

**Job description Job Title: Parishes Administrator and Volunteers Coordinator**

**Main purpose of job: to assist the Rural Missioners and PCC in the running and administration of Dedham parish church with some additional support for the other eight parishes in our group.**

**Reports to: Rural Missioners and Churchwardens**

**Communication**

- Answer telephone and check answerphone messages – process as required
- Answer queries to Parishes Office
- Open and process the post, pass onto relevant people/file as required
- Keep website and Facebook up to date
- Produce Church Chimes every other week, or as required
- Provide details of monthly services and events to Dedham Parish Magazine, In Touch Magazine
- Support Dedham Parish Magazine Editor in production of Parish Magazine
- Coordinate advertising applications for the parish magazine and billing issues
- Produce posters to advertise church events as required

**IT Support**

- Provide support to members of congregation with access to Dropbox
- Liaise with IT support company as and when required

**Parishes Office opening**

- To open the Parishes office for a minimum period of 4 hours each week, currently Mondays 9-1; and be available to answer queries both from visitors, and over the phone (see communication)

**Diary**

- Keep Google Calendar diary up to date and add events to website diaries
- Keep diary reminder for key events/actions through the year

**Services Rota**

- Produce services rota for 4 monthly period, 3 times per year, including sourcing clergy/leaders and volunteers.
- Send weekly e-mail reminder to those who have roles in the service that coming Sunday

**Bookings**

- Take and process bookings for the churches ensuring terms of hire are adhered to by all parties
- Liaise with finance teams for donations / fees from bookings
- Respond to enquiries for group church visits and pass onto Church Guides
- Respond to Tower Tour requests and liaise with volunteers

## **Funerals**

- Take bookings and liaise with Funeral Director on all matters, including about fees
- Book minister, verger, organist, grave digger as required
- Liaise with Finance teams about receipt of fees and payments to verger, organist, grave digger, and any specifically employed retired minister
- Keep records up to date and write up registers in relevant church

## **Memorials**

- Process CR1 applications and associated fees and keep up to date records
- Respond to enquiries about existing memorials in graveyard

## **Baptisms**

- Process applications for baptisms and enter into diary
- Write up certificates for parents and godparents
- Write up registers in relevant church

## **Weddings**

- Take enquiries for Weddings and Services of Blessing
- Maintain weddings diary, and spreadsheet, recording actions to date and those outstanding
- Send wedding information pack to couples and update annually
- Process fees and payments with finance team
- Prepare plan for announcement of Banns
- Inform relevant service leader of requirement for banns to be read
- Prepare marriage document in preparation for each wedding and write up relevant register

## **Special Services**

- Liaise on special services such as Remembering Your Loved Ones, Remembrance, Christmas and Easter, with the relevant service leader. Usually to advertise event, edit and print service sheets

## **Fees**

- Review fees for weddings and funerals annually

## **Safeguarding**

- Responsible for DBS checks and to ensure volunteers are up to date with Safeguarding training and that Safer Recruitment is adhered to

## **Purchasing**

- Order supplies for office and Dedham church

## **Finance**

- If necessary, approve invoices for payment – liaise with finance teams

## **Annual Church Meetings**

- Prepare deadlines for reports and other administration towards APCMs
- Prepare for annual church meetings – work with team to produce annual reports and send final reports to the diocese

## **Office**

- Carry out appropriate filing in office (computer and paper based) and archiving to Vicarage Archive Room
- Ensure all office equipment is serviceable and maintained (IT support available)

## **Health and Safety**

- Support churchwardens who have the responsibility to ensure Health and Safety Risk Assessments are up to date in both churches
- Ensure annual [or according to government regulation] checks / servicing completed for:
  - Alarms (main church at Dedham and Roof Alarms at both churches) - Annually
  - Fire extinguishers - Annually
  - PAT Testing - Annually
  - Emergency lighting Testing - Annually
  - Boilers at both churches inc Gas checks - Annually
  - Lightning conductors – Bi annually
  - First Aid boxes in both churches - Annually
  - Organ tuning/servicing
  - Church clocks-ensure biennial servicing and liaise with Haward horological
- Health and Safety Policy
- Work with volunteers to develop and ensure that H&S Policy is adhered to/relevant Risk

## **Assessments completed by Churchwardens/Site Leaders for:**

- Church inc Tower Tours
- Special Services in both churches - e.g. Remembrance Sunday and Crib Services
- Duchy Barn
- Ensure that policies for both churches are renewed annually, or to a specific time frame, and updated / changed as needed. Liaise with Ecclesiastical at times of need - such as when scaffolding in place on a building
- Diocesan Returns

- Complete statistics for mission return annually and any others as required

#### **Secretarial Support to Rural Missioners/ Churchwardens**

- Provide support as and when necessary
- . Maintain electoral role

#### **Other**

- To carry out any other duties as may be required within the general remit of the post.
- To maintain good working relationships with church staff, PCC Members and the wider community.
- . Grant funding applications on occasion

#### **General Conditions**

- This Job Description is subject to your contract of employment which in the event of conflict shall take precedence.
- It may be necessary for you to be trained in, and use, new technology
- The list of responsibilities is not exhaustive, and the Job Description is subject to review in consultation with the post holder and the PCC and may be amended in the light of any changes that are made.