

Church Office Administrator

Job brief

Cornerstone Elim Church are excited to be looking for *Church Office Administrator*, to help us in facilitating our mission by overseeing the day-to-day running of the church, managing the finance accounts and support the lead pastor and staff team.

Responsibilities

- Church Office Management and Administration
- Build and maintain relationships with the congregation and community.
- Regularly reviewing, creating and implementing policies and procedures that will make the church office run more effectively.
- Oversee the church finances. This includes creating budgets, maintaining a petty cash record, overseeing payrolls and tracking and recording income from donations and sales.
- Manage church communications.
- Ensure all data stored by the church meets relevant GDPR guidelines.
- Keep the church database and booking system up to date.
- Provide administrative support for all matters relating to communion, communicating to the church, funerals and weddings, baby dedications, bookings, etc.
- Manage the church diary, ensuring all office calendar boards are kept up-to-date and arranging events, scheduling meetings and appointments where requested.
- Ensure all key equipment in the church office such as computers and printers comply with the necessary service contracts and maintenance requirements.
- Maintain office supplies and records
- Assist in maintaining the church website
- Collaborating with the Lead pastor and elders regarding ministry administration and the implementation of the mission and vision of our church.
- Manage copyright license and requirements.
- Manage an external letting
- Oversee and support staff to manage external lettings hire of the church building. This includes contracts and conditions of hire to potential hirers, ensuring any bookings do not obstruct the routine usage of the church building by the church family.
- Enforce church policies for facility use.
- Resolve and manage any conflicts with regards to the use of the building.

Requirements

- Office or administrative experience.
- Strong computer skills (including knowledge of how to use MS Office) and an ability to operate office equipment.
- Excellent communication and interpersonal skills.
- A commitment to the Elim Pentecostal Church's mission and vision.
- An ability to handle stress and problem solve.
- Previous experience of DK finance system and ChurchSuite desirable.

Contract

Permanent - 16 hours per week – actual salary between £8736 - £9568 per Annum depending on experience.

Application

If you would like to apply for this job, please email, our Lead Pastor, Jim Lowe at jj_lowe@hotmail.co.uk for an application form. Applications close on Monday, 4th July 2022 at 12 p.m.