

## **Administrator**

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### **Purpose**

The key task of the Administrator is to provide both outward- and inward-facing administrative functions to the parishes within the Upper Eden benefice, supporting the parishes in particular areas of their mission and ministry where standardisation is possible and supporting the principal officiating minister of the benefice in the discharge of certain responsibilities.

The post holder will work on behalf of the Anglican congregations of Upper Eden Benefice but will have a liaison role with our ecumenical partners, particularly the Methodist Church, which maintains its own administrator whose areas of responsibility overlap in a few areas.

The post holder will replace an existing Deanery Administrator structure as each benefice within the Deanery evolves into a Mission Community hub. There are three within the Deanery structure.

The post is therefore well established and can now be clearly defined. It is anticipated that the new appointee, in consultation with the Rural Dean and clergy of the benefice, will continue to refine the specific content of the role.

The post is well suited to home working. Some travel around the benefice for meetings, and regular use of video conferencing, is required. The role is 0.5 FTE, but the present post holder has found that the work is well suited to flexible arrangement throughout the week, according to the needs of the role and the post holder's own availability. A degree of working outside normal working hours, such as Zoom conversations with wedding couples, is required.

The post has developed to embrace most of the legal and administrative aspects of wedding and funeral ministry, and therefore full training in these functions will be provided to the post holder, together with on-going support, from the Rural Dean and the network of Administrators within the Deanery. There will also be substantial formal and informal handover from the existing post holder.

### **Job Description**

The Administrator will be responsible for the following:

#### **General**

- Providing administrative support to the Priest in Charge, clergy and officers of local churches in connection with the business of the Benefice and Mission Community hub.
- Providing end-to-end management of wedding and funeral ministry, and applications for monumental inscriptions, across the benefice.
- Developing and maintaining effective communications with the parishes of the Benefice, their PCCs and officers, by traditional and electronic means.

## **Weddings and funerals**

- Acting as first point of contact and continuing liaison for prospective wedding couples, funeral directors, and families wishing to inter ashes.
- Supporting couples in the initial stages of their wedding planning and collecting the personal information required for marriage registration, together with the production of statutory forms such as the Marriage Document.
- Supporting prospective wedding couples in understanding their legal rights and corresponding duties in relation to marriage (including Civil and Ecclesiastical Marriage Preliminaries).
- Supporting funeral directors and bereaved families in understanding their legal rights and corresponding duties in relation to burial and related aspects of funeral ministry.
- Making arrangements with clergy, church officers and relevant third parties, for the organisation of weddings and funerals.
- Acting, with the oversight of the Priest in Charge and principal officiating ministers as their delegate in the discharge of duties as to identity and immigration status, and the other areas of marriage law.
- Making arrangements with churches for the calling of Banns of Marriage where required.
- Making arrangements with the Superintendent Registrar, Bishop's Surrogates or Faculty Office for other Preliminaries to Marriage.
- Issuing fee notes for Parochial Fees and other charges associated with weddings, funerals and interments of ashes, ensuring that PCC Treasurers have the information they require to make necessary disbursements.
- Keeping accurate records of wedding and funeral arrangements, including in particular those relating to fees and charges, identity, immigration status and Marriage Preliminaries.
- Liaison with the Registrars of Marriage and Deaths, as required, including the verification of quarterly returns of marriages.
- Compiling forms for the submission of Parochial Fees (relating to wedding, funeral and monumental inscription ministry) to the Diocese, on behalf of PCC Treasurers.

## **Monumental inscriptions**

- Acting as first point of contact and continuing liaison for funeral directors, monumental masons and bereaved families in connection with monumental inscriptions in churchyards.
- Supporting interested parties in understanding their legal rights and corresponding duties under the Churchyard Regulations and relevant rules.

- Receiving, and conducting an initial review of, applications for monumental inscriptions on behalf of principal officiating ministers.
- Making arrangements for approval by clergy and return of applications for monumental inscriptions to masons.
- Issuing fee notes or overseeing automated payments of Parochial Fees in respect of monumental inscriptions and providing necessary information to Churchwardens and PCC Treasurers.
- Keeping accurate records of monumental inscription applications and including in submissions to the Diocese prepared on behalf of PCC Treasurers (see above).

### **Developing administrative support for related activities**

- Developing, in consultation with ministers, administrative support for families and PCCs in the process of seeking faculties for gravespace reservation.
- Developing, in consultation with ministers, administrative support for churches within the benefice in the conduct of baptism ministry.

### **Clerking and liaison in Deanery and Mission Community bodies**

- Supporting meetings of ministers, or other groups as may be developed or are relevant to the Administrator's functions.

### **Key Working Relationships**

- The Priest in Charge will be the post holder's line manager.
- The post holder will liaise with ministers (stipendiary, self-supporting and retired), wedding couples, local funeral directors, churchwardens, PCC Treasurers and PCC Secretaries in the normal course of his or her work.
- Liaise with other Administrators within the Deanery and the Methodist Circuit Administrator.

## Administrator

### Person Specification

- Excellent planning, diary and time management, and organisational skills.
- High emotional intelligence, good pastoral sensitivity and ability to deal with awkward conversations.
- Ability to maintain confidentiality.
- Good interpersonal skills – and a friendly and helpful manner both verbally, and in writing.
- Willingness and ability to travel within the Benefice.
- Sympathy with the Christian faith and a willingness to demonstrate Christian values.
- An ability to “see the big picture” – to encourage and initiate good communication and collaborative working with and among others.
- An ability to pick up and work with new concepts quickly – and to develop creative solutions as problems arise.

### Technical skills and knowledge

- Excellent computer skills, including Microsoft Word and Excel.
- Confidence using Internet for research, cloud storage and email.
- Previous experience in an administrative role.
- A willingness to learn about church law and structures relevant to the role.

### Hours & Payment

- The post holder will be employed through the Carlisle Diocesan Board of Finance.
- Full-time equivalent salary of £31,795 FTE (£15,897.49 - 0.5 pro rata) plus generous non-contributory defined contributions pension scheme (15% employer contribution).
- The role is 0.5 FTE (17.5 hours) with the distribution of hours capable of variation as agreed between the post holder and line manager (from week to week, if required).