

Benefice Administrator

1. Introduction

The Church of Low Furness comprises the Anglican Benefice of the combined parish of Aldingham; Dendron and Rampside; Urswick parish and Bardsea Parish, and possibly Pennington. Geographically it spreads along the north shore of Morecambe Bay between Barrow and Ulverston. . Currently the Benefice is in vacancy and has been for over 2 years. Clergy resources comprise a retired Methodist minister and a non-stipendiary Deacon. The four Parochial Church Councils are. charities and the legal bodies with responsibility for administering the Parish. Each consists of representatives from the individual churches, together with Lay Chairs and treasurers. The church is part of the Furness Mission Community which is co-terminous with the Anglican Deanery of Furness; Itself part of the archdeaconry of Westmorland and Furness.

The Benefices of the Duddon Estuary a consists of three parishes; Kirkby Ireleth, Broughton & Duddon (consists of 5 rural churches) and Thwaites. It is served by a Benefice Leadership Team comprising of the Vicar (stipendiary), three readers (one based at St Cuthberts, one based at St Mary Magdalene and one who serves Broughton & Duddon parish), and representative leaders from each of the churches. The vision of the benefice is to weave the seven churches into one family, who loves one another. We hope the communities around the churches will witness the love we have for one another and be transformed.

2. Purpose

The key task of the Benefice Administrator is to enable effective administration and communication among the Christian communities within the MC area.

The post holder will report to the Deacon or designated successor and The Vicar of Duddon Estuary The Administrator will be the primary point of contact for the community.

3. Job Description

3.1. General

- 3.1.1. Support the clergy, Benefice Leadership Team and PCC officers in the overall running of the churches as required.
- 3.1.2. Initiate written policy recommendations for consideration by the PCCs

3.2. Communications

- 3.2.1. Develop and maintain effective communications systems across the churches, using traditional and electronic means.
- 3.2.2. Manage the churches' interface with the public, including managing the phone lines, email accounts, mailing lists, email groups, websites, Life Events Diary social networking inc Facebook; A Church Near You; etc.
- 3.2.3. Compile the church calendars to include services and events and, where appropriate, to manage clergy diaries.
- 3.2.4. Prepare the service rotas for clergy and lay ministers and the weekly Benefice family news
- 3.2.5. Administrate courses such as Bereavement journey and Alpha.
- 3.2.6. When requested, produce and distribute attractive and clearly laid-out service sheets for the Churches and for special occasions.

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- 3.2.7. Liaise with neighbouring parish magazine editors regarding submissions from the clergy and other church contributors including drafting notices and flyers for inclusion.
- 3.2.8. Prepare and submit required Mission, financial returns and Environment etc statistics - liaising with local church leadership.

3.3. Occasional Offices (baptisms, weddings and funerals)

- 3.3.1. Manage the administration of baptisms – eg forms, certificates, liaising with the families. Manage the administration of funerals – eg forms, liaising with funeral directors and the bereaved families, contacting the Benefice Bereavement Coordinator
- 3.3.2. Manage the administration of weddings – eg. reading of banns, preparation of marriage documents.

3.4. Church Council Meetings

- 3.4.1. Liaise with the PCC secretaries to administer the Church Council meetings including making sure all the relevant information is available and circulated and completing the meeting agendas and minutes.
- 3.4.2. Maintain records including agendas, minutes and other paperwork.
- 3.4.3. In conjunction with the church Electoral Roll Officers, review, compile, publish and circulate the Electoral Rolls as required.

3.5. Finance and IT

- 3.5.1. Administer Fees for weddings and funerals in co-operation with the PCC treasurers .
- 3.5.2. Manage the IT subscriptions for office systems including Office 365, domain registrations and hosting services.

3.6. Other

- 3.6.1. Assist the Benefice Safeguarding Officer in safeguarding administration
- 3.6.2. Manage Health and Safety including any training, and ensuring that relevant documentation for each church is up to date
- 3.6.3. Manage data in accordance with data protection legislation (GDPR) including secure databases to be used for congregational mailings, communications, financial records and required returns.
- 3.6.4. Manage bookings for church premises and liaise with Rampside Village Hall, Broughton parsonage rooms booking secretary
- 3.6.5. Manage church graveyard applications and liaise with the appropriate stonemason
- 3.6.6. Order service supplies such as wine, wafers and candles.

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4. Key Working Relationships

- 4.1. Liaise and collaborate with Clergy, Leadership Team, Parochial Church Council Members, Church Officers and Ministers in the normal course of their work.

5. Person Specification

- 5.1. Excellent planning, time management and organisational skills.
- 5.2. High emotional intelligence, good pastoral sensitivity and ability to deal with awkward conversations.
- 5.3. Ability to maintain confidentiality.
- 5.4. Good interpersonal skills – and a friendly and helpful manner both verbally, and in writing.
- 5.5. Willingness and ability to travel between Benefice locations.
- 5.6. The role is subject to safer recruitment process and a satisfactory DBS check.
- 5.7. Have an understanding of and be in sympathy with the Christian faith
- 5.8. Ability to see the big picture, to encourage good communication and collaborative working across the churches.

6. Technical skills and knowledge

- 6.1. Excellent computer skills, including ability to use:
 - advanced MS Word to mail merge, produce publicity materials and booklets, manipulate images, use tables, labels and style sheets
 - spreadsheets (MS Excel)
 - presentations (MS PowerPoint)
 - computer diary management
 - desktop publishing
- 6.2. Confidence using Internet, web storage (Cloud) and email technology.
- 6.3. Familiarity with, or willingness to learn, website management, including using Wordpress
- 6.4. Previous experience in an administrative role.
- 6.5. A willingness to learn about charity and church law, structures and the internal workings of the church as appropriate to the position.

7. Hours, Salary & Conditions

- 7.1. This is a new part time post.
- 7.2. The post-holder will be employed by The Diocesan Board of Finance
- 7.3. 20 hours per week.

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- 7.4. Full-time equivalent salary of £31,795 depending on experience plus a non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
 - 7.5. Car ownership is essential. The work base for mileage reimbursement purposes will be. Some travel around the Parishes will be required and there will be a need for some home working.
 - 7.6. A laptop (Windows), Office 365, 1Password, screen, keyboard, mouse and mobile phone will be provided.
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