BURY PARISH CHURCH

Saint Mary the Virgin

Job Description

Personal Assistant to the Rector of Bury

And

Parish Administrator

Responsible to: The Rector of Bury & Vicar of St. Paul’s Church

Responsible for: Providing administrative and clerical assistance to the Rector and to the parish to support the achievement of the PCC’s objectives and mission.

Duties will be wide and varied and will include:

* Assist with the content and photocopying of the weekly ‘Cornerstone’ leaflet
* Inputting of hymns/readings/anthems etc. into Orders of Service.
* Assist with the 6-monthly Readings rota
* Assist with the monthly clergy rota
* Weddings, Baptisms & Funerals Administration
* Keep the Church diary up-to-date with Church events.
* Production of the weekly large print Sunday readings
* Send to St Paul’s Church the weekly text of the Sunday readings in normal and large print versions
* Preparation of monthly material for the Parish Magazine and Website – diary and readings.
* Preparing Baptism Orders of Service
* Ensuring that the Magazine Editor is informed, each month, of updated/revised lists of memorial anniversaries for publication.
* Administering the annual All Souls’ list of names for clergy
* Liaison with the Clergy Team/Church employees and post holders – shop manager/Director of Music/Organist/Verger/Churchwardens/PCC Secretary etc.
* Printing of welcome cards, expense slips and other forms as required by the Wardens/Verger
* Photocopy all Orders of Service
* Maintaining office supplies and arranging office equipment repair/service
* Any other ad hoc duties as may be required