

**Kenton Methodist Church**  
*Part Time*  
**Church Administrator**

*Some of the main duties will involve:*

- To prepare every week, the News sheet for Sunday Worship
- To oversee (in collaboration with the Property Officer) all aspects of the hirers using the Church, to issue new licences every twelve months, to issue Invoices monthly, quarterly and bi-annually, to check payments are made, to handle all inquiries from hirers, etc.
- To work in tandem with the Minister and Church Stewards
- Be responsible for the Church Gift Aid (gift aid secretary) together with the treasurer.
- To attend and submit quarterly reports to the Church Council and Property and Finance meetings.
- Keep adequate records of Church contacts and Pastoral Contacts List.
- To co-lead on GDPR (data protection) in tandem with the minister and stewards.
- Any other duties and responsibilities, identified by the minister and are within your capabilities and level of responsibility, in order to meet the needs of the church.

**Applicants are sought with experience of Office Administration, strong computer literacy and sympathy with the aims of the Church.**

**The post is for 15 hours a week**  
with the possibility of increasing to 20 hours a week  
(Office Based, Flexible Working)

**3 Year Fixed Term Contract**  
With the possibility of renewal

**Salary is £15.60 per hour**

For an application pack or for more information please contact:

Revd Audrey D Browne  
e-mail: [padbrowne89@gmail.com](mailto:padbrowne89@gmail.com)

**Closing date for applications: mid-night on Monday 2nd December 2024**