

The Benefice of Bengeworth, Hampton, Sedgeberrow and Hinton-on-the-Green

**The PCCs of Hampton and Bengeworth wish to appoint a  
BENEFICE ADMINISTRATOR  
(Job Share – 12 hours/week)**

**APPLICATIONS**

Please send a letter of application, making due reference to the Person Specification below and any relevant training and/or experience, with a CV and the names and contact addresses (preferably e-mail) of 2 referees by 5pm on Monday 26<sup>th</sup> February 2018 to:

Rev'd Mark Binney: [office@hamptonchurch.org.uk](mailto:office@hamptonchurch.org.uk)  
The Vicarage, Pershore Road, Evesham WR11 2PQ

Shortlisting: Thursday 1<sup>st</sup> March

Interviews: Thursday 8<sup>th</sup> March

Appointment wef: As soon as possible, as negotiated.

**PERSON SPECIFICATION:**

Required:

- a) Accurate, methodical, efficient, honest;
- b) Legible hand-writing, accurate spelling and basic maths;
- c) Competent using e-mail in Outlook and Google Calendar;
- d) Proficient in use of Microsoft Office, especially Word and Excel;
- e) Good telephone manner; empathy and pastoral awareness;
- f) Confidence with use of office machinery;
- g) Willing to undertake training as required;
- h) Ability to work on own initiative, as well as in collaboration with others;
- i) Ability to hold information confidentially and within the guidelines of the Data Protection Act
- j) Sympathetic with aims of the Church and positive in supporting its ministry and mission;

Desirable:

- a) Trained as an Authorised Lay Minister (Administration)
- b) Proficient in use of Microsoft Publisher:
- c) Experienced with mailshots using Excel
- d) Own transport available

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## CONTRACTUAL ARRANGEMENTS

### LINE MANAGER:

Vicar (in consultation with the Benefice Ministry Team and PCCs)

### HOURS:

Twelve hours per week initially, normally Wednesday, Thursday and Friday mornings, 9.15am to 1.15pm, with some flexibility required and available.

### PAYMENT:

£9.75 per hour initially, reviewed as part of the annual staff performance review process, paid as monthly salary. The Administrator will be employed on payroll.

### EXPENSES:

Any necessary travel will be paid, as agreed, at diocesan rates, to be claimed monthly from the Office Treasurer.

### LEAVE:

18 sessions (including bank holidays) per year, paid.

### OVERTIME:

This may be available / requested by the vicar/PCCs in cases of holiday or sickness of job-share colleague or during busy periods. In such cases, a timesheet will be submitted to the Office Treasurer at the end of the month, and payment will be made at the normal hourly rate.

### NOTICE:

A minimum of one month's notice will be required.

### DISCIPLINARY, SICKNESS AND GRIEVANCE:

Procedures will be according to statutory provision.

### TRIAL PERIOD:

The initial appointment is for initial trial period of three months, with a review after 10 weeks. After that, the appointment may be made permanent or the trial period extended as required. During the trial period, the employer or employee may end this trial giving one week's notice.

### CONTRACT:

A full Contract of Employment will be provided to the successful candidate.

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## **The Benefice Administrators' Tasks & Responsibilities**

(Currently shared between two people)

### (a) BAPTISMS & DEDICATIONS:

- To make arrangements for Baptism services as required, including liaison with vergers and organists when appropriate; to provide certificates of Baptism to completed Baptism registers when required, and to complete entries in Baptism registers; to keep records of benefice Baptisms.
- To order and hold supplies of Baptism candles, certificates and cards for godparents, to be completed, and delivered to churches, as required

### (b) WEDDINGS:

- To coordinate arrangements for Marriage services, including liaison with organists, choir, flower arrangers, bellringers and vergers;
- To invoice wedding couples, receive and log fees received;
- Assisting clergy in keeping up-to-date planning data; keeping records of benefice weddings.

### (c) FUNERALS:

- To receive and arrange bookings, staffing and other details as necessary;
- To assist staff in keeping pastoral records and ongoing database;
- To invoice funeral directors and keep PCC treasurers informed;

### (c) BENEFICE STATIONERY & EQUIPMENT:

- To check supplies in Benefice Office and order as required;
- To oversee management of the Benefice photocopier, supplies and service.

### (e) DATA & PUBLICATIONS:

- To keep up-to-date church records of members, contacts, etc
- To undertake 'mailshots' as required (e.g. for All Souls' Memorial Service (annually), Baptism and Marriage Celebrations (as required));
- To prepare, print and distribute the weekly Pew-sheets and News-sheets for the churches;
- To draft, finalise and revise as necessary the ministers' worship rotas, church worship rotas, etc - to duplicate, distribute and post online as required;
- To prepare, duplicate and circulate flyers, posters, etc as required;
- To print the parish magazines once a month;
- Other duplication tasks as required (e.g. for special services);
- To undertake other administrative duties as agreed with the Vicar and authorised benefice staff.

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### (f) COMMUNICATION & CORRESPONDENCE

- To keep an up-to-date Benefice Diary of events, meetings, etc (hard copy and online);
- To liaise with church webmasters in keeping the church websites current; to keep the churches' entries on the 'A Church Near You' website up to date.
- To provide support for the staff, PCCs, Wardens and other church officers in correspondence, duplication and distribution as requested.

- To attend and contribute to the monthly Office Management meeting.

(g) PAROCHIAL FEES:

- To receive and log parochial fees for all four churches, and arrange for their disbursement on a monthly basis in collaboration with Office Treasurer;
- To provide a monthly record of income and outgoings for the PCC treasurers;

(h) GENERAL:

- To work collaboratively with their job-share colleague;
- To respond to enquiries made to the Benefice Office by phone or email;
- To keep confidential all personal data held by the office on behalf of the Churches;
- To keep the office, and adjoining facilities, in a clean and tidy state;
- To adhere to the agreed protocols in all of the above processes and, where these are found to be inadequate or unclear, to assist in negotiating and developing systems that would be more suitable.

(i) OTHER TASKS:

As may be required in supporting parish administration and organisation - as mutually agreed and if possible within the hours specified.