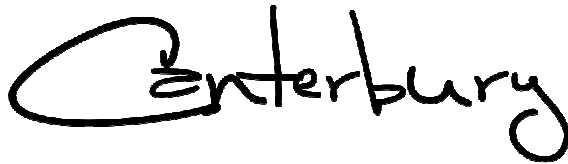


# NEW LIFE CHURCH



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## VOLUNTEER CHURCH ADMINISTRATOR JOB DESCRIPTION

**JOB TITLE:** CHURCH ADMINISTRATOR

**REPORTING TO:** Office Manager

**PURPOSE:** To work closely with the Office Manager to ensure that the administration of the church is accomplished to the highest standards within the vision of New Life Church

### **RESPONSIBILITIES:**

**The order in which these tasks are detailed does not reflect their respective importance. Priorities may vary each week and should be regularly reassessed by the individual.**

1. To work closely with the Office Manager and to ensure that he/she is aware at all times of the work queuing and progress.
2. To facilitate communications to the congregation:
  - By preparing, collating or printing all church literature, including the Annual report, all leaflets and other publications for use on the welcome desk
  - Updating new contacts and sending out New Life this Week every Monday
  - Emailing visitors a welcome email
  - Emailing Cell leaders with respective weeks for helping with welcome
  - Update the weekly and monthly attendance graph figures
  - To assist the welcome co-ordinator with documentation and correspondence relating to visitors and newcomers.
  - Answering the telephone, responding to email, taking messages and dealing with post received and any day to day enquiries as they arise.
3. To carry out the administration of regular as well as one-off church events (such as Christmas Ball, Reach Out weeks, leadership meetings)
  - Scheduling the publicity campaigns of all events
  - Working closely with other members of the staff team involved in the events and taking on tasks as delegated by the Office Manager.
  - Ensuring the events are promoted to relevant groups.
  - Preparing literature, planning programmes, etc.
  - Taking bookings and ensuring payments are received.
  - Confirming volunteers to assist with these events.

4. To ensure that members of the church wanting to be in Cell groups are placed in appropriate groups as directed by the Senior Minister.
5. To undertake administrative support for various Church activities:
  - To oversee all administration of baptisms, weddings and funerals( Certificates, relevant classes etc)
  - Dealing with day to day enquiries as they arise.
6. To observe standards of Christian welcome, witness and service in meeting the needs of the congregation and other users of the Church
7. To undertake other duties which are generally compatible with the function of the post of Administrator as requested by the Office Manager or Eldership team.
8. With the Office Manager to undertake periodic reviews of this job description.