



ST. PETER
ST. PAUL
BROMLEY

Parish Administrator

Parish Introduction and Job Description



Welcome from the Vicar and Ministry Team

Welcome to Bromley Parish Church (also known as St Peter and St Paul, Bromley)!

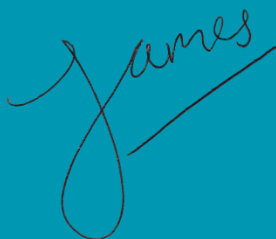
Bromley Parish Church is a friendly and welcoming Anglican church at the heart of Bromley just off the Market Square. The parish covers the town centre with its diverse mix of shops and the adjoining residential areas of mixed housing. In the week many use our chapel and churchyard as a haven of peace in the midst of the busy town. At weekends our services draw people from far beyond our parish boundaries.

Bromley Parish Church has been at the centre of Bromley for at least 800 years. We remain proud of that history, whilst looking eagerly to the future building a diverse church to serve the increasingly diverse population of Bromley.

We are seeking a new administrator to carry on the essential work of supporting the life and work of our church.

If you would like to have an informal conversation about our church and the role of parish administrator then please contact the church office on administrator@bromleyparishchurch.org.

I do hope you will consider whether God is calling you to this role as we look ahead to developing our work and mission here in Bromley.

A handwritten signature in black ink that reads "James". The signature is stylized with a large, looping 'J' and a long horizontal stroke extending to the right.

Rev. James Harratt and the Ministry Team





Key Facts

Job title: Parish Administrator

Contract: 20 hours (flexibility over days and times), permanent

Location: Church office with potential for some limited hybrid working by arrangement

Reports to: The Vicar

Salary: £14-16 per hour (£14560-£16640; FTE £29120-33280) depending on experience and qualifications

Key Responsibilities: The postholder will provide administrative services to support the work of the church as well as being the friendly welcoming face of the church. The postholder will be responsible for opening and closing the church building and dealing with contractors and room hirers.

Key Relationships

The Parish Administrator will report to the Vicar.

The postholder will have a close working relationship with the following:

Associate Minister

Church Warden

Assistant Curate

PCC members

Volunteers

The postholder will also need to liaise with the following:

Room hirers

Contractors

Role Description

We are seeking to recruit a Parish Administrator for 20 hours per week, with the successful applicant playing an essential role in supporting the work of the church. The post will be based on-site with some limited hybrid working possible by arrangement. There may also be occasional requirements for work outside of usual hours. Some flexibility in the distribution of hours across the week could be agreed, and job share working arrangements can be considered.

The purpose of the role is to maintain and develop effective administrative functions of the church. The Parish Administrator is often the first contact people have with the church, so the role requires a person with excellent communication and interpersonal skills as well as a clear understanding of discretion and confidentiality.

The successful applicant will be able to demonstrate an ability to work independently, have previous experience in creating and maintaining office systems, and a methodical and accurate approach to work. Along with our clergy, wider ministry team, and volunteers, this post is key in enabling the ministry and mission of Bromley Parish Church.

We would expect our Parish Administrator to share our mission, vision and values.

Main Responsibilities

General administration

- Provide a welcoming presence in the church buildings for visitors.

- Open and close the church building.
- Act as first point of contact for all enquiries, ensuring they are dealt with politely and professionally.
- Ensure that the church office is kept well-organised, tidy and free of clutter.
- Maintain the church diary, arranging appointments and setting up meetings when requested.
- Arrange maintenance of all office equipment, ordering supplies as needed.
- Maintain the church contacts database.
- Deal with statutory documents, including statistical returns, registers, certificates and applications, ensuring that church records are kept up to date (e.g. parish roll, register of baptisms, marriage banns, record of fees).
- Ensure that documents are regularly archived and stored securely.
- Manage the Parish Clerk bank account, receiving fees relating to marriages, funerals and burials of ashes.
- With the support of the Safeguarding Officer, maintain safeguarding training records for staff and volunteers and be proactive in alerting individuals when training is required.
- Ensure that all processes and systems are compliant with GDPR legislation.

Support for Services, Worship and Outreach

- Meet with the Vicar and other members of the ministry team on a regular basis for planning and review meetings.
- Provide general administrative support to the Vicar, ministry team, Churchwardens and members of the PCC.
- Undertake all activities required to produce the weekly pew sheet
- Produce and store all service sheets.
- Maintain and coordinate rotas for worship including intercessions, readers, and welcomers.
- Provide administrative support on all matters relating to weddings, funerals, and baptisms.

- Support and encourage volunteers working in church premises and gardens.

Room bookings

- Manage all lettings and hire activities for the church, church rooms and youth centre, maintaining an oversight of all bookings on the site.
- Respond promptly to enquiries and facilitate viewings of our buildings for prospective hirers.
- Maintain a room booking diary and inform relevant staff of bookings as required.

Parish communications

- Manage all parish communications, including post, e-mail, and answerphone.
- Ensure that the church website is kept up to date, with weekly pew sheets and service sheets uploaded in a timely manner.
- Support the ongoing development of the church website.
- Advertise church events on our website and via social media
- Ensure that all notice boards are kept up to date.
- Assist with the production and circulation of the parish monthly magazine.
- Design, print and distribute all publicity material for services and events.
- Co-ordinate parish leaflet distribution for Easter and Christmas services.
- Co-ordinate production of the parish's Annual Report in preparation for the annual parochial church meeting (APCM).

This list of responsibilities is not exhaustive and is subject to review in consultation with the Vicar and PCC.



Person specification

Requirement	Essential or Desirable	Assessed via
Experience of working in an office-based or administrative role	Desirable	Application form
A positive approach to the Christian faith and the Church	Essential	Application form /Interview
Understanding of the Church of England and/or church administration	Desirable	Application form
Excellent interpersonal skills, able to deal with sensitive matters with tact and compassion	Essential	Application form/Interview
Good written and oral communication skills	Essential	Application form /Interview
Methodical, with consistent attention to detail	Essential	Application form
Confident in use of IT, including Word, Excel, email, and internet	Essential	Application form
Highly organised and able to manage a varied workload	Essential	Application form
Ability to work independently and as part of a team	Essential	Application form
Understanding of confidentiality	Essential	Application form/Interview
Experience of updating and maintaining websites and/or social media content	Desirable	Application form

Other Information

We hope to be able to support you grow in this role and for the right candidate are happy to support opportunities for further study and development alongside membership of professional bodies.

Terms and Conditions

The day-to-day work of the Parish Administrator will be managed the Vicar and, in the event of a vacancy, by the Churchwardens. The postholder is accountable to the PCC as the employer.

The work will involve a degree of lone working on site.

Depending on experience, the salary will be £14-16 per hour (£14560-16640; FTE £29120-33280) and will be paid monthly in arrears. Any overtime will be agreed in advance and payable at the hourly rate.

There is a probationary period of six months, during which time employment may be terminated with one week's notice by either side. Upon satisfactory completion of the probationary period, the notice period is one month.

Performance will be assessed annually through an appraisal with the Vicar and one of the Churchwardens.

Annual paid holiday entitlement is 30 days pro-rata. Leave should be agreed in advance with the Vicar, bearing in mind the particular demands of major church festivals.

The appointment will be subject to a satisfactory DBS check.

Detailed terms and conditions will be contained in the postholder's Contract of Employment.

Ethos and Values Statement

Ss. Peter and Paul, Bromley (Bromley Parish Church) has been the parish church at the heart of Bromley for over 800 years seeing it transform from a small village in to a busy and vibrant town. Our work and mission

Bromley Parish Church, being part of the Diocese of Rochester within the Church of England and the world-wide Christian Church, seeks, in the power of the Holy Spirit, to confess Jesus Christ as Lord and to proclaim the Word and Work of God so that humanity is redeemed, community restored and creation renewed.

We do this by:

Enabling people to worship God so that they serve God faithfully.

Equipping people to learn more of Christ from God's Word and God's World.

Encouraging people to witness boldly to what God is doing in their lives.

Engaging with people to work for justice, compassion and healing.

Ethos Statement

The ethos of Bromley Parish Church, which is based on the doctrine and practice of the Church of England is the motivation for all our work. It is to work together to extend the Kingdom of God on earth by living out a lifestyle of love, truth, justice, mercy and forgiveness, according to his teaching. We are inspired by the message, life and example of Jesus through which God's unconditional love for all people is expressed.

Our ethos is given life through our relationships. The way we work together and behave with one another, and those we seek to serve, demonstrates and authenticates our ethos. It is through these relationships with each other and those whom we seek to serve, that we practise our ethos.

Our ethos or motivation, and therefore our relationships, are rooted in our faith in Jesus Christ and in his love, which compels us to serve others. This faith directs and influences our internal relationships as well as our work with those who the church is seeking to serve. Our activities are an outworking of our faith. The link between who we are and what we do cannot be broken.

Our Values

Integrity

We believe that our mission and purpose – to extend the Kingdom of God on earth – is indissolubly linked with how we operate internally. The values, which we promote for ourselves as an organisation, should be matched by those that we practice when relating to others. The link between who we are and what we do cannot be broken

Authenticity

This church believes that its purpose – to extend the Kingdom of God on earth through our activities – flows out of our desire to work towards the same for ourselves as an organisation. The love and care with which we serve others should be authenticated by the same love and care which we have for each other

Transparency

We believe that we should be open and transparent about our beliefs and the link between our beliefs and our mission in matters of publicity, fundraising, employment etc.

Accountability

We believe that all we have comes from God and that we should exercise wisdom, integrity and responsibility in using the resources entrusted to us.

United effort

We are committed to maintaining our distinctively Christian ethos by ensuring that Christians are appointed to those positions, which we have agreed, require Christians to fill them

Diversity

We believe that we have a duty to maintain our Christian distinctiveness by recruiting those who are committed to Christ's teaching about the Kingdom of God. However, at the same time we want to embrace the values of inclusivity and diversity by welcoming and involving where appropriate, those of other faiths and none

Servant leadership

We believe in working for the common good, where appropriate through partnership with other Christian organisations, churches and voluntary and statutory agencies. We seek to encourage, serve and build up other bodies recognising their role within local communities

Values about people

Equality

We affirm the God-given value of each person and believe in equal value of all. We stand for respect and freedom for everyone and tolerance and understanding between people of different opinions

Discipleship

We believe that as we serve others we learn as much about ourselves and our relationship with God as about the work

Well-being

We believe that God created people in His image, to be whole human beings and to flourish. We believe that well being should characterise our dealings with staff and volunteers

Transformation

We believe that everyone should have the opportunity to develop and change, realising their potential and thus making a full contribution to the organisation and society in general. We believe that as we grow and change, not only are we transformed but also the world around us. We believe that everyone is a learner and should be encouraged, supported and challenged to become who s/he can be. Learning who we are in God is as important as learning how to do the job.

Values about the way we work

Commitment to each other

We believe that a tolerant society is one in which people of different opinions can live together in peace. In working together to deliver the work of the organisation we want to endeavour at all times to trust one another, being patient and forbearing. We should work at paying attention to the way we speak to one another, attempting to listen well, even when it is uncomfortable to do so, being able to confront difficulties carefully and with compassion

Interdependence

We believe that each person has his or her own part to play and contribution to make to the whole. We believe that every opportunity should be taken to exchange views so that we can improve our understanding of ourselves, of one another and of the work we do

Community

We believe that a healthy community is one to which people feel that they belong. Within this organisation we are committed to the same way of life where volunteers and staff experience a sense of belonging to and identity with the organisation. We believe that successful delivery of our mission happens when people feel they belong and have a role.



Ss. Peter & Paul, Church Road, Bromley, BR2 0EG

www.bromleyparishchurch.org

0208 464 5244