

## St Mary-le-Bow

### Parish Secretary & Operations Officer (to comprehend Verger)

*St Mary-le-Bow is an historic parish at the heart of the City of London, which seeks to engage with principally the working and leisure community to foster Christian wisdom and devotion. It has large stakeholder support and congregations which vary from the very small to the very large.*

**Responsible to:** Rector

**Circumstance:** This role combines two jobs from the period before Covid and is occasioned by a significant decrease in programme and activity. Initially it is envisaged for 21 hours over a minimum of three days per week, but it is expected to become full-time if, and when, something approaching pre-Covid conditions return.

**Role:** To assist the Rector through administrative and personal support, and to facilitate the working out of St Mary-le-Bow's mission, representing the church through solicitude, personal contact, publicity and personally making an appropriate Christian response to all, reflecting Christian values at all times.

There is a genuine occupational requirement for the work of a Verger, and the post holder must be an actual communicant member of the Church of England and suitable for nomination for a bishop's Licence to administer The Holy Communion, and perhaps to lead Morning and Evening Prayer.

**This appointment is subject to enhanced DBS disclosure.**

**Terms:** This appointment pays £29,000 *per annum* for a full-time appointment (37 hours per week) but will start on 21 hours per week and increase to the full 37 hours per week as circumstances warrant. *Pro rata*, the pay for 21 hours per week will be £16,460 *per annum* (with additional fees for some verging duties).

### Key Tasks / Responsibilities

#### Reception, Pastoral and Liturgical

- Present a welcoming and friendly face to visitors to the church and office. Attend to the spiritual and pastoral needs of church visitors along with – and in the absence of – the Rector.
- Assist in the running of the parish's programme, being prepared to welcome guests etc.
- Set up the church or other spaces before events, and maintain the administration throughout.
- Assist in the running of principal services, as required; set up, serve as necessary, and clear away the daily Offices and Eucharists. (Cleaning of altar linen; administering the chalice under licence and other liturgical duties; organising readers and servers.)

### **Publicity & Mission**

- Be aware of the priorities in the Mission Action Plan.
- Draw up the weekly service notices, design and print posters, programmes, guides and seasonal leaflets.
- Advertise the church's activities and services through regular email bulletins.
- Keep up-to-date and maintain the quality of the church's website.
- Maintain a social-media presence (Twitter) in line with policy.
- Draw up and print service sheets for the principal services (High Masses, baptisms, Christmas carol services) and other big events (e.g. memorial services, livery company services) where appropriate.
- Advise wedding couples and edit proposed orders of service.
- Schedule deadlines for agreeing content and arrangements for all Christmas Carol Services.
- Answer general enquiries, and deal with queries from the public and members of the church.
- Faith and Work Forum, Book Group – co-ordinate interest and send out bulletins, information etc, arrange refreshments for meetings as necessary and generally provide administrative back-up for the programme.
- Maintain an efficient and up-to-date database of contacts and distribution lists (currently in Microsoft Outlook)
- Monitor GDPR actions and policy

### **Premises Management:**

- Supervise regular maintenance and ensure long-term sustainability of the building and churchyard – comprehending repair, contracts, liaising with regular licensees, other stakeholders (including the Corporation of the City) and other users; comprehending cleaning, Health & Safety, Environmental Policy, record-keeping, security and other statutory requirements.

### **Events**

- Administer opportunities for concerts and exhibitions and assist with event preparation, sound, seating etc. Complete quarterly Performing Right Society returns. (Some of this work may involve out-of-hours attendance for which additional remuneration will be available.)
- Assist the Rector in devising a programme of events including Church services, Seasonal Meditations, Debates, and other discussion forums.
- Provide administrative support to the Boyle Lectures in liaison with the Convenor.
- Oversee publicity for LIVE in the Churchyard.

### **Secretarial**

- Ensure correlation of the Rector's and the Church's diaries in Microsoft Outlook and with Acuity (for concert and event bookings).
- Respond to general Parish correspondence as required.
- Assist the Church Rate Administrator by printing and mailing invoices and explaining the Rate to enquirers.
- Liaise with the IT Consultant and Sound Engineer and report back as necessary. Take principal responsibility for the operation of the sound system.
- Plan the Annual Parochial Church Meeting schedule of tasks and execute; produce the Annual Report. Print materials for Parochial Church Council Meetings and the Annual Parochial Church Meeting.
- Coordinate Electoral Roll amendments.

### **General**

- Provide any necessary support to cover for the activities of other staff when absent, or as day-to-day needs arise (e.g. supervising lunchtime recitals).
- Follow personnel policies including holidays, disciplinary procedures etc.

### **IT Skills**

- Experience of working with Microsoft Office 365, especially Word, Publisher, Excel and Outlook, is essential.
- Experience of editing or building websites is important; a handover of essential tasks will be provided.
- An interest in and flair for design and layout will be an advantage in compiling and editing publications, orders of service and posters for events.

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