

Role Outline for Church Administrator

Role title	Church Administrator
Location	Home working / office at the City of Edinburgh Methodist Church
Overall purpose	To facilitate communication between members of the congregation and church life activities / and external community links
Responsible to	the ministers appointed to the City of Edinburgh Methodist Church; currently The Revds Hilda Warwick and James Patron Bell
Relationships (internal)	Church members
Relationships (external)	Wider community / Online community
Duration of appointment	3-month probation period
Availability	15 hrs. a week
Review	Work to be reviewed - yearly
Training	Training needs to be identified
Supervision and Support	Line manager
Expenses	Travel necessarily incurred in the performance of duties will be reimbursed when travelling away from usual places of work. Training materials will be provided, or costs reimbursed. Including any printing costs, stamps etc
Accountability	Line manager Day to day, responsible to the ministers appointed to the City of Edinburgh Methodist Church
Workforce (for DBS)	Limited contact with Children and vulnerable Adult Workforce This role may be required to have enhanced and barring check if specialist areas of involvement are related to children's work

The City of Edinburgh Methodist Church

The City of Edinburgh Methodist Church (CEMC) is a Methodist Church serving a congregation of ca. 200 members and adherents across the Lothians and beyond. It is part of the Forth Valley Circuit and the Scotland District. CEMC enjoys a rich worship life and supports a number of different groups and activities throughout the week. Situated in the heart of Edinburgh, CEMC seeks to serve the city through engaging with the community in various ways such as hosting a Soul Food community meals in partnership with Edinburgh City Mission and providing chaplaincy to the University of Edinburgh and Edinburgh City Council. CEMC's building in Newington is also known as Nicolson Square Venue, an events and conference centre which is being managed by an independent company and is in its early stages of development.

The Church Administrator will work closely with the two ministers as well as with a number of volunteers in church leadership positions. They will be an integral part of the church community and will communicate regularly with all church members as well as stakeholders outwith CEMC. As such, the role is suited to an individual with excellent interpersonal and organisational skills whose personal values are in line with those of the Christian faith.

Due to COVID-19, many of CEMC's activities are currently taking place online and we remain flexible as we react to changing circumstances. As such, the Administrator will be home-based initially, with a view to moving to a blended model of working between home and the office in the future.

Key Responsibilities

The following duties will be undertaken as part of the role outlined above. All roles within the church carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per Local Church Safeguarding Policy.

Support communication within CEMC:

- draft and disseminate communications to members/adherents on behalf of the church, including weekly emails regarding worship arrangements
- maintain mailing and pastoral lists
- maintain and update social media channels and website
- contribute to the development, implementation and improvement of church communications such as regular newsletters

Provide operational support of Sunday worship and other church activities:

- liaise with local preachers/ministers/organist/readers and others involved in leading worship, including dealing with and forwarding queries and information as appropriate
- arrange provision of facilities/AV and other requirements for worship
- create and update service sheets/notices/slides etc. for worship services
- provide support for online worship, including arranging set-up of Zoom events, YouTube streaming etc.
- manage booking system for Sunday worship, including phone and online bookings
- take minutes at church committee meetings, collate and disseminate papers
- act as first point of contact for the wider community and general public, including enquiries regarding weddings/baptisms/funerals

Day-to-day administrative support of CEMC staff and volunteers:

- monitor church email account
- provide support for monitoring and evaluation activities, including accurate keeping of records
- update image and music licensing to comply with copyright legislation
- adhere to GDPR legislation and confidentiality requirements and support the wider church in doing so

Any other duties as instructed by line manager

Knowledge, Skills and Experience

	Essential	Desirable
Education, Qualifications and Training		Vocational level qualifications (N/SVQ 3, ONC or equivalent) or school education to Standard Grade/National 5 level or equivalent
Knowledge and Experience	Experience of providing administrative support and assistance within a similar working environment	
	Excellent organisational skills: ability to work without direct supervision, to motivate self, to prioritise own workload and to manage time effectively	
	Excellent interpersonal skills and the ability to deal tactfully and confidentiality with a wide range of stakeholders and contacts, and the ability to form and maintain excellent working relationships	
	Excellent written and oral communication skills and an approachable telephone manner	
	Experience using Microsoft Office, and be capable of learning and adopting new IT skills	
	Ability to work collaboratively and as part of a team	
	Good understanding of confidentiality, including sound understanding and judgement of which issues to escalate to line manager	
	Meticulous attention to accuracy and detail	
		Experience of working in a customer-facing or people-centred role
		Initiative and judgment to resolve many day-to-day problems independently
		Experience maintaining social media channels and populating websites
		Basic understanding of data protection, including GDPR
Other requirements	Personal values in line with those of the Methodist Church and the Christian faith	
	Positive attitude to continuing professional development	