

Administration Coordinator for Mission and Occasions

Job Description & Person Specification

Part-time 23 hours per week, over 3-4 days including Mondays

Salary £17,000-£18,500 depending on experience (FTE £28,000-30,000)

Office based, working between the Old Rectory at Brighton Road and Godalming Minster Church Street

Key Areas of Responsibility

1. Oversee and deliver the administration for community and mission activities:
 - Administration for Occasions: Weddings, Funerals and Burials
 - Oversee the internal and external bookings for all Minster locations and facilities
 - Work with the Operations and Communications Manager to support the production and delivery of communications for mission and outreach activities
2. Provide administrative support for other Minster activities:
 - Oversee the provision of worship resources and supplies at all Minster churches.
 - Offer administrative support to the Minster Clergy Team and Older People's Ministry.
3. Oversee the office at Godalming Minster Church Street and provide a welcoming presence to visitors at certain times in the week.

Specific Areas of Responsibility

Occasions (Pastoral Administration)

- Point of contact for wedding, funerals and burials, overseeing the processes from start to finish, in accordance with the Church of England regulations and legalities, and PCC (Parochial Church Council) policies.
 - Act as the liaison between the wedding couples / funeral families / funeral directors and relevant clergy / organist / vergers / bell ringers / flower teams and other roles.
 - Ensure the correct facilities are booked, and banns are read in services.
 - Invoicing for weddings, funerals and burials.
- Contribute to the positive experience and Christian witness for those getting married and having funerals within Godalming Minster.
- Arrange burials at Hambledon and the interment of ashes in the other churchyards, and with help from volunteers, develop and maintain a plan of the graveyards for searches.

Facility bookings

- Promote and optimise the use of Minster facilities for mission (internal bookings) and chargeable bookings by the non-Minster/community users.
- Make best use of the Minster management system (ChurchSuite or other) to manage the bookings and allocation of Minster rooms and facilities.
- Quote and invoice for the hire of facilities.
- Ensure that risk assessments and all necessary insurance is in place for external bookings.
- Ensure users experience a common standard of service across all Minster locations.

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Communications & Key documents

- Work with the Operations and Communications Manager to keep notice boards and display areas up to date.
- Working with the PCC Secretary, organise Annual Parochial Church Meeting (APCM) documents and ensure PCC minutes are made available on the website, and the PCC Sharepoint area is up to date.

Supplies & Resources for worship

- Production of printed service orders in the Minster brand and standards
- Ensure the provision of worship resources at all four locations including communion wine and wafers and candles.

Admin support for Clergy Team

- Provide light ad-hoc administrative support to the clergy team for activities and events.
- Offer light ad-hoc administrative support to the Seniors Lead for Older People activities.

Office oversight at Church Street

With the Ops and Admin Team, be part of the project to update and develop the office facility at Church Street, and provide a weekly presence there 1-2 days a week.

You may be required to undertake an ad hoc activities as required by the clergy team or your line manager from time to time.

Person Specification

We're looking for someone with

- Experience in administration, in customer facing roles.
- Strong communication and interpersonal skills
- Confident in MS Office and willing to learn new applications such as Canva and ChurchSuite.
- A commitment to Safeguarding, Health and Safety and GDPR
- An understanding of Church of England administrative processes and requirements

General

- Supervised by the Operations and Communications Manager
- Member of Core Delivery Team
- Works with Godalming Minster staff team out of the Busbridge Old Rectory, and at Godalming Minster Church Street 1-2 days per week.
- This role is intended to require an average of 23 hours per week year-round, with the option to work more hours in term time and fewer hours during the school holidays.

Genuine Occupational Requirement

You must reflect through attitude and action that you are in sympathy with and supportive of the ethos and beliefs of the Christian faith.