

Job Title	Life Events Administrator (D3 21/03/25)	Salary Grading	Ministry Support	Status	Initially a 1 year contract (with the possibility of extending)
Reports to	Operations Manager	OR (Active Christian Faith)	NO	Work pattern	Flexible: There are no guaranteed hours of work in any given week. The actual hours to be worked each week will be determined by the needs of the life events and enquires in any particular week.
Job purpose	To enable the mission of Christ Church Clifton by providing excellent administrative support for life events at Christ Church Clifton.				

Key Responsibilities	Experiences and Qualifications	Relationships
<ul style="list-style-type: none"> • General Admin <ul style="list-style-type: none"> ○ Monitor and promptly respond to enquiries via lifeevents@ccweb.org.uk or forms completed via our website or ChurchSuite ○ Ensure the life events pages on the church website are up to date ○ Ensure life events planner on MS Teams is up to date ○ Review and seek to improve all current processes for handling life events ○ Attend Clergy meetings and liaise with Clergy in between meetings as appropriate ○ Liaise with Ops Manager over payment / receipt of fees for life events ○ Liaise with the team running marriage prep days, ensuring that dates are in diary, in ChurchSuite and communicated to couples ○ Recruit and train Vergers to serve at weddings and funerals ○ Maintain a stock of resources needed for life events ○ Keep abreast of changing CoFE regulations and fees for life events. • Banns of Marriage <ul style="list-style-type: none"> ○ Receive and process Banns of Marriage enquiries and applications ○ Prepare and send invoices ○ Schedule reading of Banns and prepare Banns scripts ○ Keep plans on ChurchSuite up-to-date and attach Banns scripts ○ Prepare and post Banns Certificates ○ Ensure Banns Register is up to date. • Weddings <ul style="list-style-type: none"> ○ Receive and process wedding enquiries including checking qualifying connections where appropriate ○ Assign couple to appropriate member of the clergy ○ Create a card in the planner on MS Teams ○ Add date(s) to the calendar and booking diary in ChurchSuite ○ Arrange for the banns to be read at Christ Church and remind couple of obligation to ensure banns are read elsewhere if appropriate ○ Liaise with the couple and appropriate authorities if banns are not appropriate and a special license or other method is needed ○ Schedule the wedding, organizing clergy, ChurchSuite diary / calendar bookings, vergers, florists, tech, parking permits, cleaning and other team or resources needed ○ Schedule wedding rehearsal including booking in ChurchSuite ○ Liaise with the clergy and/or any visiting ministers over the production of the order of service ○ Prepare and send invoices ○ Prepare the Marriage Document ○ Ensure the signed Marriage Document is returned to Bristol Registry Office. 	<p>Person Statement An organised, proactive and flexible person with attention to detail and a pastoral heart who likes to serve others through their administrative skills. Someone who is able to communicate sensitively and accurately to people at significant moments in their lives.</p> <p>Key Skills, Experiences and Qualities <i>Essential</i></p> <ul style="list-style-type: none"> • Excellent organisation skills with the ability to schedule and manage multiple diaries • Strong and proven administrative skills with a keen eye for detail • Effective in managing their own time and workload • Flexible, able to cope with the changing demands and timescales of life events • Positive, optimistic and resourceful when dealing with obstacles and change with a ‘can do’ attitude • An excellent written and verbal communicator with a strong pastoral heart • Skilled at managing and working alongside volunteers • Experienced in use of Microsoft Office and Microsoft Teams software packages • Proactive, using their initiative to anticipate and get things done and can plan for key milestones • Planned and organised, able to manage expectations and priorities from different stakeholders. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • A regular worshipper at Christ Church, or someone who is willing to attend Sunday worship on a regular basis • Understanding of Church of England requirements and processes for Banns, Weddings, Baptisms and Funerals • Educated to A Level or equivalent with fast and accurate levels of typing • Experience of using ChurchSuite. 	<p>Team The Operations Team consists of employees and volunteers and serves the church family by supporting and working with the clergy and ministry team leaders and members. The team is overseen by the Operations Manager and coordinates all the functions and daily requirements of the church.</p> <p>Key Relationships <i>Staff wide</i> As a member of the Christ Church Clifton Staff Team, you would need to respect our Christian ethos and be comfortable in an active Christian environment where team members:</p> <ul style="list-style-type: none"> • Maintain and develop a flourishing relationship with Jesus through regular times of personal prayer, study and retreat • Play a full and active role in the worshipping life of the church family at Christ Church • Attending weekly team worship, staff meetings, prayer times, retreats and trips away, and contribute to building excellent working relationships • Meet regularly with line managers to help reflect on, and manage workload; to structure the pattern of the normal working week; to pray and plan strategic targets; and for personal/spiritual support and accountability <p>Role Specific</p> <ul style="list-style-type: none"> • To meet with the clergy team on a regular basis to liaise on and manage upcoming life events. • To work with members of the public in the planning of life events, meeting with them and ensuring that all practical elements of their arrangements are taken care of. • To meet occasionally with the Operations Team to communicate on common goals and objectives and to manage workloads and expectations. • To build key relationships within the church family (especially clergy, tech team and musicians) and with the local community, diocese and local registry office.

- **Funerals**

- Receive funeral requests
- Assign funeral to appropriate member of the clergy
- Create a card in the planner on MS Teams
- Liaise with clergy, funeral director and family
- Schedule the funeral, organizing clergy, ChurchSuite diary / calendar bookings, vergers, florists, tech, parking permits, cleaning and other team or resources needed
- Prepare and send invoices
- Ensure Funeral Register is up to date.

- **Adult / Child Baptisms, Dedications and Thanksgivings**

- Liaise with SLT to schedule regular dates for adult and child baptisms
- Add dates to the calendar and booking diary in ChurchSuite
- Promote dates within the church
- Receive and process baptism, dedication and thanksgiving enquiries and applications including checking qualifying connections where appropriate
- Assign baptism/thanksgiving to appropriate member of the clergy
- Create a card in the planner on MS Teams
- Handle all communication with the family (apart from the Clergy visit)
- Create templates for the liturgy needed for baptisms and thanksgivings
- Produce / print order of service booklets
- Liaise with church office over creation of liturgy for screen
- Source and prepare bibles, gifts, cards and certificates
- Organise team to erect/remove baptism pool (if needed)
- Ensure Baptism Register is up to date.