



Benefice of Highworth with Sevenhampton, Hannington and Inglesham and Broad Blunston

St Michael's Church Office,
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JOB DESCRIPTION BENEFICE ADMINISTRATOR

GENERAL DESCRIPTION OF THE ROLE AND ITS PURPOSE

The administrator will be responsible for providing administrative support for the Incumbent and general support to the Benefice Manager, Clergy, Churchwardens and Church Committees. The work relates to the running of the church's worship, property and ministry.

REGULAR CHURCH SERVICES: -

- Order necessary supplies, equipment etc in preparation for church services.
- Assist with preparing service rotas; including service leader, preacher, duty warden, greeters, readers, prayer leaders.
- Prepare initial AV presentations for AV team to finalise.
- Produce, print and distribute relate documents e.g. service sheets, weekly bulletin.

OCCASIONAL OFFICES – weddings, baptisms, funerals and other services

- Receive initial enquiries and record/track progress through the stages up to the service,
- Follow up enquiries, liaising with the Couples, Priests, Churchwardens Treasurer, Organists, Vergers, Funeral Directors.
- Arrange dates for the services and any associated rehearsals, preparation meetings etc.
- Ensure all necessary procedures are arranged and followed. Ensure appropriate records are maintained
- As required attend Wedding Admin days.

OTHER CHURCH USES

- Manage bookings including invoices and payments. Ensure all associated records and diary entries are maintained.
- When necessary, meet with users to discuss their event, their requirements, and arrangements for unlocking and locking the building, kitchen access, sound, visuals, staging, an emergency contact outside office hours, et cetera.
- Ensure users are briefed on all aspects of health, safety, risk assessments, public liability and cleaning obligations. Ensure these are complied with.
- Check the building is prepared for events including setting the heating, liaising with cleaner etc. Ensure services required by users are in place.

FINANCE

- Input data to the bookkeeping/accounts system.
- Arrange re-charges between Benefice Churches and accounts.
- Arrange invoicing, charging and receipting, incl. chasing payment,
- Arrange payments inc. expenses claims,

PUBLIC RELATIONS

- Upload weekly documents to the website.
- Produce posters/fliers and upload to the church social media accounts.
- Ensure weekly, monthly and termly publications are produced and distributed.
- Keep noticeboards up to date, producing routine and one-off posters.
- Keep leaflets/gift aid envelopes etc up to date and available in Church.

GENERAL ADMINISTRATION

- Provide administrative support to the Incumbent
- Provide administrative support to the benefice
- Respond to emails, post, telephone queries and visitors to the office
- Maintain church diary
- Process floodlighting bookings and ensure the lights are set
- Order goods and services

ANY OTHER DUTIES APPROPRIATE TO THE ROLE OF BENEFICE ADMINISTRATOR

January 2025