

CHRIST CHURCH WOODBURY

worshipping God serving others and introducing people to Jesus

Post: Church Administrator

Nature of post: 8 hours per week

Remuneration: £10.82/hour - £4,500 (slightly rounded)/year +plus 5% pension contribution and 53 hours holiday (inclusive of bank holidays)

Working arrangements:

Office space will be made available in the church office when it is not restricted by pandemic regulations. Flexibility to work from home for part of the time will continue to be available.

PURPOSE:

1. To manage and develop communication on behalf of Christ Church Woodbury.
2. To support Christ Church Woodbury, the leadership team, and the staff team with general administration.

ACCOUNTABILITY: Line Manager to be the Community Church Worker

CORE TASKS:

- **To manage and develop communication on behalf of Christ Church Woodbury through;**
 - Design and produce regular church updates using MailChimp website.
 - Create and distribute Zoom links for events and services.
 - Design and produce church notices.
 - Design, produce, print, and distribute ad hoc information leaflets: Fun Day, funeral service sheets, etc.
 - Deal with all correspondence.
 - Develop and monitor CCW website and social media presence.
- **To support Christ Church Woodbury, the leadership team, and the staff team with general administration through;**
 - Hold church data in line with GDPR and produce church contact list.
 - Maintain Church diary to include liaising with visiting speakers re: dates, subject matter and expenses.
 - Coordinate and administer regular church events: i.e., Carols on the Green and Darts Farm, Church Weekend away, etc.
 - Liaise with other local churches: i.e., St Swithun's Christmas card distribution to village.
 - Attend weekly staff meetings and support staff with administration tasks as required, including the planning and running of events.
 - Keep minutes from leadership and trustee meetings and ensure they are signed off each month.
 - Complete data recording for CCLI.

Our Vision is...

'To **reach** every person in Woodbury and surrounding area with the Love of God, through immersing ourselves in our **community** supported by a **loving, faith growing** church family

Flexibility is available for weekly hours, but should be regular from week to week, with the exception of:

- Weekly attending the Thursday staff meetings, 10am-11:30am; which usually includes the staff each sharing how they are doing, a short Biblical devotional, praying for one another, planning upcoming events, and communicating where the staff need support from each other.

Church Profile

Christ Church Woodbury (CCW) is an evangelical church based in the village of Woodbury near Exeter, which has a parish population of over 3000 people but with a village population of closer to 2,000. We serve a number of similar sized villages across East Devon as well as the top end of Exmouth.

CCW has grown out of a small brethren assembly, which became independent and is now a member of Partnership (a network of likeminded churches around the UK). We are also members of the EA.

CCW's vision is 'To reach everyone in Woodbury and the surrounding area with the love of God, through immersing ourselves in our communities, supported by a loving, faith growing church family.'

Our heart is to equip the church to make a difference in their areas of influence across East Devon. Before the pandemic we had a congregation of around 150 adults with approximately 120 attending each Sunday. Of that number around 85 were involved in fortnightly housegroups for Bible study and support. We had approximately 30 children and young people on a Sunday morning but up to 60 young people and children connecting with the activities of the church on a weekly basis.

Since the pandemic we have around 30 people attending communion services on Zoom each Sunday morning, we post Sunday Services on YouTube that get over 100 views, and the children and young people continue to meet each week on Zoom or in person when it is allowed. About half of our housegroups have continued to meet on Zoom through the pandemic.

We have run a number of special events throughout the year including a Family Fun Day and Carols on the Green in partnership with the local Anglican Church, Christmas Nativity, Christingle in partnership with the local Pre-School and Primary School and an annual Village Fun Run. These haven't been as straight forward during the pandemic, but we have continued to pursue engaging in our communities however we can.

We have had a philosophy in the church that 'If you are passionate about something then go do it and we'll support you'. Hence there are a variety of different mission activities that members either run or support including Open Door Project, Tanzania Project, Zimbabwe Project, Shoe Box Appeal to mention a few.

Our hope is that by bringing in a church administrator and bookkeeper that he/she would not in any way seek to take control of these things and stop the culture of people doing what they are feeling called to do but rather we would be able to support them more fully.

Our Vision is...

'To **reach** every person in Woodbury and surrounding area with the Love of God, through immersing ourselves in our **community**

supported by a **loving, faith growing** church family *Page 2 of 3*

CCW CHURCH ADMINISTRATOR AND BOOKKEEPER – PERSONAL SPECIFICATION

Essential requirements for the post:

- An ability to work effectively on their own, to prioritise tasks, and to self-start and self-motivate.
- Proficient with a range of digital media and IT; including word processing, spreadsheets, and social media.
- Good interpersonal skills, at ease with a wide range of people, and able to communicate effectively by phone, email, and in person.
- A team player, able to support and encourage the other members of the Staff Team.

Desirable requirements for the post:

- An active, infectious Christian faith; able to contribute to the spiritual well-being of the Staff Team and Christ Church Woodbury.
- The ability to design email campaigns, flyers, websites, and social media posts.
- Competent in using MailChimp, Wordpress, Facebook, and Instagram.
- Creativity in planning, organising, and running events.

Reasonable expenses will be covered.

A transition period with the current administration set-up will be provided to aid in training and transition. Further and regular training in specific areas will be provided in due course.

Closing date for applications is 18th April 2021

Informal enquiries of interest and/or an application in the form of a completed CV and cover letter should be emailed to:

Matt Merriam
Community Church Worker
Christ Church Woodbury

Email: mattm@christchurchwoodbury.org.uk

Phone: 07835119883

Our Vision is...

‘To **reach** every person in Woodbury and surrounding area with the Love of God,
through immersing ourselves in our **community**

supported by a **loving, faith growing** church family *Page 3 of 3*