

Church Administrator – Lettings, Property & Finance

12 Hours per week – 4 hours per day over 3 days 09.30- 13.30. I.T Literate. Flexibility essential

Responsible to Managing Trustees and Minister **Line Manager** - Minister

Main Purpose of Role:

Ensure all aspects of Church Administration; Lettings, Finance and Facilities are managed effectively to ensure the smooth operation of the building for the Congregation and Local Community in line with the Church's Mission.

Responsibilities:

Lettings:

- Seek ways in order to promote the use of the building in accordance with Methodist Policy.
- Interview new bookings to confirm identity, mission and purpose to ensure they are bona fide.
- Manage all Lettings in terms of Lettings Agreement Contract for all Users; Booking of space. Record all bookings in Lettings Diary and the monthly Lettings Wall Calendar and display on the notice board in the church office. Prepare Monthly Calendar.
- Keep and file all paperwork relating to lettings in a manner that can be accessed easily by Minister, Trustees and Church Members if required.
- Maintain record of all keys issued to individuals and Users.
- Give priority to Church & worship bookings.
- Ensure Health and Safety guidelines and Safeguarding procedures are adhered to.
- Report any non-compliance to Minister and Managing Trustees for guidance and decision.

Finance:

- Invoice Users and ensure payments received on due date. Encourage Users to pay by Standing Order or On-line. Progress and chase payments on a weekly basis and refer late payments to the Treasurer.
- Maintain Petty Cash and record all payments in line with requirements.
- Reconcile / reconcile Church Collection, record as required and pay into bank account
- Pay Invoices on due date and record in accordance with church financial controls. Inform the Church Treasurer from time to time if the limit needs to be increased.
- Record and maintain financial records in accordance with requirements.
- Liaise with Church Treasurer, Bookkeeper and Accountant as required.

Property:

- Ensure all Leases, Contract and Agreements are filed and easily accessible for reference.
- Maintain a Bring Forward System for renewal of leases, servicing, licenses etc.
- Arrange servicing of equipment in line with guarantee or recommended guidelines
- Organise urgent repairs to ensure Health & Safety requirements are met and the Church can operate. Report any damage and or emergency to the Property Group and Minister and / or Managing Trustees immediately.

- Organise maintenance work according to Schedule of Works developed by the Property Group.
- Research appropriate trades people and obtain 3 quotes for any repair or new work.
- Liaise and work with the Property Group on a regular basis.
- Report upcoming requirements / replacements/ additional requirements to the Property Group.
- Assist the Property Stewards to keep all Church Keys in a secure place with a record of who has what key.
- Ensure all Church spaces are clean and tidy. Report any misuse of space and equipment to the Property group for action.
- Ensure Users storage is clearly identified and stored in plastic boxes with lids.
- Ensure all equipment is in good operational order; e.g; boiler, clocks, ovens etc.

Communication and Administration

- Comply with GDPR requirements in all communication.
- Meet with Minister on a regular basis, ensure Minister and Managing Trustees are aware of all activities within the Church.
- Support Church by maintaining contacts with Local Authority – Councillors, Heads of Department, Churches and local organisations.
- Support the Worship, Congregational & Community Support Administrator in their work with Local Community groups and voluntary sector to encourage use of building and identify areas of common interest.
- Support the growth of the church by being proactive in suggestions and undertaking tasks as required.
- Liaise with Worship, Congregation and Community Support Worker, Minister & Church members for Worship and Church Activities. Leave handover notes as appropriate.
- Attend to all communication to Church – email, telephone, mail and general enquiries.
- Liaise with Worship, Congregation and Community Support Worker to ensure Preaching calendar is printed and displayed on the external notice boards.
- Ensure Church has adequate stationery, cleaning, equipment supplies. Order as required. Arrange recycling of recycling materials, for example printer cartridges.
- Prepare Administrators report for Managing Trustees Meeting.

Management

- Manage Cleaner/Caretaker in accordance with hours worked and job description.
- Discuss Church use on a weekly basis with Cleaner/Caretaker, Lettings, Church meetings and heating requirements.
- Review performance and conduct annual appraisal for Cleaner/Caretaker in conjunction with Property Group representative.
- Refer any areas of doubt for any activities to Managing Trustees for guidance and decision.

NB: This Job Description is not intended to be exhaustive and may be amended from time to time as the needs of the church changes.