

BEULAH

FAMILY CHURCH

Church Administrator Job Description

Location

Thornton Heath, London

Terms

Permanent with part-time hours (30)

Salary/rate

TBC

Main Responsibilities/Tasks

Working closely with the Lead Elder and responsible to him for:

- Day-to-day administration of the church (e.g. post, church-wide communication, advertisements, meeting minutes, photocopying etc).
- Greeting visitors to the church offices and dealing with enquiries (in-person, on the phone, and via email).
- Oversight of team rotas (tea and coffee, chairs etc).
- Managing of the church diary (record meetings, appointments, visiting speakers, and other use of church premises).
- Administrative support of the Lead Elder.
- Financial administration (setting up payment of suppliers, banking of cash/cheques, submission of receipts/invoices to bookkeeper etc).
- Management of the church's social media (Facebook/Instagram) and website.
- Upkeep of ChurchSuite (calendar, address book etc).
- Administration of annual leave for all staff.
- Building upkeep checks (maintaining stock of stationery, cleaning materials, refreshments, communion, photocopier etc).
- Preparation of the building for the Sunday service.
- Preparing and communicating the Sunday running order and notices.
- Making bookings for conferences/accommodation/travel as necessary.
- Organising food/meals for meetings when necessary.

About Us

Beulah Family Church (BFC) is a church with a passion for the community, a love for God, and a heart for global mission. BFC have a vision to see Thornton Heath, the nation, and the nations come to know the saving love and power of Jesus Christ. By joining the staff team at BFC, you would be partnering with us, becoming an integral part of this mission.

About the Role

Beulah Family Church are seeking a dedicated and organised Church Administrator to join our small staff team to provide administrative support and to manage the day-to-day activity of the church, allowing our Lead Elder to focus on spiritual and pastoral care.