

# Job Description: Church Administrator

**Pay: £11.50ph**

**Hours:** 6hrs per week

**Line Manager:** Andy Moyle

## **Job overview:**

The Gateway Church seeking a motivated and dedicated individual who is passionate about delivering exceptional administration and can ensure the smooth running of the Gateway.

You will support the Lead elder, Leadership team and Trustees; releasing them to serve the church in their given areas.

The role is varied and is a mix of office/home based so you will be self-motivated and flexible: able to work with different people in and out of the organisation and oversee a wide range of activities in The Gateway Church.

## Key Responsibilities and Duties

**General church administration:** including using and maintaining the church admin plugin for member, rota and calendar management and planning; responding to emails and enquiries; managing hired venues, administration of DBS checks; updating church polices.

**Rotas:** maintaining rotas for Sunday services.

**Sundays:** prepare weekly/monthly newssheet. Keep welcome box updated, keeping track of and ordering consumables for communion and refreshment team

**Communications:** Creating a social media and communications strategy including updating the church website and social media accounts. Preparing weekly email and WhatsApp broadcast.

**Newcomers:** keep track of visitor integration, organising newcomers' lunches and plugging people into ministries.

**Trustees Meetings:** Secretarial support for 4 trustees meetings a year, preparing agenda and minutes.

## **Key skills and knowledge:**

Excellent communication skills both verbal and written: to suit the audience and purpose.

High level of organisational skills and ability to inspire excellent working practices in other people.

Confident user of IT required as there is no full time IT support. Training will be given on WordPress and the Church Admin Plugin and CCLI reporting.

Friendly, flexible, self-motivated and able to work with little supervision.

Copes well under pressure and demonstrates intuitive problem-solving skills.

Reliable, trustworthy and can maintain discretion and confidentiality.

This role has a genuine occupational requirement that the successful candidate must be a committed and practicing Christian and will be in sympathy with the doctrines of, and supportive of, the purposes and the aims and objectives of The Gateway Church, King's Lynn