



**Parish of St. Paul Bedford  
St Paul's Square  
Bedford MK40 1SQ**

**Job Description and Information for the Role of  
Parish Administrator and Vicar's PA**

**Summary of role**

St Paul's Church is looking for a gifted, experienced and skilled administrator to join the staff team to support our ministry. The main purposes of the role are a) to facilitate the day-to-day administrative operations of the church in close co-operation with the Vicar and the Officers of the church; b) to provide Personal Assistant support to the Vicar; c) to perform weekly bookkeeping duties in support of the Church's Treasurer.

The post-holder will be expected to have experience of Anglican beliefs, support the spiritual life of the church, and work actively to sustain our ministry and vision.

In line with our vision, as well as providing effective administration and management within the church, the post-holder will be expected to be a key face and voice of the church to the wider community, from answering the phone and office door to booking special events and managing lettings, better enabling us to serve our parish and wider Bedfordshire community. The other prime function of this role is to provide Personal Assistant support to the Vicar in his three roles: as pastor to our gathered congregation; priest to the main town centre parish in a deprived area; and host and minister to the civic community, including to the Lord-Lieutenant and High Sheriff, and the Mayor and Borough Council. In addition to leading the worship and work of the parish, he also has other responsibilities within the Church of England, including membership of the General Synod. This means that the Vicar needs someone upon whom he can rely (with total confidentiality) to assist him with his administrative duties and to assist him with his diary.

This position requires an exceptional degree of professionalism and the ability to work in a busy and ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confident and proven organisational, communication and interpersonal skills.

The post will be accountable to the Centre Manager/Pastoral Assistant daily but will be expected to work directly to the Vicar in respect of Personal Assistant duties and to liaise closely with the Churchwardens.

St Paul's is committed to the policies of the Church of England and the Diocese of St Albans regarding the safeguarding of children and vulnerable adults, which is of paramount importance. Appointment is therefore subject to a satisfactory Enhanced Disclosure and Safeguarding (DBS) check (formerly CRB check) and appropriate training.

**Parish context**

**The Church in the Community**

St Paul's is a major parish church with an eclectic congregation of all ages who seek to glorify God in worship through our flourishing choral, musical and liturgical tradition as we celebrate his love revealed in our Lord Jesus Christ. We also seek to serve Christ by sharing the Good News of his saving love to all in our local community and beyond. We are part of the Diocese of St Albans within the Church of England.

The church is open every day (Mon Fri 10am -4pm; Sat 10.00am - 4.30pm; Sun 2.00 to 4.00pm). We exercise a ministry of worship in the Affirming Catholic tradition, witness and inclusive welcome in the town centre with a special care for the vulnerable and needy.

Historically, St Paul's has played a vital part in the life of our nation. It is the Civic and County Church of Bedfordshire, a focus for special commemorations and celebrations in the borough, county and wider community, and a central venue for concerts, recitals and exhibitions. We also work with three other Anglican Churches in the Town 'Cluster' with whom we are developing a mission strategy to the whole town.

### **The Team**

The ministerial/ pastoral team includes two full time staff: a Curate in training and the Centre Manager; and four part-time members: one retired assistant priest, two lay readers (one retired), and a Diocesan Authorised Lay Minister (ALM), Other staff include a Director of Music and cleaner. All fall under the overall leadership of the Vicar. The two Churchwardens, who are accountable to the Bishop of St Albans, play a key role in the leadership of the parish.

Full details of times of services, groups and activities are available on the church website: <http://www.stpaulschurchbedford.org.uk/>

### **Key Responsibilities for Parish Administrator and Vicar's PA**

#### **1) Support St. Paul's Vision and core values**

#### **2) Parish and administrative support**

- a. Maintain a broad general knowledge and understanding of church activities, individuals, and current parish events, so that the Office can support the Church in its mission;
- b. Manage all parish correspondence, including post, telephone and e-mail;
- c. Support the Centre Manager in the production of parish publications including the monthly 'Spire' magazine & weekly news sheet etc.;
- d. In conjunction with the Vicar and Churchwardens, review, rationalise and maintain effective paper and electronic filing systems;
- e. Review the weekly notice sheet and specifically check prayers for the bereaved, baptism and weddings information;
- f. Assist with the duplication and distribution of committee papers;
- g. Co-ordinate occasional parish mailings, both paper and electronic;
- h. Collation and distribution of the Parish Service Rota (produced by others);
- i. Support the PCC Secretary in production of the parish's Annual Report in preparation for the Annual Parish Meetings
- j. Administer the database of personal information on the parish website as directed from time to time by the Vicar and Churchwardens;
- k. Act as first point of contact for enquiries whether in person, or by phone, post, e-mail etc; ensuring they are dealt with politely and professionally and followed up by appropriate action;
- l. Coordinate the accurate production of orders of service and service sheets for each act of worship including photocopying, etc;
- m. Coordinate the maintenance of rotas for worship including intercessions, bible readings, Distribution assistants for communion, sides-persons, hospitality

- n. Coordinate the copyright licence applications and requirements and ensure these are compliant and up to date.
- o. Attend Staff Meetings as required.

### **3) PA support for the Vicar**

- a. Provide administrative support to the Vicar as his PA for all matters relating to marriage banns certificates, baptisms, funerals and weddings including dealing with enquiries, communication with undertakers, bookings, and expenses, etc;
- b. Assist the Vicar in managing the competing demands of his diary and help with his correspondence.
- c. Attend and minute meetings as required;
- d. Ensure that any queries for assistance are promptly and efficiently redirected to appropriate members of the ministerial team in the Vicar's absence
- e. Liaison with external bodies and individuals on the Vicar's behalf as required.
- f. Provide support in the preparation of papers for meetings, and assistance in the follow up of agreed actions.
- g. Maintain the Vicar's parish files

### **4) Office Management and General Administrative Services**

- a. Administer the church diary via the electronic diary and the Church Website, including the annual calendar of parish events;
- b. Support the Centre Manager in Church room booking and lettings system including administering charges as agreed by the Vicar and PCC ;
- c. Manage payment for printing services;
- d. Arrange appointments and set up committee meetings when requested;
- e. Oversee the return of statutory documents, including returns, registers, certificates and applications; and ensure that church records are kept up to date (e.g. parish roll, register of baptisms);
- f. Coordinate the ordering of supplies for church ministry including stationery, communion supplies, coffee/tea etc;
- g. Oversee the maintenance of equipment in the Parish Office and comply with any maintenance and service contracts held by the parish;
- h. Oversee the purchase of office and cleaning equipment and supplies;
- i. Maintain the Use of Church Locking rota;
- j. Ensure compliance with Health and Safety requirements as directed;
- k. Manage and keep updated a safe and effective key holder policy;
- l. Review and implement procedures to ensure clear, efficient and effective office operation.

### **5) Financial Administration**

- a. As directed by the Treasurer, oversee all cash handling (e.g. banking, counting offertory, petty cash etc);
- b. To effect payment of bills, as specifically authorised in the approved Financial Procedures;
- c. Ensure that cash, cheque and online transactions are properly recorded in order to inform the preparation of monthly and annual accounts;
- d. Review and manage the office budget as delegated.

**Location and Hours**

The role will be based mainly in the Church Office of St Paul's Church with occasional visits to the Vicarage as required.

This post is subject to an Enhanced DBS Safeguarding check.

Participation in training as appropriate to the post is expected.

The post holder will be expected to work 20 hours a week; the precise configuration of these hours will be agreed with the successful candidate for the post.

**Terms and Conditions**

The detailed terms and conditions for the post will be contained in the post-holder's Contract of Employment and the Staff Handbook.

## Person Specification

Requirement	Essential or desirable?	How assessed?
<b>Qualifications</b> <ul style="list-style-type: none"> <li>degree or professional diploma</li> </ul>	Desirable	Via CV
<b>Experience</b> <ul style="list-style-type: none"> <li>experience of working in similar Anglican or Christian role</li> <li>Experience of working with diverse groups of people</li> <li>experience of working with volunteers</li> <li>computer literacy and experience</li> </ul>	Desirable Essential Desirable Essential	Via CV and interview Via CV and interview Via CV and interview Via CV and interview
<b>Knowledge</b> <ul style="list-style-type: none"> <li>knowledge of church worship and ministry</li> <li>Local knowledge of area and church family</li> <li>knowledge of the Church of England – worship, ministry and structures</li> </ul>	Desirable Desirable Desirable	Via CV and interview Via interview Via CV and interview
<b>Skills and competencies</b> <ul style="list-style-type: none"> <li>excellent interpersonal communication skills – written and oral</li> <li>strong attention to detail</li> <li>general office and clerical skills</li> <li>confident IT &amp; web skills</li> <li>Bookkeeping skills</li> <li>strong prioritization skills and ability to manage workload</li> <li>excellent organisational skills</li> <li>ability to work flexibly</li> </ul>	Essential Essential Essential Essential Desirable/ Essential Essential Essential Essential	Via References and interview Via References and interview Via CV and interview Via CV and interview Via CV, experience and interview Via CV and interview Via CV and interview Via References and interview
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>ability to respect matters of confidentiality, sensitivity and compassion</li> <li>ability to make decisions and take initiative</li> <li>careful listener</li> <li>motivated to deliver high quality output</li> </ul>	Essential Essential Essential Essential	Via References and interview Via CV and interview Via References and interview Via CV and interview
<ul style="list-style-type: none"> <li>ability to manage the unexpected</li> <li>enjoy learning and new experiences</li> </ul>	Essential Desirable	Via References and interview Via References and interview