**Job Description for Church Administrator**

**Role:** Church Administrator

**Employed by:** The post-holder will be employed by Jersey Baptist Church

**Reports to:** The Pastor of Jersey Baptist Church

**Responsibility:** Mission and ministry at Jersey Baptist Church with a specific focus on church Administration.

**Hours and Pay:** 20-24 hours per week, paid holiday, £13 per hour, Soc. Sec. Paid

**Overview of Role**

To oversee and equip Administrative work within the church, supporting the Pastor, Assistant Pastor and Elders of the Church, demonstrating a strong Christian faith and a deep desire to share God’s love through ministry.

**Objectives and Responsibilities**

**1. Administrative Support for Ministry (30% of role) (7 hours a week)**

• Oversee Churchsuite and external communication (Churchsuite is the management software we use that organizes rotas, communications, calendar and bookings). (1 hr pw)

• Create publicity brochures, fliers and posters for upcoming church events. (1 hr pw)

• General Office organisation, ordering of supplies and equipment, and managing maintenance schedule (1 hr pw)

• Oversee music group administration. (1 hr pw)

• Oversee publishing of newssheet and Sunday’s order of service. (1 hr pw)

• Oversee church compliance on regulations related to the administration of the following: GDPR, Tax reporting, Health and Safety, safeguarding and insurance. (2 hours pw)

• Be present in the church office and be available to receive guests.

**2. Develop A Mid-Week Admin Team (25% of role) (4-6 hours a week)**

• Recruit, train, and oversee church volunteers to serve in various administrative tasks related to the management of the church in the areas of: publicity, building maintenance, bookings, data entry, and general admin. (2-3 hr pw)

• Coordinate and take the lead among volunteers that help run banking, payroll and finance in the church. (2-3 hrs pw)

**3. Serve on the Wider Staff Team (45% of Role) (9-11 hours a week)**

• Provide admin support to the Pastor and Assistant Pastor. (4 hrs pw)

• Participate in Staff Meetings and planning. (1 hr pw)

• Complete projects that contribute to the wider vision and mission of the church. Particularly in connection with our ***Vision for the Future*** and in connection with improving our administrative processes. (4 hrs pw)

• To work as a team player who looks for opportunities to promote the vision and mission of Jersey Baptist Church.

• Be on call on Sunday from 10:30-12:30 as support staff at church (negotiable)

• Report progress to pastor on a bi-annual basis.

*The above information is not exhaustive and hours may range from 20-24 hours per week. You may be required to perform other ad hoc duties from time to time. As a faith-based organization and place of Christian worship, there is a genuine occupational requirement that the post-holder is a committed Christian.*