



NATIVITY ANGLICAN CHURCH

# PARISH ADMINISTRATOR JOB DESCRIPTION

<b>Location</b>	Nativity Anglican Church Office, Blenheim 7201
<b>Salary</b>	Negotiable
<b>Hours</b>	Part-time, 25 hours per week
<b>Reports to</b>	Vicar, Churchwardens
<b>Date Revised</b>	5 <sup>th</sup> March 2024

## General

The Parish Administrator

- Must be willing to attend church services and activities to familiarise themselves with Anglican church structure and get to know parishioners.
- Must be committed to the vision and mission of Nativity.
- Is expected to familiarise themselves with the Statutes and Standing Orders of the Diocese of Nelson.

## Primary Objectives

The role of the Parish Administrator is to work closely with the Vicar to manage the business of the parish including the areas of finance and accounting, risk management, human resources, facility management, staff management, strategic planning, and communication. The Parish Administrator will seek to provide a safe environment, to run an efficient and economical parish, and to facilitate organisation communication.

The appointee will be a key player in the staff team. To help the parish run effectively he/she will need to be organised, have the ability to write well, be familiar and competent with Office 365 applications, and social media and be aware of emerging applications. The appointee will also have excellent computer skills and a good understanding of Information Technology, with an ability to problem-solve under pressure.

This individual must also be good with people and confident working alone.

## Key Relationships

- Vicar
- Parish Receptionist, Staff, and Volunteers
- Parishioners
- Diocesan office
- Contractors and external parties

## Key Responsibilities

### Administration

- Direct the operation and effective practices of the parish office.
- Deal with statutory documents, including statistical returns, registers, certificates, and applications; and ensure that church records are kept up to date (e.g., parish roll, parish directory, register of baptisms, marriage register, record of fees).
- Review and implement procedures to ensure clear, efficient, and effective office operation.
- Coordinate the AGM, including compiling reports and emailing these to the parish, and taking the meeting minutes.
- Coordinate periodic special projects.
- Act as a liaison between the parish and the diocese on financial, human resource, and other temporal matters.
- Ensure all Diocesan reporting is completed.
- Archive all vestry communications and documentation.
- Maintain records relating to Sunday services and children's ministry attendance.
- Rostering for weekly services.

### Communications

- Work with the receptionist to ensure events are advertised across the website and social media.
- Liaise with volunteers regarding advertising required across the parish.
- Act as the first point of contact for wedding enquiries.
- Proof publications such as the weekly Pew sheet and quarterly newsletters.
- Maintain good working relationships and effective communications with all who have a vested interest in the parish community.
- Generate parish-wide surveys and collate responses as required.

### Information Technology

- Manage information, communication, and technology systems including parish database.
- Provide IT support to the parish team, troubleshooting where required, and ensuring all updates are done.
- Assist the treasurer in overseeing all technology purchases or leases, including phone systems, computers, the photocopier, internet services, and oversight of website and social media, ensuring that staff has proper training for these systems.

### Facilities Management

- Develop and administer policies and procedures concerning the use of all parish properties and facilities.
- Maintain an inventory of church property and equipment and record of purchases.
- Liaise with contractors as required.
- Ensure all requirements are met for the building Code of Compliance.
- Maintain service agreements and contracts as needed.
- Ensure the maintenance of the systems for HVAC, fire prevention, elevator, and alarms.
- Communicate effectively and regularly with the Buildings and Maintenance Sub-

committee about the state of the premises, maintenance requirements, health and safety concerns, etc.

- Complete proposals, including obtaining and reviewing quotes when required for projects within their area of responsibility.
- On behalf of the Property Trust, liaise with Nativity Courts residents as required concerning grounds maintenance and financial reports, including rent increases.
- Act as a secondary liaison for Bayleys Marlborough, supporting the Investments sub-committee.

#### Finance

- Approve recurring invoices for payment.
- Authorise transfers of funds between accounts.
- Help prepare and oversee the budget.
- Prepare and submit fortnightly payroll information to the Diocesan office.
- Oversee invoices generated through the use of Nativity services and facilities.
- Input online giving into the database annually.
- Prepare and distribute end-of-financial year donations receipts.
- Help to develop and maintain financial policies and procedures.
- Work with the Vicar to assess fundraising applications.

#### Health & Safety Coordination

- Update emergency evacuation procedures as required.
- Work with the vicar to ensure trial fire evacuations are completed biannually and reported to FENZ.
- Update the Risk Register and H&S roles and responsibilities annually.
- Arrange compliance testing for electrical leads (tested and tagged annually).

#### Policies and Procedures

- Develop and document policies and procedures for the parish with the Vicar and Wardens.
- Ensure all policies and procedures meet the requirements set by the Diocese.

#### Personnel/Human Resources

- Provide staff induction training, including setting up computer, email, and telephone.
- Administer all parish personnel and Diocesan policies, assists in developing and reviewing job descriptions, provides training as needed, and manages personnel files
- Work with the vicar to ensure the proper supervision and evaluation of parish staff.
- Assist in the recruitment of staff, including participating in the interview process.
- Oversee the implementation of the guidelines and policies for parish volunteers.
- Provide support for the Parish Receptionist, including fulfilling those duties when the Receptionist is absent.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar.

## Person Specification

Criteria	Essential	Desirable	Assessed?
Qualifications			
Possesses a degree or diploma		✓	Via CV
Experience			
Has experience working in a similar role	✓		Via CV, church reference, and interview
Has experience working as a team or project leader, including supervision of staff or volunteers		✓	
Has experience of church ministry/mission	✓		
Has experience in premises management		✓	
Has general accounting experience		✓	
Is familiar with accounting software		✓	
Knowledge			
Possesses knowledge of general financial accounting including financial controls.	✓		Via church reference and interview
Has knowledge of church working/ministry	✓		
Has knowledge of the Anglican Church worship, ministry, and structures		✓	
Aware of the legal requirements to do with the New Zealand Privacy Act.	✓		
Skills & Competencies			
Possesses excellent oral, written, verbal, and interpersonal communication.	✓		Via CV and interview
Has a proven ability to manage/supervise others.	✓		
Possesses strong planning skills with the ability to work autonomously and manage workload.	✓		
Computer literate and competent in using modern IT applications such as Office 365 applications, Xero, and is able to source and implement emerging applications.	✓		
Competent in using and uploading information to social media platforms such as Facebook and website hosting platforms such as Weebly.		✓	
Personal Attributes			
Demonstrates an active Christian faith through regular church attendance, prayer, and participation in church activities and ministries.	✓		Via church reference and interview
Demonstrates leadership.	✓		
Has an effective collaborative and pastoral style.	✓		
Possesses strong integrity, honesty, and confidentiality	✓		

Demonstrates the ability to take initiative and make decisions under the constant pressure of deadlines. Ability to work with parishioners with diverse personalities and differing opinions.	✓		
Is motivated to deliver high-quality output.	✓		
Enjoys learning and new experiences		✓	