

## **SCHEDULE I: POSITION DESCRIPTION – PARISH ADMINISTRATOR**

**Place of work:** St Chad's Anglican Church, 12 Omata Road, Westtown, New Plymouth

**Hours of work :** 15 hours per week as agreed

**Rate of pay:** \$13.50 PER HOUR

**Terms of employment:** Permanent part time

**This position reports to:** The vicar of the Parish of West New Plymouth and his/her nominee.

**Purpose of position:** To provide administrative support to the vicar and Parish of West New Plymouth and their nominees.

**Performance appraisals:** 3 monthly (the first month on probation)

**Skills/ experience required:** Excellent communication skills, self-motivated, able to use initiative; good working knowledge of Microsoft Office Word, Excel, Publisher, Power-Point and or other Microsoft Office applications; competent administrative and account processing skills; the ability to manage the parish office; meet deadlines and work performance goals as identified during performance appraisals. A knowledge of Anglican ethos and liturgy would be an advantage.

### **Duties & responsibilities:**

- As per the parish administrator's desk file but not restricted to it.
- Reception duties such as phone calls, checking messages and actioning as required.
- Order and monitor stationery and church supplies as required (eg: communion wafers, wine, candles etc.).
- Provide secretarial support for the clergy and other staff.
- Provide word processing support as required for parish publications, newsletters, etc.
- Sort and respond to incoming correspondence as required, whether by email or post.
- Provide the vestry chair person with incoming correspondence and reply as required.
- Provide an agenda for vestry meetings, take the minutes at the monthly meeting, and send them to vestry members within a week of the meeting.
- Maintain the parish roll with up to date name and contact information. Produce name tags as requested.
- Maintain parish hall bookings diary and ensure collection of hall hire payments.
- Provide access for keys as required for the church hall etc.
- Maintain parish filing system in good working order.
- All other administrative tasks as required from time to time, as agreed with the vicar and/or his/her nominee.
- Clear rubbish and recycling bins.

Last updated: July 2010