



JOB DESCRIPTION: CHURCH ADMINISTRATOR

Overview

The Vine Church, Dunfermline is looking to appoint a Church Administrator to take responsibility for a broad range of organisational, communication and administrative services in support of The Vine Church group of companies. This is a 12 month temporary contract.

Requirements

- Possess the necessary organisational, communication and administrative, skills required to ensure the key responsibilities listed below are successfully fulfilled.
- Possess the necessary computer skills to update website, upload media, produce electronic mail, use project management software etc.
- Possess basic finance management skills to support church accountant.
- Possess suitable experience to support the successful delivery of all Vine Church and Vine church group activities.
- Possess the necessary interpersonal skills to effectively work with staff, volunteers and members of the public.
- Demonstrate a clear understanding and commitment to the Vine Church "Vision and Values"
- The ability to take initiative and work without close supervision.

Hours of Work

24 hours per week typically:

11:00 to 16:00	Monday, Tuesday, Thursday (30 minute lunch break)
11:00 to 17:00	Friday (30 minute lunch break)
09:00 to 14:00	Sunday

Flexibility is required for evening hires/events in which case the working hours would be 16:30 to 22:00.

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When the Conference Centre re-opens and the Vine Church starts meeting on a Sunday again the daily hours may change to a 09:00 start during the week.

When the church is not meeting on Sundays the hours will include a Wednesday 11:00 to 16:30 instead of a Sunday.

Saturday work may be required to support Vine Conference Centre as required.

Key Responsibilities

1. General administrative support to The Vine Church Group and PA support to the Pastors of TVC as required.
2. Provide data input to assist financial processes and accounting services delivered by an external provider including but not limited to banking, paying bills, running payroll, entering invoices into accounting software and monthly reporting to the trustees.
3. Update the Vine Church website and other social media on a regular basis by adding (for example but not limited to) weekly sermons, Vine Church Events and any other updates as required.
4. Ensure the weekly Sunday message is uploaded to Soundcloud and iTunes every Monday morning. Produce a weekly newsletter and prepare church news and announcements each week.
5. Provide an effective and welcoming reception service to visitors and members.
6. Support the successful delivery of Vine Church group events and activities by working with and coordinating serving teams, maintaining rotas and ensuring these are effectively populated and activities are being carried out. In particular support the Vine Church Sunday services.
7. Oversee Office requirements and set up of Vine Church on Sunday mornings to ensure the "Sunday Service Checklist" completed adequately. Provide availability to leadership and serving teams on Sunday morning as required. Lock up of building on Sundays after church service and lock up of building for evening meetings when working a late shift.
8. Processing and maintaining up to date church records in a discrete and sensitive manner (e.g. membership database, parental consent forms, course attendance forms, etc)

The Vine Church, 131 Garvock Hill, Dunfermline, KY11 4JU

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9. Organising office / office equipment maintenance and repair work.
10. Keep the front office and entrance foyer clean, tidy, professional and welcoming.
Ensuring daily cleaning tasks of building is completed in line with COVID-19 cleaning requirements and daily cleaning schedule.
11. Take bookings on computer for the Vine Conference Centre.
12. Give support to the Vine Conference Manager as required especially during holidays and days off.
13. Administration and project management of Vine Church FREE MEALS project.
14. Any other tasks as required from time to time.

Training

On the job training and mentoring will be provided. The Vine Church pastor will identify training needs and arrange required training courses that can be completed in allocated training time as directed and agreed by Vine Church pastor.

ACCOUNTABILITY

Reporting to the Vine Church Senior Pastor, Mr. Aaron Dowds.

REVIEW PROCEDURES

Reviews shall be held every 3 months.

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