**Church Administrator**

**Job Description - 20 hours per week**

**Weekly Church Services preparation**

* Produce powerpoint for Sunday service
* Compile weekly notice sheet, order of service (including version with songs not in books), and inserts required
* Collate Sunday morning services programme including rotas of readers, pray-ers, worship leaders, PA and projectionists and musicians/organists. Distribute to all concerned and add to private area of Steeple website
* Organise rota for projectionist

**Staff matters**

* Calculate salaries for employees and liaise with appropriate treasurer from the Steeple or Parish Nursing for payment
* Provide monthly / weekly payslips and P60 (end of year)
* Process P45 for new starts /leavers
* Deal with HMRC including making payments of tax and NIC and end of year tax return
* Deal with NEST pension contributions

**Church / Legal matters**

* Maintain and update the Church roll and the Baptismal Roll
* Complete annual statistical returns for Church of Scotland
* Keep records and submit reports to Christian Copyright
* Provide support to the Steeple Church Minister / Interim Moderator as required

**Publications**

* Produce Steeple newsletter as required and ensure available to congregation
* Produce ad hoc publications as required including designing, layout and production of document
* Update and maintain the Steeple Church website including calendar of Church events
* Liaise with the Steeple Communications Team and act as central point for information / organisation of Steeple social media including WhatsApp, YouTube, Facebook, Zoom

**Hall bookings**

* Maintain hall bookings calendar and act as back up for Hall lets co-ordinator
* Supervise the work pattern and duties of caretaker (when appointed) to meet needs of hall bookings
* Liaise with and participate in regular meetings with Hall bookings and Hall volunteers co-ordinators to help manage the hall booking requirements

**General Administrative Duties**

* Order office stationery as required
* Keep paper and electronic files up to date
* Respond to or forward issues arising from mail, telephone calls and emails
* Liaise with Data Protection group to ensure Steeple Church is compliant

**Financial matters**

* Liaise with Treasurer re use of credit card if appropriate
* Maintain petty cash records and pass receipts to Treasurer
* Collect bank bag weekly

**Building Matters**

* Liaise with cleaners / cleaning company about any changes in cleaning requirements and order cleaning materials etc when required
* Day to day supervision of all onsite health & safety protocols including first aid boxes, accident and near miss reporting
* Co-ordinate the door access system and key-holder register to ensure building is accessible to users as required
* Ensure that the Building Operation Manual is kept up to date and any appropriate changes are notified to volunteers etc
* Report any appropriate issues to the Building Management Convenor and liaise with them regarding any repairs needed etc
* Ensure CCTV is operating as required and ensure material is deleted as required
* Ensure weekly fire alarm check is carried out

***The line management of this role will be discussed with the new Minister before a decision is made on who will be best to line manage this role.***