

JOB DESCRIPTION

Job Title: Church Administrator

Lay Employee in the Mickleover Methodist Church

Location: Mickleover Methodist Church

Responsible to: The Lay Employee will be employed by Mickleover Methodist Church and will be under the supervision of the Minister of Mickleover Methodist Church (“the Minister”)

The Minister will be assisted in supervision by a management committee comprising the Minister and two other members of Church Council, at least one of whom will be a member of the Leadership Team

Purpose and Objectives: To provide administrative support for the Minister and church and ensure the smooth running of the church office

Main Responsibilities

- To undertake tasks reasonably requested by the Minister, including those connected with the Minister’s other pastoral responsibilities at Dean Street and the university chaplaincy
- To support the Minister by undertaking the production of service sheets and other documents, and by doing photocopying and printing etc.
- To assist the Minister to maintain a database of members etc. compliant with GDPR
- To support other church officers and groups by the production of documents etc. but only at the direction of the Minister
- To co-ordinate and work with church volunteers in the office
- To establish and maintain suitable modern means of communication e.g. Facebook
- To help with the production of posters, flyers and notices for church events
- To assist with the management of church bookings
- To liaise with the Circuit Office and others as necessary

Terms and conditions

- Term of appointment: Of indefinite duration.
- The salary will be £5,200 p.a. (£10 an hour).
- Normal working pattern: 10 hours per week Monday-Friday, hours to be agreed, preferably mornings.

- Opportunities for study and for training.
- All reasonable expenses will be reimbursed and applications for funding for training will be considered.
- This post is below the auto-enrolment threshold for a contributory pension, but you are eligible to join the scheme if you wish subject to certain provisions.
- 28 days statutory annual leave entitlement per year (pro rata for a part-time employee).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.