



Milton Baptist Church

Job Description

Job Title: Church Administrator

Job Purpose: To provide general administrative support to the pastor, church secretary, leadership team, staff and ministry

Line Manager: Pastor/ Church Secretary

Hours: 24 hours per week (3 days/ flexible)

Job brief

We are looking for a Church Administrator to join our team and help our organisation run as efficiently as possible by overseeing daily operations.

A church administrator is responsible for the day-to-day operations of a church. This can include everything from coordinating volunteers, to managing the church's schedule of events and website, and to maintain links with other Baptist Churches in Weston.

Ultimately, you will work with different staff and volunteers to ensure the church operates as efficiently as possible.

Responsibilities

- To be a first point of contact for the church includes answering the phone, dealing with queries and emails, opening church directed post.
- Managing daily operations, diary planning, and maintaining office supplies and records.
- Coordinating, planning, and executing church events.
- Handling church communications and publications, creating and distributing bulletins and newsletters. Updating the church website.
- Overseeing church facility maintenance.
- Managing church bookings, invoicing, and enforcing church policies for facility use.
- To provide administrative support in relation to church meetings and leadership meetings.
- Building and maintaining relationships with the congregation and community.
- To undertake any other duties as may be required from time to time.

Requirements and skills

- Proven work experience as a Church Administrator or similar role
- Excellent communication skills
- Strong computer skills and ability to operate office equipment
- Friendly, flexible, self-motivated and able to work with little supervision
- Ability to handle stress and problem solve
- Ability to keep confidential and sensitive information

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 Milton Baptist Church.

Please apply to:

Steve Wotton, (Hon Sec)

Milton Baptist Church,

Baytree Road,

Weston-super-Mare BS22 8HJ