

Administrator Job Description – March 2017

Aim of the role: Reporting to the Vicar, to provide administrative support principally for the Vicar, but also occasionally assisting the wardens in administrative activities.

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| Newsletter | Produce and copy the weekly/fortnightly newsletter. | Weekly/fortnightly (1-2 hours) |
| Service plan | Prepare and circulate the weekly service plan (once Lisa has chosen the hymns and readings). | Weekly (0.5hrs) |
| Parish Magazine | Produce the inside and outside cover for the parish magazine. | Monthly (1 hour) |
| All Age powerpoint | Prepare the powerpoint presentation for the All Age Service each month | Monthly (1 hour) |
| Publicity | Produce posters to advertise special services, and arrange for them to be printed and displayed. Prepare the Christmas leaflet to be distributed around the village. Take initiative in suggesting ideas and producing articles for the Lindfield Life magazine. | Occasional, but time consuming. (Average 1-2 hours/month) |
| Baptisms | Fill in the baptism register and prepare baptism certificates, Bibles, candles and Godparent cards. Ensure that supplies of these are maintained. | Occasional - Approx. 6 times/year (0.5 hrs each time) |
| Funerals | Keep the funeral record book in the vestry up to date | Occasional - Approx. 6 times/year (0.5hrs) |
| Weddings | Prepare the wedding forms to be signed at the wedding, and fill in the banns book when required. | Occasional – Approx. three times a year (0.5-1 hr each time) |
| Communion Supplies | Monitor the supplies of communion wine and wafers, and candles, and order new stock as necessary. | Occasional – 4 times a year (1 hr) |
| Special services | Support Lisa in the production of orders of service for special services, including liaising with CHEC to get them printed. | Occasional – 4 times a year (2hrs each time) |
| Finances | Keep a record of cheques received for occasional offices, and send them quarterly to the diocese. | 2 hours quarterly |
| <p><i>The above list is illustrative and not exhaustive and the post-holder will be expected to undertake such other duties appropriate to the level of the post as may be required by the Vicar.</i></p> | | |