



Role description for Administration Team members

(including Administrator, Electoral Roll Officer, Magazine Editors, Website Manager, Hall Manager, Church/Hall Cleaners)(All posts also have individual role descriptions)

Designated Role: (eg Administrator)_____

Role: To support the ministry and mission of All Saints Church, through administrative roles; and to fulfil the specific remit of the designated post.

Role Requirements:

To be:

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

To do:

To have a clear understanding of the tasks involved in the role undertaken

To maintain confidentiality and act with discretion

To attend an annual meeting of the Administration Team, for support and supervision either by the Incumbent, or by delegation to the Administration Team Leader, Administrator or Church Wardens

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 Incumbent

Agreement:

I agree to being an Administration Team Member at All Saints Church, under the governance structures of the incumbent and the PCC.

Name (print and sign):_____

Incumbent:_____

Date:_____