



Holy Trinity Church

Leverstock Green
Diocese of St Albans

Job Description

Job Title:	Parish Administrator
Department:	Holy Trinity Church, Leverstock Green
Line Manager:	Team Vicar responsible for Holy Trinity Church
Date:	5 th June 2026

Job Profile

Purpose of the Role

The Parish Administrator supports the Team Vicar and Churchwardens by handling the administrative and facility operations of the church. 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 Vicar – Line Manager. The Parish Administrator is responsible for supporting the Team Vicar in their role.
- Clergy and ministers of the team. The Parish Administrator will also have regular contact with ministers from across the Langelei Team supporting them with matters relating to Holy Trinity.
- 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 Holy Trinity. The Parish Administrator will support the Churchwardens in their roles, particularly in relation to ensuring that hire of the Trinity Room and oversight of the facilities (e.g. Health and Safety) is conducted effectively.

- Treasurer of Holy Trinity. 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.
- 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).

Church Administration & Diary Management

- Oversee the church calendar, scheduling services and events in discussion with the Team Vicar.
- 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 room bookings for external groups using church 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 such as the Church Handbook up to date.

Financial Support

- Prepare invoices for weddings, funerals and burials of ashes and follow up as required for payment. Ensure that records are maintained for transactions through the Langelei Fees Account. Working with the administrator based at Kings Langley, arrange for payment to service providers (e.g. organists/sexton) and ensure required records provided for payment of fees to the Diocesan Board of Finance.
- Track invoices and prepare expenditures for the treasurer to ensure spending aligns with the approved budget.
- Process basic financial transactions, including collecting donations, logging receipts, and reconciling petty cash.

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 Christian ethos and mission of the church.

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

This position is subject to an appropriate level of DBS disclosure and safeguarding training.

The job description is an operational document that does not form part of the contract of employment.

There may be times when an individual is expected to perform tasks that are not expressly stated in the job description but are necessary in the day-to-day performance of their duties.

The job description may be amended as necessary to meet the changing needs of the organisation.