

## Job description 2022

The Church Administrator will:

1. Undertake administrative tasks for the Pastor and Leadership team.
2. Be the focal point for initial and ongoing contact for members of the public and church members.
3. Co-ordinate the lettings of the church building
4. Manage the Church's social media presence

### Specific responsibilities

- Act as a central point of communication for GBC and the wider community, maintaining a friendly and helpful attitude and being able to directly provide information or refer the enquirer to the appropriate persons.
- Maintain and co-ordinate the lettings of the church buildings and prepare, send and chase invoices.
- Deal with post, phone enquiries, messages, emails etc.
- Liaise with cleaners when necessary
- Assist the secretary with preparation of organisational reports annually and with photocopying for Church meetings.
- Ensure all diary-related publications (monthly and weekly bulletins, rotas, power-point notices, website, content of general notice boards) are up-to-date, consistent and published on time.
- Liaise and work with different Church groups and users when required.
- Update and publish the church directory on a regular basis, usually yearly
- Oversee publicity for church activities and send out notices and information to the congregation and other churches as required.
- Assist with photocopying
- Ensure office equipment, including computers, photocopier etc, are properly maintained and that software is fully licensed. Maintain backup of computer data, provide meter readings etc. Ensure an adequate supply of office consumables and other required items, e.g. paper, cleaning products.
- Update and maintain website with relevant information, including Church notices and dates. Update Social Media pages when required.
- Preparation and copying of service sheets. Also, preparation of projection information including downloads where necessary of videos and maintaining data base of songs and hymns
- Maintain list of songs/hymns used weekly and report same to CCL