



Church Administrator

The Yealm and Erme Mission Community is seeking to appoint a Church Administrator to support the Clergy team across our parishes. We are looking for someone with experience in office administration, who is a self-motivator, with the ability to prioritise and multitask. Essential to have experience in the use of MS Office Suite, databases and budget management and an understanding of the Christian faith. The ideal candidate would also act as Safeguarding Representative – full training will be provided. The role can be home based or from the church office in Newton Ferrers. Hours are in the region of 30 hours a month. To register an interest please send a CV to Reverend Alan. Ryan

vicar.yealmanderme@gmail.com.

Closing date is 15th September 2022.

Responsibilities:

Liaison for baptisms, weddings and funerals, liaising with families, funeral directors, organists, ministers and churchwardens.

Managing the budget and account for the mission community and stock levels of consumables.

Safeguarding representative for the 6 parishes (training will be provided).

Handling church communications and publications, distributing newsletters and information.

Routine correspondence.

Printing service sheets and posters.

Record keeping (files, databases and spreadsheets).

Minute taking (approx. 4 times per annum).

Able to work with some flexibility would be desirable.