

Job Description – Parish Administrator St Peter’s Church, Palmerston North

Areas of Accountability

Accounts

- Receiving and coding accounts, invoices and expenses for payment.
- Enter and maintain Xero data.
- Carry out banking as required – Hall and Church rental, lunchtime concerts, and donations.
- Cash petty cash cheques as required and keep an accurate record of transactions.
- Input weekly offering envelopes to appropriate parishioners giving records, missions etc.
- Process fortnightly payroll.

Administrative Support

- Act as a liaison person among Wardens, Clergy, Diocese, Parish members, and general public as may be required.
- Preparation of *Fisherfolk* (weekly newsletter). Update readings, collect, sentence, prayers, hymns. Receive and edit parish and relevant community notices.
- Attend Vestry Meetings, AGM (and any SGM), assist with preparation and distribution of Agenda and reports/papers for these meetings, take and process minutes and distribute.
- Prepare occasional reports from submitted drafts.
- Prepare Order of Service for special services.
- Action inward correspondence and forward appropriately, action outward correspondence promptly, including checking parish emails regularly.
- Prepare rosters for services, organists, etc as required.
- Provide administrative support for other groups e.g. AAW, Choir, Parish Fundraising, Rest Home Ministry etc.
- Assist with administrative arrangements for funerals and weddings.
- Receive enquiries and bookings for the church and hall, send out invoices and process, and liaise between users as required.
- Maintain Parish roll and update / remove nametags as required.
- Secretarial support for *Messenger* (monthly magazine) distribution.
- Distribute keys for the Church and hall as required, and maintain key register.
- Clear P.O. Box and post mail.
- Maintain adequate supplies of hand towels, soap and toilet paper in the hall especially when there are weekend bookings.
- Supervise cleaning contracts.

Enquiries

- Answer all enquiries from staff, parishioners and the public relating to the activities of the parish or refer to appropriate person for action. Monitor and assist in

coordination of responses where appropriate. Facilitate and manage communications into the office, whether by telephone, email or in person.

- Receive complaints and recommend further action as necessary to the Vicar and/or Wardens.
- Ensure that all approaches made to the parish office are met with a professional friendly response which has regard to our role as a Church, and with confidentiality.
- Use discretion in an appropriate manner in dealing with problems.
- Take a proactive and engaged approach to potential problems and issues as they arise and refer them to the appropriate person if required.

Stores

- Maintain adequate stationery and cleaning supplies within the established budget.
- Ensure adequate supplies of milk and other usual consumable items are available at all times.
- Liaise with suppliers to ensure the best prices for items, in discussion with Wardens.

Occupational Safety and Health

- Contribute to the identification of OSH issues within the workplace and ensure they are dealt with appropriately.
- Notify the OSH Officer of any issues encountered.
- Observe Health and Safety Policy

Other

- Miscellaneous duties as may be required by the Vicar or Wardens from time to time - clergy requests should be top priority.
- Discuss any concerns with Clergy or Wardens as appropriate.
- Develop and maintain a schedule of monthly tasks and an annual parish calendar.
- Keep office space tidy, maintain files and records in an orderly logical manner, (and according to directions given by Wardens and Vicar, if any.)
- Take responsibility for file management and records, develop and improve office systems where appropriate, under the supervision of Wardens and Vicar.
- Build and lead a small team of suitable volunteers who can be called upon to assist with the smooth running of the parish office, and to provide essential cover during periods of leave.

Personal Description, skills, attitude etc.

- Passion for the work and mission of the Church. Knowledge of the Anglican Church specifically would be advantageous.
- Ability to deal with people in a warm and friendly manner.
- Possess a high level of computer skills (Microsoft Office suite and Xero in particular) and an ability to quickly learn and apply new applications.
- Approach tasks, challenges and difficult situations in a positive, dependable and energetic manner.
- Show a willingness to learn new skills.
- Ability to work under pressure when necessary and prioritise tasks.
- Show an ability to adapt to different situations.
- Be aware (and maintain at all times) confidentiality required in the position and be respectful about the sensitive nature of some communications.