

ALBANY PRESBYTERIAN CHURCH

ADMINISTRATOR – Role Profile

PART-TIME POSITION

The Administrator undertakes routine and advanced duties for the Church under the direction of the Minister and provides supporting duties to the leaders in Albany Presbyterian Church. The position will be responsible for processing enquiries and organising files, creating correspondence, distributing emails and notices to the congregation and undertaking a range of clerical tasks including managing the church calendars, bookings of church buildings, sorting and distributing mail, etc.

PURPOSE OF THE POSITION

The purpose of this role is to contribute to the efficient day-to-day administration of Albany Presbyterian Church. The role involves providing assistance to the Minister and Session and a wide variety of tasks to ensure the church functions effectively and is pivotal in strengthening communications with church members, user groups and the community.

KEY RELATIONSHIPS

Minister, Church Elders, Tenants, Treasurer, Church User Groups.

PRIMARY RESPONSIBILITIES

Tenant Management

- Organise church bookings in accordance with church policy.
- Show prospective tenants the church facilities.
- Provide quotes to prospective tenants. Larger quotes may require the input of the Treasurer.
- Prepare contracts for new tenants & liaise with new tenants regarding access codes and instructions for building(s).
- Prepare invoices for payment, receipt payments, and follow up non-payers.
- Co-ordinate any issues with the tenants, building problems, and arrange for these issues to be fixed. May require input of Managers.

Administrative

- Send out congregational emails as necessary.
- Be primary processor of emails addressed to church and distribute as appropriate.
- Provide support for minister and visiting ministers when required.
- Prepare and email weekly notices.
- Set up weekly Zoom link for Sunday Service.
- Code banking receipts and expenses into the Xero accounting system.
- Complete bank reconciliations.
- Reconcile Xero (accounting system).

- Load invoices for payments in ASB online banking system and/or approve payments as required.
- File IR File with IRD for PAYE due and load PAYE payment each month.
- Ensure fortnightly wages are paid.
- Maintain up-to-date Church Directory, Email Directory, Activities Calendar and Prayer Calendar.
- Create Name Badges as required.
- Maintain Associate and Member listings.
- Prepare and distribute quarterly Church Rosters.
- Distribute quarterly Church Newsletter.
- Co-ordinate annual statistics for Presbytery in June.
- Collate Reports for AGM.
- Other administrative tasks as requested by the Minister, Session and Treasurer.

SECONDARY RESPONSIBILITIES

Church Management

- Maintain office supplies, cleaning supplies and weekly morning tea supplies.
- Clear letterbox and distribute mail.
- Liaise with the cleaners, especially for any extra cleaning duties.
- Check security lights and cameras.
- Maintain and develop the church website.
- Hold the Key Register.
- Keep a copy of codes and key phone numbers.
- File the online version of Manager's Minutes and keep a backup of all church documents (administrative).
- File printed invoices, contracts, etc.
- Maintain and develop the church website.
- Create and maintain social media accounts for the church.

PERSON SPECIFICATION

The Administrator will demonstrate:

- Experience in website design.
- An ability to learn new digital platforms or apps.
- Proficiency in Microsoft Office.
- Willingness to learn Xero Accounting data entry requirements if not known.
- Attention to detail and accuracy.
- The ability to build strong relationships by working collaboratively.
- Initiative with a can-do approach.
- Enthusiasm and positivity.
- Sound verbal and written communication skills.
- A high degree of self-motivation.
- An ability to relate to others with patience and professionalism.
- A conscientious approach.
- A sense of humour.
- A strong Christian faith.