and deadlines.
- Support the Vicar, Churchwardens, Youth & Children's Worker, and PCC Secretary with administrative tasks.
- Handle church governance documents with appropriate confidentiality and care.

E. Finance and Office Support

- Provide basic administrative support to the Treasurer, assistant treasurer and PCC, where required.
- Assist with invoices, receipts, expenses and other routine administrative financial records, within the limits of the role.
- Assist with room bookings, facility hire and associated administration.
- Maintain appropriate records of bookings and payments.
- Liaise with contractors, suppliers and service providers when requested.
- Assist with ordering stationery and other supplies.

F. Safeguarding, Confidentiality and Data Protection

- Handle personal and confidential information responsibly and in accordance with Church of England policies and applicable data protection requirements.
- Follow the church's safeguarding procedures and report safeguarding concerns promptly to the appropriate person.
- Maintain appropriate confidentiality concerning parishioners, families, clergy, staff, volunteers and church activities.
- Ensure that sensitive information is not disclosed to unauthorised persons.
- Follow church procedures relating to data protection, record keeping, information security and document retention.

G. Supporting the Wider Church Community

- Provide a welcoming and professional first point of contact for people contacting the church office.
- Assist with enquiries from members of the congregation, residents and community organisations.
- Support the church's mission and ministry by ensuring that administrative systems are effective and responsive.
- Develop positive working relationships with clergy, church officers, volunteers and members of the congregation.

3. Person Specification

Experience and Knowledge, Essential:

- Previous experience in an administrative, office or organisational role.
- Good working knowledge of Microsoft Office, or equivalent software.
- Experience of using email, calendars, word processing and spreadsheets
- Ability to maintain accurate records and organised filing systems.
- Experience of dealing with confidential information appropriately.
- Good written and verbal communication skills.
- Ability to work independently and manage competing priorities.

Experience and Knowledge, Desirable:

- Experience of using Canva and ChurchSuite
- Proven experience updating basic website content, including uploading text, images, and documents.

Skills and Abilities, Essential:

- Excellent organisational and time-management skills.
- Strong attention to detail and accuracy.
- Ability to communicate clearly and courteously with a wide range of people.
- Ability to prioritise tasks and meet deadlines.
- Good problem-solving skills and a practical approach to administration.
- Ability to work confidently both independently and as part of a team.
- Ability to use initiative while recognising when matters need to be referred to the Vicar, Churchwardens or other appropriate person.
- Ability to maintain confidentiality and exercise discretion.
- Willingness to learn new systems and procedures.

Personal Qualities, Essential:

- Reliable, trustworthy and responsible.
- Friendly, approachable and welcoming.
- Professional and courteous.
- Flexible and willing to support the changing needs of the church.
- Calm and patient when dealing with enquiries or competing demands.
- Committed to high standards of administration.
- Respectful of people from different backgrounds and circumstances.

Personal Qualities, Desirable

- Previous experience working in a church, charity, voluntary organisation or community organisation.
- Familiarity with the Church of England and its structures and terminology.
- Experience of working with a PCC or church committees.
- Experience of church administration, including baptisms, weddings and funerals.
- Experience of supporting events and community activities.
- Knowledge of safeguarding and data protection in a church or charitable context.
- Familiarity with Church of England online systems and resources.

4. Qualifications

Essential

- Good standard of written and spoken English.
- Relevant administrative experience or equivalent practical experience.

Desirable

- Administrative, business, IT or equivalent qualification.
- Training or experience in data protection, safeguarding or office administration.

5. Christian / Church Context

The successful candidate should:

- Respect the Evangelical Christian faith and the ministry and mission of the Church of England.
- Be supportive of the church's worship, ministry, mission and service to the local community.
- Be comfortable working within a Christian environment.

6. Safeguarding

St Mary's Church is committed to safeguarding children, young people and vulnerable adults.

The successful applicant will be expected to comply with the Church of England's safeguarding policies and procedures and undertake any safeguarding training required for the role.

The appointment will be subject to the appropriate safeguarding, DBS checks and references where applicable to the duties of the post.

7. Working Relationships

The Church Administrator will work closely with:

- The Vicar
- Churchwardens
- Youth & Children's Worker
- PCC Secretary
- PCC Treasurer
- PCC members
- Ministry and worship teams
- Church volunteers
- Members of the congregation
- Local schools and community organisations
- Diocesan/Deanery officers and staff
- Contractors and service providers

8. Key Attributes

The successful candidate will be someone who is:

Organised – Reliable – Welcoming – Discreet – Accurate – Flexible – Proactive – Team-oriented

They will understand that good administration is an important part of enabling the church's worship, ministry, mission and service to the community.

9. General

This job description is intended to describe the main duties and responsibilities of the post. It is not exhaustive and may be reviewed from time to time in consultation with the postholder to reflect the developing needs of the church.

The postholder may be required to undertake other reasonable duties consistent with the nature and level of the role.

Date of review: 18 October 2026.

Approved by: Vicar and Wardens.