

## **JOB DESCRIPTION**

### **BENEFICE ADMINISTRATOR**

**The Box River Benefice (Boxford, Edwardstone, Groton, Little Waldingfield, Newton)**

#### **OVERALL OBJECTIVE**

To ensure the smooth running of the Benefice Office and general administration in the Box River Benefice. The successful candidate will be able to mould the role to suit their individual style and talents. They will need a good manner with the general public, good time management skills and have a good attention to detail. They will be able to work on their own initiative as well as being able to work as an important part of a large team. This role is intended to coordinate and centralise administration within the benefice.

The role offers the opportunity to play a significant part in the harmonization of the Benefice and offers a pleasant working environment in a supportive setting based in the picturesque village of Boxford: just a short walk from the Church, School and local shops, and close to the Market Towns of Hadleigh and Sudbury.

#### **PEOPLE LINKS**

- Appointed by the Rector as Chair of the Parish Church Councils of the Benefice
- Report to the Rector and work on a day-to-day basis with the Rector and other members of the five parishes.

#### **RESPONSIBILITIES**

##### **Parish Office**

- Remuneration based on a total working week of 12 hours to be split over 2 or 3 days (flexible working patterns can be accommodated on an agreed basis).
- Ensure that the Benefice Office is 'open' during working hours (remote working may also be possible).
- Days are flexible to suit candidate's personal situation but must be regular.
- Liaise with funeral directors, baptism families and wedding couples where necessary.
- Liaise with volunteers to ensure smooth running of benefice activities/events/services.
- Arrange cover for holidays and/or sickness (where necessary) from within the benefice – and liaise with the Rector.

##### **Pastoral Services**

- The Administrator is often the first port of call for parishioners and the general public. As such it is important that the Administrator is polite and professional at all times. It will be important for the Administrator to get along with colleagues and members of the public, and to both be able to follow instruction as well as use their own initiative to implement processes and procedures to aid the proficiency of the Benefice office. They must recognise professional boundaries and help deflect unnecessary administration away from the Rector's desk so that he/she can focus on pastoral mission and ministry and find time for rest and recuperation.
- The Benefice consists of 5 churches, each with their own group of personnel and volunteers. This means that sometimes information can come into the benefice office from multiple directions. It will be important that the Administrator develops strategies and procedures to help manage this. Regular communication with the principal officers in each church will be key to a smooth-running operation.
- In partnership with the Rector, the Administrator is to manage the Benefice Online Diary, Events List and Service Schedule, and together with the Ministry Team Service Rota (managed by the Rector), ensure all correspond.
- Funerals – Keep a record of the details of bereaved families and send condolence cards. Prepare



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registers if necessary. (Normally funeral bookings will be dealt with in their entirety by the Rector or other minister, but occasionally the Administrator may be asked to deal with funeral enquiries, liaise with clergy [and funeral directors and gravediggers]; take bookings; arrange organists and vergers; complete and distribute PFI (fees) forms for the Diocese, treasurers and funeral directors.\*)

- Weddings – deal with bookings and organise banns readings. Book weddings into the Benefice Diary and wedding schedule and book wedding meetings into the Rector’s Diary. Keep a log of where each couple is in the process and maintain communication with them throughout. Issue invoices 4 weeks prior to each ceremony, liaise with treasurers to record payments and chase any outstanding. Send regular updates of bookings to the Rector, Ministry Team, Churchwardens, Treasurers, Vergers, Organists, Tower Captain (bells) etc. Keep up to date with and understand the legal requirements for marriage in a C of E Church (for which initial training will be given). Although a significant part of the role, the Benefice does not have huge numbers of weddings, usually between 5 and 14 weddings per year.
- Baptisms - deal with bookings and liaise with families, clergy and baptism visitors. Book baptisms into the Benefice diary and arrange baptism meetings. The Benefice usually has between 3 and 7 baptisms per year.
- Prepare registers for funerals, weddings and baptisms prior to services ready for signing, complete and send relevant documentation to registrars.\*
- Take enquiries, using discretion for what is passed onto the Rector and what is dealt with directly. Send out greetings’ cards. Record bookings for events, collate volunteer lists, (prepare rotas\*) etc.
- Prepare adverts and notices for the weekly Church News Sheet (including the Benefice Prayer List), Monthly Box River News and Mailchimp email marketing, as well as other external publications.

### **Church Diaries**

- Manage the Benefice Diary in co-ordination with the Rector’s diary. Try and ensure that clashes in events are kept to a minimum.
- Take enquiries and bookings for the churches and encourage their use by the wider public.

### **General**

- Handle and deal with general enquiries and correspondence relating to Church matters.
- Assist clergy as requested.
- Order supplies as required.
- Maintain stocks of office supplies and arrange maintenance and repairs of office equipment.
- Produce weekly pew sheet and print sufficient copies for all Sunday services.
- May be asked to take minutes at meetings by mutual agreement, for which time off in leu will be given.
- Photocopy service sheets and other literature as requested.
- Handle requests for searches in registers from the general public and any provision of certificates.
- Ensure electronic records are backed up and computer software is updated regularly.
- Provide other occasional admin support as may be necessary for the efficient running of the Benefice and its churches.
- Where necessary, training will be given and workload built up overtime.

### **Person Specification**

The Benefice Administrator will have a pleasant and kindly manner and possess good people skills. This is especially important as the job requires the candidate to communicate with people from many different backgrounds. The Administrator needs to be able to work in a way that brings the benefice together, acting as a central point for communication. It will be necessary for the Administrator to be able to make the most of opportunities to be ‘known’ in the benefice so that people in all the parishes can come to trust



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them. The Administrator works as part of a team administering to the benefice and empowering each of its churches in its daily routines. The administrator also needs to be able to work alone in the office and needs to be organised, self-motivated and able to take responsibility for the wide range of tasks detailed above. As such, the role will require an aptitude to use one's own initiative. There is a need to be computer literate, proficient in the use of email, Microsoft word, excel and other spreadsheets, and to develop skills as technology advances. The Administrator should hold some knowledge of how churches operate and support and uphold the benefice's Christian culture, ethos and values. Previous experience of working as a PA or administrator in an office setting would be an advantage.

### **Terms and Conditions**

Salary: £9.75 per hour (rising to £10.00 per hour after 12 months' satisfactory service)

Hours of work: 12 hours per week, split over 2 or 3 days (but more flexible working patterns can be accommodated on an agreed basis)

Holidays: Initially 4 weeks paid leave and bank holidays pro-rata. Increasing an extra day for each year of satisfactory service, to a maximum of 5 weeks pro-rata.

\*Signifies a task that may or may not become a part of the Administrator's brief depending on how the role develops.

Please contact Fr Rob, the Rector, in the first instance on 01787 210434 or [rparkermcgee@gmail.com](mailto:rparkermcgee@gmail.com)



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