

## **JOB DESCRIPTION**

**TITLE OF POST:** Administrator for the combined Benefice of Fauls, Tilstock & Whitchurch (FTW), and Parish Clerk for St Alkmund's, Whitchurch

**RESPONSIBLE TO:** The Rector of the FTW Benefice

### **GENERAL DESCRIPTION:**

- To provide administrative support to the Benefice of Fauls, Tilstock and Whitchurch, as detailed below.
- To provide additional administrative and secretarial support to the Rector, Churchwardens and Parochial Church Council of St. Alkmund's Whitchurch in their work in those capacities, as detailed below
- The role will require a clear enhanced DBS check and participation in the appropriate level of Church of England Safeguarding Training

**HOURS:** 25 hours / week; this would normally be 5 hours each weekday, could vary by mutual agreement with the Rector  
(Could possibly increase to 30 / hours week if the applicant desired, and this would entail extra duties)

**PLACE OF WORK:** the Benefice Office in St Alkmund's Church; some hours may be done elsewhere by mutual agreement with the Rector

**SALARY:** £11.25 / hour plus a work place pension

**HOLIDAY:** 5 weeks (125 hours) holiday, plus Bank Holidays

**PROBATIONARY PERIOD:** 6 months

**NOTICE PERIOD:** 3 months

**REVIEW:** An annual review

**CONTEXT:** The three parishes of Fauls, Tilstock and Whitchurch were united in 2020 as a combined benefice: the two village churches of Holy Immanuel, Fauls, and Christ Church, Tilstock, and the parish of St Alkmund's in the market town of Whitchurch. The churches are led by the Rector, Revd Canon Dr Judy Hunt, supported by an associate minister and a lay reader, with the churchwardens and PCCs.

The three parishes are set in the beautiful countryside of north Shropshire. Shrewsbury and Chester can be reached in 35 minutes and the North Wales coast is approximately one hour's drive away. The market town of Whitchurch has a population of around 10,000, while the two rural parishes cover a large area and have a total population of approximately 1,260.

The churches maintain a wide range of services and other activities, including a wider community role, links with other local churches, with schools in the area, with nursing homes, and with link missionaries working overseas.

The Benefice Administrator is a key person in the life of the benefice, working closely with the clergy, the Reader, the Church Wardens and other lay people in leadership positions.

## **PRINCIPAL DUTIES**

### **Duties for the Benefice (Fauls, Tilstock and Whitchurch)**

- Producing the weekly pew sheets
- Producing the monthly service posters and rotas
- Co-ordination of publicity for each parish and the benefice as a whole:  
Email communications, Facebook, Twitter, A Church Near You, our own websites, posters, magazines, newsletters, posters, leaflets and flyers
- Ordering Church Office supplies
- Organising office equipment contracts, checks and annual servicing (with recording)
- Administration for DBS checks and safeguarding training
- Word processing, copying and distributing of occasional letters and minutes
- Producing new Service Booklets, in liaison with the clergy and Reader
- Create and maintain an online FTW diary
- Church Office filing: hard copies and electronic documents on Google Drive
- Copyright reporting
- Data Protection Officer role

### **Duties for St Alkmund's**

#### *General administration*

- Being the first point of contact for general enquiries
- Answering visitors' queries about St Alkmund's Church and Church records
- Keeping the Google Drive for church documents up to date
- Producing rotas for various aspects of church life
- Ordering of church supplies

#### *Role as Parish Clerk*

- Maintaining the Baptism Register and writing out godparents' cards
- Maintaining the Marriage Service Books and completing Marriage Documents
- Maintaining the Burial Register and Memorial Book
- Maintaining the list of records / registers kept by the Church

- Maintaining the Church Log Book and associated documents in association with the Church Wardens
- Preparing documents for the Annual Parochial Church meeting
- Updating the Charity Commission information for St Alkmund's
- Collating new entries for the Memorial Book and sending off for inscriptions

#### *Facilities management*

- Negotiating utility contracts for referral to PCC
- Organising the servicing and checking (with recording) of all church electrical equipment, alarms, fire extinguishers, gas boiler, organ and bells in liaison with the relevant PCC member or other people; weekly fire alarm check
- CCTV operating & reviewing of incidents
- Day to day operational matters: e.g. meter readings, waste removal
- Liaising with others about concerts or other events in St Alkmund's Church & receiving booking forms
- Being a key holder and part of the rota for unlocking and locking the building

#### **For Both FTW in general & St Alkmund's in particular:**

- Such other duties as are necessary and appropriate to the remit of the post within the hours remunerated, bearing in mind the ratio of time allocated to:  
St Alkmund's : Fauls : Tilstock = 82 : 9 : 9