

Role description for Parish Office Assistant

Role: To assist the Parish Administrator & Communications Officer with routine tasks to enable an efficient office.

Role requirements:

To be: To be a person of integrity who seeks to serve in a gracious, Christ-like manner; and who supports the ministry and mission of All Saints through their work

To do:

- To perform routine tasks at a time convenient to both the role holder and the Parish Administrator and Communications Officer. Tasks to include:
 - Preparation of service resources, e.g. service booklets
 - Writing baptism cards and completing baptism register
 - Completing banns register
 - Preparation of items for delivery, e.g. bundling Christian Aid envelopes
 - Re-shelving of returned library books and monitoring of late returns
- To attend an annual meeting of the Administration Team, for support and supervision by the Parish Administrator & Communications Officer (This includes the Data Protection Officer, the Electoral Roll Officer, the Hall Booking Co-ordinator, the Health & Safety Officer, the Magazine Editor, the Magazine Production Editors, the Parish Office Assistant, the Production Team Leader and the Production Team Members)
- To read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church.

Reports to: The Parish Administrator & Communications Officer (and Administration Vision Group Chair)

Agreement: I agree to hold the position of Parish Office Assistant, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date:

Form approved May 2022.