Job Description

Parish Administrator
Denham Parish Church

Introduction to Our Church
Denham Parish Church is an active local church in the parish of Denham, which includes Denham Village, Denham Green, Higher Denham, New Denham, Bakers Wood and Tatling End. Our main place of worship is St Mary's Church in Denham Village. We also have activities at our other two places of worship: St Mark's Hall in Denham Green and (to a lesser extent) St Francis Chapel in New Denham.
Our electoral roll has 148 members and many of them are active in a variety of ministries on Sundays and throughout the week.
Our Rector, Christoph Lindner, began his ministry here in March 2016. Our Associate Minister Jenny Tebboth joined us in September 2025. Our two Churchwardens are Cathy Macqueen and Jane Brown. Other team members include our Parish Assistant for children and families Edda Lindner, and Organist Stephen Armstrong.

As a church we find the person of Jesus Christ so compelling that we aim to put him first in our lives, become a community that is marked by grace and love and share what we have found with those we know and the community we live in.
Our vision is to increasingly become a community that prays, welcomes, shares and dares like Jesus (PRAY | WELCOME | SHARE | DARE).

The hub of our administration is our church office at St Mary's. The Parish Administrator's role is essential in ensuring that our life as church continues to operate effectively and that we are able to meet the demands of a range of ministries.

General Specification
The person will be a committed Christian, competent and gifted in the area of administration. They will be flexible in their working practice and able to take appropriate initiatives to lead and deliver our church administration as they will be engaged in a variety of tasks relating to all areas of ministry. They will have an excellent telephone manner and communication skills and have a good working knowledge of Microsoft Office as well as confidence with or an eagerness to learn the use of other online tools.

They will be able to support and be committed to furthering our vision to be one united community, to grow deep roots in the gospel of Jesus Christ and to share Christ's love in word and action, or put simply: UP (worship), IN (community), OUT (mission). Involvement in regular staff prayers and meetings with the Rector is part of the expectation of this role, as is participation in wider Church gatherings.

Accountability
The Parish Administrator is employed by the PCC and is accountable to the Rector (or in the Rector's absence, the Churchwardens). There will be an initial review of the role and responsibilities after six months, with ongoing annual reviews.

Denham PCC, August 2026

Person Specification

- Active Christian faith and fully in sympathy with the vision of Denham Parish Church; preferably already participating in the life of the church
- Relational skills that facilitate the building of trust
- Self-motivated, with good time management skills
- Proven ability to lead in the administration of an organisation
- Excellent computer skills, with a good knowledge of tools such as Microsoft Office
- Good communication skills and telephone manner
- Ability to attend to detail, to handle tasks with competing priorities, and a methodical approach to routine tasks
- Flexible and able to work well to deadlines
- Able to work well in a team, as well as alone
- Loyal, accountable and able to handle enquiries sensitively and with a high level of confidentiality
- Servant-hearted attitude to the wider ministry of the church

Conditions of Employment

Working Hours
This role is for 20 hours per week, spread over three or four days a week. There is flexibility in arranging the amount of hours per day, working both from home and from St Mary's Church Office. Around 10 hours per week will be non-contact time (i.e. not public office hours) to enable the administrator to work in a focused manner without disruptions, and to take part in staff meetings. In exceptions (for special events) there may be the requirement to work on Saturdays or Sundays. Time for this or specific additional roles will be paid at the usual hourly rate or taken as time in lieu.

Holidays
Five weeks (pro rata) paid holiday per year plus pro rata statutory bank holidays; holidays to be agreed in advance with the Rector.

Remuneration
£14 - £15 per hour**,** depending on experience, with a matched pension fund contribution of up to 5%.

Expenses
All approved working expenses are met in full by the PCC.

Training
As a parish we are committed to the ongoing training of our team members. We will assess the training needs of the successful applicant and offer appropriate training opportunities. There will be an initial induction period with detailed training, especially on parts of the job that are new to the successful applicant.

A DBS check will be required as part of our commitment to good safeguarding practice.

Appendix
A list of main areas of responsibility

Denham PCC, August 2026

Appendix: Main Areas of Responsibility

- Leading all administrative tasks at Denham Parish Church. Delegating some office tasks to volunteers where possible and training and supervising them.
- Acting as personal assistant to the Rector, booking a range of appointments in his diary.
- Answering all emails, letters and phone calls; dealing with routine enquiries and correspondence.
- Liaising with volunteers in a range of ministries, ensuring with churchwardens that all necessary rotas are available and up-to-date.
- Acting as the lead person in maintaining our church database (ChurchSuite), including maintaining staff holidays and time off records, and creating / administering church events through it.
- Administration for newcomers and life events (baptisms, weddings, funerals, burials of ashes, etc.). This includes interaction with people who are new to our church, where the Administrator may be the first contact with our church family.
- Dealing with Parish, Diocesan and local government administration for baptisms, weddings and funerals and writing up the church registers. This includes booking organists, vergers, gravediggers, etc. and keeping a record of graves and memorial plaques, as well as parochial quarterly financial returns and annual diocesan statistics for mission.
- Dealing with incidental finances, issuing invoices for life events and liaising with our treasurer.
- A day book or electronic record of progress to enquiries will need to be maintained to ensure smooth handovers during holidays and other times of absence.
- Maintaining general files and archiving church records. Suggesting and implementing ways to improve our processes, filing and record keeping.
- Ensuring the weekly production of our news sheet and other printed church materials. Updating our record of hymns and songs used and submitting an annual CCLI return.
- Preparing the report booklet for the APCM. This entails connecting with many of the contributors to the booklet and encouraging them to meet deadlines.
- Maintaining the stationery stocks and reordering stationery, printer & photocopier toners and other general supplies for the church (candles, certificates, palm crosses etc).
- Ensuring the information on our website is up-to-date, by either updating it or liaising with the respective team member.
- Keeping an up-to-date Key Holder spreadsheet.
- Overseeing the administration for the bookings of St Mark's Church Hall.

It is envisaged that this role will continue to evolve and the Rector will periodically review the job description with the administrator.

Denham PCC, August 2026