



## St Andrew's Church, Bedford

### Job Description – Administrative and Communications Assistant

#### Overall Responsibilities

The Administrative and Communications Assistant supports the mission and ministry of St Andrew's by supporting general administrative tasks and ensuring effective communication within the Church family, helping also to communicate God's love, demonstrated by the activities and Vision of the Church, to the wider world.

#### Location and Hours

The Administrative and Communications Assistant works in the Church Office of St Andrew's Church, MK40 2PF. The role is part time: 15 hours a week. The role is line managed by the Operations Manager, or in their absence, by the Vicar.

#### Key Tasks

Task	Frequency	Details
Website	Weekly	Together with the operations manager, update the online calendar. Create events, add blog posts and check web pages for any changes required.
A Church Near You	Monthly and as required	Update and check pages for any changes required.
Lectionary and pew sheet	Weekly	Prepare sheet with readings, collect and post communion prayer. Prepare the pew sheet with notices, dates etc. Print these ready for Sunday.
Paper calendar copies	Monthly	Compile a monthly calendar with the Vicar and Operations Manager, and print copies to be made available at the back of Church.
E newsletter	Weekly	Create a 'Mail Chimp' mailing with news and forthcoming events. Published by Vicar or Operations Manager on Thursday. Maintain subscriber list.
Parish magazine – 'Centred'	Termly	Format articles, proof read and deal with advertisers and printers as needed.
St Andrew's Digest	Quarterly	Collate, format and print articles and materials from the website to be printed for those not online.

Prayer list	Weekly	Compile prayer lists, to be circulated and printed by the Operations Manager on Fridays
Social Media	Weekly	To create content and respond to interaction on the Church social media, in line with PCC policy and the Vision of the Church.
Posters - outside	As required	Design and display A1 poster for events, concerts, services.
Poster - inside	As required	Keep notice boards up to date.
Printing	As required	Printing of pew sheets, orders of service, posters and other material as needed.
Proof reading	As required	Orders of service as needed.
Handling Petty Cash	As required	Together with the Operations Manager and PCC treasurer, to enable ticket sales, donations and other moneys from events as needed.
Welcome Packs	As required	Updating contents and printing packs.
Contact Database	As required	To update the contact database with details of new members of the congregation.
Deputizing for the Operations Manager	As required	In their absence or when they are needed elsewhere
Other ad hoc tasks	As required	Supporting the functioning of the Church Office and dealing with enquiries from the congregation and the public.

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Rev Lucy Davis

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Date

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Date