



## LIFE CHURCH, Bedworth – Church Administrator

- Salary: Dependent upon experience
- Part-Time: 18 hours per week – work pattern is negotiable
- Permanent position: subject to a satisfactory DBS check & 3-month probationary period
- Reports to: Operations Pastor

### Information & Description

Life Church is a vibrant Christian community located in Bedworth with a desire to serve the wider borough of Nuneaton & Bedworth.

The church has been established for over 40 years and is part of Assemblies of God GB, which in turn is part of the largest Pentecostal denomination in the world. Life Church presently has a congregation of around 300 people meeting each Sunday with a wide variety of different ministries reaching many in the surrounding communities throughout the week. We aim to create a culture underpinned by the following values:

- We Praise Passionately
- We Serve Selflessly
- We Forgive Freely
- We Go Gladly
- We Give Generously
- We Love Limitlessly
- We Pray Persistently

As we move into a new and exciting season of growth and development under new leadership, we are looking for an organised, motivated and spiritually mature individual to bring strength and health to our church administration. If you are passionate about the local church and enjoy working collaboratively with others, then this may be the job for you. You will need to have relevant administrative experience, be motivated to start and finish tasks and get your hands dirty with some of the practical sides of church life!

In return for your passion and hard work we will ensure you are both cared for and developed as a person, being part of a team that is seeking to make a real difference in people's lives in the North Warwickshire and beyond.

Please see below for more detailed areas of responsibility and a person specification.

Applications need to be received by **Friday 7<sup>th</sup> June 2019**. If successful after an initial short-listing process, applicants will be invited to an interview to be held week commencing 10<sup>th</sup> June 2019.



## To Apply

To apply, please email [ejackson@lifechurch.eu](mailto:ejackson@lifechurch.eu) for an application form and return it along with a covering letter.

Or, alternatively you can post them to Eileen Jackson at *Life Church, Bulkington Road, Bedworth, Warwickshire, CV12 9DG*

## Areas of Responsibility

The Church Administrator will:

1. Provide general administrative support to the staff team
2. Work with our ministry leaders to fulfil some of their administrative needs, such as:
  - a. maintaining and updating records and registers
  - b. ordering stationary and resources required for church ministries
  - c. co-ordinating and distributing rotas to departmental teams
  - d. arranging appointments and setting up meetings when requested
  - e. processing expenses and petty cash
3. Act as first point of contact for all enquiries whether in person, by phone, post or email, ensuring people are dealt with politely and professionally and are followed up by appropriate action
4. Update our church database weekly
5. Update and regularly refresh church welcome packs and other church literature for Sunday services
6. Ensure a safe and clean working environment within the office
7. Work alongside our Operations Pastor to co-ordinate and facilitate both internal and external bookings
8. Produce and communicate our monthly church calendar to the wider church
9. Work alongside our media team to assist with the marketing of church events and information to the wider community
10. Perform other related duties as required to meet the ongoing needs of the church

## Person Specification

The Church Administrator will possess:

1. Excellent communication skills, both written and oral
2. Excellent interpersonal skills
3. An ability to plan, prioritise and respond to changing deadlines
4. Proven administrative and organisational skills

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5. IT literacy in Microsoft office or equivalent
6. A desire to be proactive and keen to learn
7. Proven ability to work under pressure
8. An ability to be tactful, work with discretion and maintain confidentiality
9. A love for people and enjoy working in a team environment