



Church Administrator Person Specification and Job Description

About Maidstone International Community Church

MICC is a friendly and diverse Pentecostal church based in North Kent. We are committed to being a loving, open and authentic community of Jesus' followers. For more information visit: www.maidstonechurch.com

Church Administrator - Job Overview

The purpose of the role is to facilitate communication through all church departments and individuals connected with the church. The role will help the church fulfil its essential administrative, legal and pastoral responsibilities in an efficient and timely manner. Ideally, the role will provide an appropriate level of accountability, as delegated by the leadership, for those who hold various responsibilities important in the life of the church.

Reports To

MICC's Primary Leader, on behalf of the church leadership.

Qualifications and Skills

- It is essential that the candidate has excellent personal organizational skills including: efficient time management, the ability to prioritise tasks, manage a varied workload and meet deadlines.
- It is essential that the candidate has strong computer literacy skills (word processing, spreadsheets, email and presentation software) and a willingness to learn to use new technology.
- It is essential that the candidate has a high standard of written and spoken English.
- It is desirable for the candidate to demonstrate an ability to manage volunteers.

Personal Characteristics

- It is essential the candidate be confident using their own initiative in order to fulfil the requirements of the role.
- It is desirable the candidate should be able to consult and provide informed opinions on church business and strategy to the leadership.



- It is essential that the candidate possess the ability to communicate respectfully and work cooperatively with those to whom they hold differing opinions.
- This is a highly visible and responsible position working in a Christian faith community. The candidate must be in sympathy with the aims and values of Maidstone International Community Church and with the practice of Christian faith.
- Willingness to participate in the life of MICC is desirable.

Responsibilities and Duties

- Assisting Pastors, leaders and other church members (where appropriate) in organising church events such as worship, outreach and training.
- Organising regular leaders' meetings, taking and distributing minutes and acting as secretary to the leaders meeting.
- Ensuring that Safeguarding, GDPR (and other relevant legislation) is considered in the everyday practice of the church, communicating with and assisting those responsible for implementing these practices in the life of the church.
- Providing a primary, reliable point of contact for all church enquires, internal and external including the Apostolic Church UK national office. Communicating with first time visitors in conjunction with relevant key leaders.
- Providing line management for other employed administrative staff.
- Performing general administrative tasks including:
 - preparation of rotas (arranging and communicating swaps)
 - writing procedures
 - updating websites and social media
 - administrative support for MICC Connect (Monthly Email News/Notices)
 - Managing church licenses and subscription services (CCLI, Website, Google Drive)
 - Updating the church database
 - Providing administrative support to the church Treasurer



- Managing the church office and meeting space(s)
- Any other reasonable administrative duties as identified by the leadership

Terms of Appointment

- Starting annual salary: £17,550 (full time equivalent) pro rata.
- The position will be 14-18.5 hours per week, spread over a minimum of 2 days, including the possibility of occasional weekends.
- The primary place of work will be the church office in Brewer Street, Maidstone.
- Holiday is pro rata – based on the number of working days, up to a maximum of 28 days inclusive of public holidays.

Contract

The Administrator will be employed by the Apostolic Church UK, under the supervision of MICC. This is a part-time role on a fixed term contract of 1 year with potential for a permanent position at the end of twelve months. A three-month probationary period applies.

Application

A letter of application along with a CV should be submitted by email to info@maidstonechurch.com no later than Friday 27th September 2019. We aim to hold interviews for shortlisted applicants week commencing Monday 30th September 2019. Depending on the volume of applications MICC cannot guarantee a response to every non-shortlisted applicant.