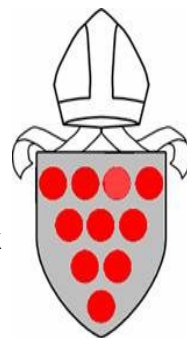


Role Outline: Parish Administrator

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

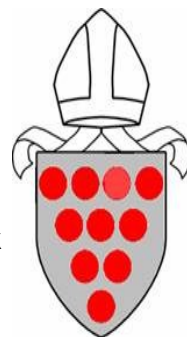


Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their own abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs of the people they make contact with
- Promote the rights of the individual to make their own decisions and choices, unless it is unsafe
- Ensure the welfare and safety of all
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are Safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

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Role	Parish Administrator
Responsible to	Priest in Charge & PCC
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> • Producing documents used in the services, eg Notices sheets. • Preparing rotas for services. • Keeping Baptism, Marriage, and Death registers up to date. • Filing of Certificates • General administration duties, eg answering the phone, taking messages, photocopying and printing. • Any other tasks as required 	
Any arrangements for induction, training & support	
None	
Any practical arrangements relevant to the role <i>(e.g. process for paying expenses, times role should be carried out, provision of equipment)</i>	
Paid hourly — via Treasurer. 3 hours a week or more as required.	
Role to be reviewed <i>(insert date)</i>	Annually
The role is eligible for a criminal record (DBS) check which is renewable every five years <i>(insert yes / no)</i>	No
Level of criminal record (DBS) check which is required for this role	

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