

Job Title	Church Administrator Lay Employee at Hexham Trinity Methodist Church
Location	Hexham Trinity Methodist Church, Beaumont Street, Hexham, NE46 3LS
Responsible to	The Minister in pastoral charge
Relationships	Church Minister & Staff Church Stewards and Office Holders especially the chairs of Working Groups Church Treasurer Church Members and Congregation Users Groups & Visitors to the Church Building Churches & Community Organisations in Hexham
Line Management Responsibility	Church caretaker
Purpose	To manage the administration of Hexham Trinity Methodist Church to help it fulfil its vision ¹ . In particular to be responsible for keeping accurate Church records, leading on Church Communication, overseeing the lettings and usage of the Church Building, and supporting the Church Treasurer to fulfil their duties.

Main Responsibilities

1. To co-ordinate the communication and publicity for the Church including producing the weekly Trinity Times (Church Newsletter) in paper and electronic format, the Midweek Prayer Message, editing the content on the Church Website, managing the Church's Social Media accounts, maintaining Church Notice Boards and ensuring events and services are advertised appropriately.
2. To provide administrative support to Church services, e.g. printing Orders of Service, finding readers, coordinating rotas.
3. To be responsible for letting the Church premises in accordance with Hexham Trinity Methodist Church lettings policy. This will include agreeing the requirements of the user groups and coordinating the set up/put away of furniture and equipment, cleaning of the premises and security.
4. To lead the marketing and advertising of the Church premises in partnership with the Chair of the Resources Working Group.
5. To support the work of the Church Treasurer by:
 - Banking cash and cheques received
 - Issuing invoices and ensuring payment is received
 - Arranging payments by cheque and bank transfer
 - Operating the petty cash system
 - Administering staff payroll including payments to HMRC and The Pensions Trust
 - Keeping accurate financial records and book-keeping in support of the Church treasurer
6. With the Minister maintain accurate Church records including the Church Membership & Community Roll, the Church Directory, the Charity Commission Trustee Register and records of the Church Council and key committees.
7. To work with the Minister and Safeguarding Officer to ensure the Church Safeguarding Records are kept up to date including being a DBS verifier.
8. To provide administrative support, as appropriate, to the Minister, Children's Worker and Youth Worker.
9. To line manage the Church caretaker and oversee their work.

¹ A place for everyone to question, discover and explore the Christian faith, learning to live as followers of Jesus, so more people know of God's love.

10. To monitor the proper usage of equipment and facilities and adherence to the policy of Church Council and Resources Working Group with regard to Health, Safety and Safeguarding by user groups of the premises and to ensure resolution of any issues arising.
11. To participate in Staff Team Meetings.
12. Any other reasonable duties which are in line with the post as requested by the Minister

Hours of Work	<p>This post will be 17 hours per week worked across 5 mornings.</p> <p>The normal hours of work will be agreed with the line manager. Some flexibility in working hours may be required due to the nature of this post and the opportunities which may arise from the work. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>
Policies and Procedures	<p>As a member of Church Staff you are expected to follow the Hexham Trinity Methodist Church Policies and Procedures.</p>
Remuneration	<p>Depending on experience, the salary for this post is from £8,398 per annum based on an hourly rate of £9.50per hour.</p> <p>Salaries are reviewed on an annual basis.</p>
Holiday Entitlement	<p>85 hours per year (based on a working week being 17 hours, therefore 5 weeks leave) plus Bank Holidays. Details are specified in the terms and conditions of employment.</p>
Sick Pay	<p>Entitlement in accordance with the terms and conditions of employment.</p>
Pension	<p>The Church operates an employee contributory pension scheme and will match your contributions up to a maximum of 6%</p>
Probationary period	<p>The appointment is subject to the completion of a satisfactory probationary period of 3 months and completion of the Creating Safer Space Foundation Module.</p>
References	<p>The appointment will be subject to satisfactory references</p>
DBS Check	<p>This appointment is subject to a satisfactory DBS Enhanced Check</p>