

# EALING ROAD METHODIST CHURCH



Ealing Road, Wembley, HA0 4BN

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**Minister: Rev Nigel Wright**

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## JOB DESCRIPTION

<b>Job Title</b>	<b>Church Administrator – P/T (15 hours per week). This job may be able to be combined with the job of Church Administrator at Sudbury Methodist Church (20 hours per week)</b>		
<b>Reports to</b>	Minister of Ealing Road Methodist Church	<b>Location</b>	Ealing Road Methodist Church
<b>Church</b>	Ealing Road Methodist Church	<b>Salary</b>	£13,260 (fte for 37.5 hour week = £33,150)

### Job Purpose and Objectives

To support Ealing Road Methodist Church's vision and mission by providing good administrative and communications support services to the Minister and church. To supervise the ancillary staff at the church.

<b>Responsible to:</b>	The Lay Employee will be employed by the Managing Trustees of Ealing Road Church Council and will be line managed by the Minister in pastoral charge of Ealing Road Methodist Church.
<b>Responsible for:</b>	Caretaker/cleaner

## **Main Responsibilities**

### **1. Office Management and General Administrative Services**

- a. Provide general administrative support to the minister, the staff, and the leadership team,
- b. Administer the church diary, arranging appointments and setting up meetings when requested
- c. Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. register of baptisms,)
- d. Order supplies for church ministry including stationery, office, communion supplies, etc
- e. Ensure a safe and clean working environment within the office
- f. Review and implement procedures to ensure clear, efficient and effective office operation
- g. Encourage, develop and manage volunteers to assist with administrative and management functions
- h. If there is an incident look through CCTV records to identify any incidents that have occurred
- i. Book regular and one-off hall lettings
- j. Invoice church hirers monthly and chase any outstanding invoices
- k. Keep a record of lettings income and liaise with the Treasurer about book-keeping queries.
- l. Make Gift Aid claims
- m. Order goods for the church property and call in contractors to deal with minor issues e.g., plumber, electrician etc
- n. Record monthly meter readings of gas and electricity consumption from all the meters and submit to energy suppliers
- o. Keep a list of all product and service guarantees and contracts and ensure that they are carried out
- p. Carry out the day-to-day management of the property, including liaising with the caretaker, cleaners and treasurer
- q. Obtain quotes for work to be carried out, pass to relevant group for approval, ensure that the work is carried out adequately and generate payment
- r. Oversee the maintenance and the general upkeep of the church and premises.
- s. Keep adequate records of contacts and work undertaken
- t. Keep church membership lists etc up-to-date
- u. Keep files of church meeting records up-to-date
- v. Support and encourage volunteers working in church premises
- w. Take minutes of church meetings (these are occasional meetings usually in the evening and are usually Zoom meetings)
- x. Line manage the cleaner/caretaker, including keeping holiday records and ensuring cover

### **2. Church communications**

- a. As first point of contact for all enquiries whether in person, or by phone, post, email etc. ensure they are dealt with politely and professionally and followed up by appropriate action

- b. Manage all church correspondence, including post, e-mail, and answerphone.
- c. Ensure internal and external notice boards are kept tidy and up to date
- d. Produce the weekly printed bulletin and e-bulletin
- e. Co-ordinate the distribution of reports in preparation for the Annual General Meeting and Church Council Meetings.
- f. Administer membership of the church's WhatsApp group and post messages on it as appropriate
- g. Provide administrative support to the minister for all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, registers, certificates, materials, payments, etc.

### **3. Administrative Support for Worship**

- a. Provide administrative assistance to the minister and worship team
- b. Ensure the accurate production of orders of service and service sheets for services including photocopying, stapling, folding etc.
- c. Maintain and coordinate rotas for worship if needed
- d. Manage copyright license applications and requirements
- e. Coordinate and advise on arrangements for celebration services (e.g. weddings, funerals, baptisms)
- f. Facilitate Tuesday morning café and bible study by co-ordinating the provision of refreshments for a light lunch

### **4. Additional Duties**

- a. Carry out any other duties and responsibilities identified by the minister as are within your capabilities and level of responsibility, in order to meet the needs of the church

## **Terms and Conditions**

- Terms of appointment: Permanent
- The salary/rate of pay will be: £13,260 (fte for 37.5 hour week = £33,150) ie. £17 per hour
- Normal working pattern: 15 hours per week, Mondays – Fridays, occasional evening work taking minutes of meetings which are usually on Zoom. There may be some flexibility in hours/days worked
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- You will not be expected to use a car for this job.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least two days free of responsibilities each week, usually Saturday and Sunday
- 99 hours annual leave entitlement per year including Bank Holidays.

- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Opportunities for study and for training.
- Some lone working involved.