



Market Harborough Baptist Church

25 Coventry Road, Market Harborough, Leicestershire, LE16 9BX
www.mhbaptistchurch.org | 07415 005775 | admin@mhbaptistchurch.org
Pastor: Reverend Christopher Brown



Role Description: Church Administrator

Market Harborough Baptist Church (MHBC) are looking for a highly competent and professional church administrator, who will contribute to the efficient and effective running of the church. The church administrator will be the public face of the church family and represent Christ in all that they do, whether in communicating with the general public or the church family. Therefore, there is a genuine occupational requirement that the Church Administrator will be a committed Christian who upholds the faith, beliefs and values of the MHBC, and who sets an example of living out one's faith in the workplace.

DETAILS

Hours: 10 hours per week (to start), worked flexibly between Monday and Friday.

Pay: £11.44/hr

Location: Flexible, but sometimes at the church building as required.

Line Manager: The Pastor

Starting Date: Monday 1st April 2024

REQUIREMENTS

- A commitment to represent the church family well and to live out our vision of loving Jesus and loving our community within the role.
- Friendly, gracious and calm, giving a warm welcome to every person who contacts the church, and able to deal with difficult situations and people in gracious and effective ways.
- Excellent communication and interpersonal skills.
- Strong computer skills and ability to operate office equipment well (e.g. printer).
- High level of organisational skill and excellent time management.
- Must be self-driven, proactive and able to take the initiative and solve problems effectively and efficiently as they arise, whilst seeking advice as required.
- Ability to keep absolute confidentiality and operate with integrity and discretion.

RESPONSIBILITIES

General Administration

- Be responsible for the church mobile phone and admin email account, responding to all calls and emails in a professional and courteous way, directing them to the relevant people as necessary and informing relevant people within the church.
- Create the large print resources and any other service wording for each Sunday service.
- Purchase and store office supplies, cleaning supplies and other items as required.
- Oversee the use and maintenance of church equipment (e.g., the printer, dishwasher).
- Welcome contractors, engineers, and other visitors to the building when required.
- Send out agenda, reports and minutes for church members' meetings.
- Produce and maintain the Church Members Directory.
- Perform administrative tasks and any other reasonable duties as requested by the Pastor and Leadership Team (e.g., printing, emails and letters, calls, filing).
- Maintain the key holders register for internal and external locks.



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Financial Administration

- Support the Counting Team and do the banking (monthly).
- Set up payments for the Treasurer to authorise (fortnightly), and pay invoices and other payments both physically and online.
- Obtain the utility readings from the Caretaker and submit them to the different companies as required (monthly).
- Administer the checking and distribution of the gift envelopes (annually).
- Completing the Charity Commission Annual Return (annually).
- Printing salary information slips as provided by payroll and sending them to the appropriate staff members.

Information & Communication

- Be responsible for compiling content for the monthly Church Family Newsletter, and submitting that to the Pastor for final editing.
- Communicating with the church family and church members on relevant news, updates, and announcements as required.
- Update the outdoor and indoor notice boards.

Website and Social Media

- Make simple updates to the church website as and when required (training given).
- Advertise church events on the church Facebook account, and provide photos and updates on recent events as they take place.

As the church grows, this role could develop in terms of hours required and responsibilities given (for example, becoming responsible for the booking of the halls), but this would be a conversation with the successful applicant as and when required. Training and support will be given in all areas as required.