



All Saints Church

Kings Langley
Langelei Team Ministry
Diocese of St Albans

Job Description

Job Title:	Parish Administrator
Department:	All Saints Kings Langley
Line Manager:	Team Rector responsible for All Saints and with oversight of the Langelei Team Ministry
Date:	20 July 2026

Job Profile

Purpose of the Role

The Parish Administrator supports the Team Rector, Churchwardens and PCC by handling the administrative and facility operations of the church and church hall. Ensuring effective communication is key, as the Parish Administrator will often be a first point of contact for those with queries about the church and its facilities.

Key Relationships and Context

- Team Rector – Line Manager. The Parish Administrator is responsible for supporting the Team Rector in their role.
- Clergy and ministers of the Benefice. The Parish Administrator will also have regular contact with ministers from across the Langelei Team supporting them with matters relating to All Saints, and for 2 of their 12 weekly hours, with matters relating to the other four churches of the Team.
- Parish Administrators in the Langelei Team. The Parish Administrator will need to work closely with the administrators based at the other churches within the Langelei Team. This will involve coordination for Team projects/events and may involve supporting each other with cover for absence.
- Churchwardens of All Saints, Chair of Church and Hall buildings committee, Chair of Fabric Committee. The Parish Administrator will support the Churchwardens,

the Chair of the Church and Hall buildings committee, and the Chair of the Fabric Committee in their roles, particularly by being responsible for Church Hall hire, oversight of the facilities (e.g. Health and Safety), and supplies.

- Treasurer of All Saints. The Parish Administrator will be in regular contact with the Treasurer, in particular in relation to fees for weddings, funerals and burials of ashes and payment of contracts.
- Parishioners and wider community. The Parish Administrator will often be a first point of contact for queries from parishioners and the wider community, and will need to manage these (either with an answer or passing on to the correct person) in a timely and professional manner.

Duties and Key Responsibilities

Office Management & Communications

- Manage the day-to-day operations of the church office, answering phones, emails, and greeting visitors.
- Coordinate internal and external communications, including drafting weekly bulletins, newsletters, and service sheets, and weekly All Saints printing requirements, and seasonal Team printing requirements for collection.
- Maintain the church website and manage social media platforms with updated events and digital media content.
- Order office supplies, maintain equipment, and manage vendor service contracts as required (e.g., printers, internet).
- Order kitchen supplies, report any issues with the kitchen or hall facilities in a timely manner to the Church and Hall Buildings committee.

Church Administration & Diary Management

- Oversee the church and hall calendar, scheduling services and events in discussion with the Team Rector.
- Coordinate logistical details and bookings for "life events" services such as weddings, baptisms, and funerals.
- Create and maintain volunteer rotas (e.g., readers, welcomers, hospitality).
- Manage hall bookings for external and internal groups using church and hall facilities, including invoicing and enforcing usage policies.

Database & Record Keeping

- Maintain accurate membership directories and pastoral contact records.
- Ensure full compliance with data protection regulations (e.g., GDPR) and safeguarding policies.
- Coordinate administrative processes for statutory church requirements (e.g., Health and Safety).
- Ensure that key documents are up to date.

Financial Support

- Prepare invoices for weddings, funerals and burials of ashes and follow up as required. Maintain records for transactions through the Langelei Fees Account. Arrange for payment to service providers at All Saints (e.g. organists/sexton), deduct Diocesan Board of Finance fees from payments for the other churches and remit the balance for distribution. Ensure payment of all Team fees to the DBF.

Person Specification

Experience and Skills

Essential

- Organizational Skills: Exceptional time management, ability to meet deadlines, attention to detail, and the ability to multitask.
- IT Proficiency: Good working knowledge of MS Office. Willing to undertake training in the use of Church Management Software.
- Communication: Excellent written and verbal communication skills.
- Discretion: High degree of integrity and ability to handle confidential and sensitive pastoral information.
- Community Mindedness: A welcoming, compassionate demeanour and an alignment with the ethos and mission of All Saints.

Desirable

- Experience of Church Management Software (e.g. ChurchSuite).
- Experience of creating and maintaining content for websites and social media.
- First Aid at Work Certificate.
- Experience working in a church, Christian or charity environment.

Safeguarding and Lone Working

This position is subject to an appropriate level of DBS disclosure and safeguarding training. The person appointed will need to have due regard to All Saints policies, including Lone Working, complying with this when there is no other known person present on site.