

# Church Coordinator



The Benefice of Widcombe is entering a new and exciting season, presenting a unique opportunity to join our team. We are seeking a candidate who will collaborate closely with the team to help implement the church's vision, while also providing strategic oversight and operational support for church activities.

Some of the responsibilities associated with this role are currently carried out by a committed group of volunteers, many of whom will continue to serve. As such, the successful candidate will act as a key support and coordination point, working alongside a broad range of individuals. This position is integral to the next phase of our church's journey and mission.

## Key Responsibilities

### Strategic and Operational Support

- Collaborate closely with the Minister to prioritise church resources in alignment with the Benefice's vision and strategic goals
- Serve as a key administrative partner in the planning and execution of church-wide initiatives

### Administrative Oversight

- Support the Minister and Team Leaders in creating and managing church rotas and producing meeting minutes across both St Thomas and St Matthew's churches
- Provide ad hoc assistance to Minister with collating and proofreading of copy
- Oversee building bookings, including calendar management and communications
- Maintain the church office, including voicemail systems and the organisation/archiving of documentation
- Ensure the parish complies with Church of England requirements, including service book entries and relevant metric logging
- Liaise with Safeguarding Officer regarding DBS checks
- Supervise cleaners at both churches

### Communications and Media

- Oversee the production and timely distribution of the monthly newsletters, as well as the annual parish-wide Christmas newsletter
- Schedule and manage ongoing communications across digital and print platforms, including liaising with the website team
- Responsible for church notice boards and ensuring they are updated with all essential communications

### Finance Administration Support

- Support day-to-day financial administration in collaboration with the Treasurer and Bookkeeper.
- Prepare and issue invoices for building hire, and record incoming payments
- Administer and track fees for weddings and funerals
- Count and record collections at both churches, ensuring accurate documentation and reporting

## **Occasional Offices Administration (Weddings, Baptisms, Funerals)**

- Manage enquiries, bookings, and communications for occasional offices
- Coordinate arrangements for Banns, including scheduling, certificate issuance, and related correspondence
- Liaise with clergy, wardens, couples/families, florists, and musicians to ensure smooth planning and delivery of ceremonies
- Prepare and maintain statutory registers, issue certificates, and submit quarterly marriage returns.
- Oversee administration for marriage preparation, baptisms, and funerals

## **Person Specification**

### **Essential Qualifications, Skills and Experience**

- Proven administrative experience
- Strong organisational and time-management skills, with the ability to prioritise tasks and meet deadlines
- Excellent verbal and written communication skills, with the ability to liaise confidently with a wide range of people, both within and outside the church community
- Competence in using office software (e.g., Microsoft Office, Google Workspace) and digital tools for communication, scheduling, and record-keeping
- Confidence in handling sensitive or confidential information with discretion and professionalism
- Strong attention to detail, particularly in record-keeping and legal/formal documentation (e.g., marriage returns, registers, service logs)
- Ability to work independently and collaboratively as part of a wider team

### **Desirable Qualifications, Skills and Experience**

- Experience in managing bookings, rotas, and/or events coordination
- Familiarity with Church of England structures, practices, and requirements (e.g., Banns, registers, occasional offices)
- Experience in financial administration, such as invoicing, payment tracking, and petty cash handling.
- Experience working in a church or faith-based organisation
- Knowledge of website content management systems (e.g., WordPress, Wix) and experience in basic digital communications
- Understanding of GDPR and best practices for managing personal data and parish records
- Basic knowledge of bookkeeping or working with treasurers/bookkeepers
- Experience using church management software (e.g., ChurchSuite, iKnow, etc.)

### **Personal Attributes**

- A team player with a servant-hearted approach to ministry support
- Flexible and adaptable, able to respond to changing priorities and needs
- Trustworthy, reliable, and proactive in problem-solving
- Strong interpersonal skills with a pastoral sensitivity to others
- A willingness and enthusiasm to work within the Christian ethos and values of the Church of England

### **Working Environment**

- This is a part-time role, requiring 15 hours per week. The role requires in-office (at the Benefice office located in St Matthews Church, Widcombe) presence either one full day or two mornings per week, between Tuesday and Thursday, including Tuesday morning. Remote work is permitted for the remainder of the working hours
- The post holder may be occasionally required to work evenings or weekends, either as part of their allocated hours or in exchange for Time Off in Lieu (TOIL)
- The post holder will report directly to the Church Minister, who will serve as their line manager