

THREE PARISHES OF CREECH ST MICHAEL, RUISHTON AND THORNFALCON
JOB TITLE – PART-TIME ADMINISTRATOR

Reporting relationships – The post-holder will report to the Rector of the three parishes.

Purpose of the role – the purpose of the role is to provide good administrative support for the mission and ministry of our three churches and to be a central point for communications both within the parishes and for those outside.

Main duties and responsibilities

1. To act as the main point of contact for the public with our three churches, handling enquiries regarding church services, weddings, baptisms, funerals and our three churchyards. These will be through phone calls, emails and meetings. This will require taking bookings for services and meetings and maintaining the churches' diary.
2. To maintain up-to-date records of wedding bookings and details and communicating these with relevant church officers. To complete the wedding registers and returns to the Registrar, marriage and banns certificates. To invoice wedding couples and Funeral Directors and distribute the fees as necessary to church officers.
3. To act as a point of communication within our churches by producing a weekly notice sheet for the churches, a monthly parish magazine (11 times a year), a weekly e-newsletter, up-dating our website and our Facebook page, collecting material from church members.
4. To oversee the mail-shots to the residents of our villages for specific occasions e.g. Christmas and Easter cards, gift days etc. To produce invitations to special events and services e.g. the annual Service of Thanksgiving for Loved Ones who have died, baptism preparation events etc.
5. To liaise with our volunteer administrator, co-ordinating aspects of work.
6. To support the church services by overseeing the rota of organists in the churches, ensuring that all church services are covered.
7. To attend the monthly day-time Ministry Team meeting, taking minutes and keeping up to date with ministry and mission initiatives.
8. To provide administrative support for the Rector in her role outside the parishes.
9. To assist in such other duties as may from time to time reasonably be required.

Salary

The salary will be agreed according to the person's skills and experience, starting at the National Living Wage of £8.75 per hour, and going to a maximum of £10.50 per hour.

Location

The job will be based at the office on the first floor (upstairs) of the Creech St Michael meeting room, an extension of the Rectory at Creech St Michael, with a separate entrance.

Contract of Employment

A separate contract of employment will be issued on agreement with the successful applicant, so this job description does not constitute a contract of employment.

PERSON SPECIFICATION**Essential skills and experience**

Good Computer skills – word processing (Microsoft Word), email.

Good communication skills, written and verbal

Good organisational skills, able to prioritise work.

Ability to work on own initiative

Experience of providing administrative support

Good time-management.

Ability to work to deadlines.

Ability to handle money.

Good presentation skills, able to present written work clearly and attractively.

Experience of minute-taking.

Desirable skills and experience

A good working knowledge of the Church of England, or ability to learn.

Publisher and web page editing (or the ability to learn).

Familiarity with social media (i.e. Facebook).

Personal Qualities

Able to demonstrate a commitment to the ethos and values of the Church of England.

A person of integrity, trust-worthy and reliable.

Approachable, welcoming and respectful of all.

Ability to maintain confidentiality.

A creative person who can bring flair to their work.

Term of contract

The post will be for a three year term in the first instance due to funding. This will be reviewed.

There will be a probationary period of three months.

Hours of work

The person will be contracted to work 12 hours a week. There could be some flexibility in working hours, but will probably be Monday, Tuesday, Thursday and Friday mornings.

Three Parishes Administrator

Background information to the role

The three parishes of Creech St Michael, Ruishton and Thornfalcon are situated 3-4 miles on the eastern edge of Taunton where there is a lot of housing development taking place. The parishes are part of the Diocese of Bath & Wells in the Church of England. They were brought together in 2010 to work together under a shared Incumbent. The Rector, the Revd Rebecca Harris, was appointed in 2011. Creech has a population of 3000+, Ruishton approximately 1500+ and Thornfalcon 120+. Creech and Ruishton parishes are considered semi-rural and are distinctive communities, with village halls, Church of England Primary schools, a few shops, pubs, Post Offices, small businesses and children's playgrounds. There are a variety of community activities in the villages, as well as a large and active Baptist Church at Creech St Michael with whom we have good relations. Thornfalcon is a more rural farming community and is the smallest of the villages, with a pub but no other community building apart from the church.

There are a wide variety of activities going on in the churches, including church services every Sunday, some joint services at special times of the year, social events, children's activities including Messy Church, a children's choir at Ruishton, All Age Services and Family Services. We also have a monthly community lunch and coffee morning at Creech, a weekly coffee morning at Ruishton, and undertake pastoral care, study groups, courses in discipleship, and lay training. Our regular church membership is: Creech St Michael = 45, Ruishton = 30, Thornfalcon = 10. Messy Church numbers are about 40 on a monthly basis. During 2017 we conducted 9 weddings, 10 baptisms and 10 funerals in our churches (some of the latter at the Crematorium).

In 2011 a new Rectory was built at Creech St Michael for the Rector, and a meeting room and office were included as an extension with a separate entrance, toilet facility and sink. The office upstairs is well-equipped with a built-in desk, computer, printer, filing cabinets and telephone (on the Rectory line). There are facilities for making tea and coffee, and a meeting room where meetings take place and visitors can be seen.

This new post has come about because we have observed that the Rector and some members of the Ministry Team are doing a large amount of routine administrative work that could be delegated. The Rector is also about to take on an additional role outside the parishes and needs to be released from some of her parish duties in order to give time to that. We have also identified some areas of our communications which we would like to be improved. The post involves a certain amount of interaction with members of the public, and it is important that the post-holder is in agreement with the Christian ethos of the church, and sees themselves as a representative of our churches.

The post will be for 12 hours per week, based in the office at Creech St Michael. The hours worked could be arranged to suit the post-holder, but will probably be Monday, Tuesday, Thursday and Friday mornings. There is a volunteer administrator who works in the office one day a week on a Wednesday. She looks after support for services such as producing

orders of service for special services, publicity, preparing Messy Church materials, and producing the slide presentation for our All Age and Family Services. (She is also our Safeguarding Officer and Secretary of the PCC at Creech). Part of the role will include liaising with her.

Key relationships

The Rector – The Revd Rebecca Harris

Volunteer Administrator – Mrs Liz Evans

Ministry Team – Assistant Curate, Revd Julia Curtis; Reader Emeritus, three Church wardens, and a Retired Priest.

Church members

Enquirers and visitors e.g. wedding couples, funeral directors, baptism families, funeral families, local school staff e.g. Head teachers and School Business Managers etc.

Closing date for applications: 18th December 2017

Please submit your application either:

by email to: crt.office35@gmail.com

or post to: Rev. R. Harris, The Rectory, Creech St. Michael, TA3 5PP

Interview date: 8th January 2018

November 2017