



Bishopbriggs Community Church

LOVING GOD, LOVING OTHERS

Bishopbriggs Community Church
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Church Administrator (part-time) – Advert

Location: Bishopbriggs Community Church, 21 Park Avenue, Bishopbriggs, G64 2SN

Salary: National Living Wage – currently £10.42 ph

Hours: Part-time 16 hours per week (with occasional additional hours)

Contract: Permanent (subject to a 3 month probation period)

Bishopbriggs Community Church (BCC) is a vibrant, multi-generational, charismatic church on the outskirts of Glasgow. We are currently seeking a person with demonstrable skills and experienced in administration to join the team at BCC.

We are part of the Scottish Network of Churches and seek to work closely with all Christian churches who desire to share the good news of Jesus Christ and God's love in word and deed. We endeavour to engage with and listen to our wider community and become more aware of how we can serve others as followers of Jesus. In all of this, our aim is to be people who are always living out what we believe, motivated and guided in everything we do by God's Spirit.

Our strap line at BCC is Loving God, Loving Others, and our church has the following three core values:

1. God-centred, Jesus-focused, Spirit-filled
2. Community & Mission
3. Discipleship

These core values describe our passion for God and for seeing our lives, and the lives of people in our community, transformed through the power of the Holy Spirit (please refer to Appendix 1 for full details).

BCC is looking for an experienced administrator to work for the church providing the main point of communication with the church members and administrative support to the Church Leader and team.

The Church Administrator will be a key member of BCC's staff team, based in our Church building, sharing in prayer and devotional times, communicating our faith, and at times responding to sensitive pastoral matters. The nature of this role is such that there is a Genuine Occupational Requirement for the successful applicant to be a committed Christian (Part 1 of Schedule 9 to the Equality Act 2010).

Church Administrator (part-time) – Job Description

Main Purpose of Post:

The postholder will mainly work independently and will often be the first point of contact in representing and responding to queries from church members, visitors, members of the public and hire users. In addition, they will work alongside and provide administrative support to the Church Leader, Children & Families Coordinator, and Youth Work Coordinator.

Main Duties:

- Administration of church finances, including recording income and expenditure, invoicing, banking, updating spreadsheets, paying bills, submitting gift aid claims, purchases for church, and other aspects of Church finances.
- Provide main point of communication with the church, e.g. emails, newsletter, social media and notice boards and be a friendly first point of contact for dealing with church enquiries – many of a pastoral nature.
- Administrative support for Church Leader, Children & Families Coordinator, and Youth Work Coordinator, and dealing with general office administration.
- Attend and take minutes at meetings (Core Leaders, Joint Leaders, BCC Finance & Resources Team).
- Maintain online church diary with events, lets, users etc. and liaise with Caretaker/Cleaner including taking hall bookings and arranging access.
- Administrative support for meetings, conferences, marriages, and funerals.
- Maintenance of records in compliance with GDPR (e.g. employees, Church directory) and Health and Safety (e.g. food hygiene).
- Prepare and distribute a bi-annual hospitality rota for Sundays.
- Occasionally organise catering requirements (e.g. for church events) and flowers (e.g. bereavements and births).
- Update and distribute Site Sharing Agreements for long term Lets.
- Keep a Register of key holders and carry out annual check.
- Organise access and arrange payments as necessary (e.g. Rentokil pest control, boiler servicing, PAT testing and fire extinguishers, alarm service, window cleaning etc.).

Church Administrator - Person Specification

Skills, Knowledge and Experience	Essential	Desirable
Previous demonstratable experience in a similar role	✓	
Excellent written and verbal communication skills	✓	
Good organisational and planning skills	✓	
Proficient IT skills including email, Word, Excel and the use of social media	✓	
Experience of financial record keeping and banking	✓	
Knowledge of GDPR	✓	
Knowledge of Food Hygiene		✓
A team player who will work well with others	✓	
Ability to work unsupervised with readiness to use own initiative	✓	
A committed Christian and supportive of the vision and values of Bishopbriggs Community Church.	✓	

To Apply:

Please submit your CV plus a covering letter explaining, with reference to the person spec, how you would make an excellent Church Administrator for BCC.

Please email to admin@bishopbriggscommunitychurch.org.uk or alternatively send to the church address Bishopbriggs Community Church, 21 Park Avenue, Bishopbriggs, G64 2SN.



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Appendix 1

Core Message

Loving God, loving others

Core Values

1. God-centred, Jesus-focussed, Spirit-filled
2. Community & Mission
3. Discipleship

These core values describe our passion for God, and for seeing our lives, and the lives of people in our community transformed through the power of the Holy Spirit.

God-centred, Jesus-focussed, Spirit-filled

We believe the Bible is the inspired word of God, and we seek to centre our lives on God, through sound biblical teaching, prayer and worship. We hunger and thirst for God's presence, we seek to hear and obey God's voice speaking to us individually and collectively, and we strive to see the gifts of the Spirit in operation. We seek to follow Jesus' teaching and example, to encourage each other in thinking through what this means, and to apply God's word in our daily lives, eagerly desiring the power of the Holy Spirit at work in and through us. We work this out through small groups, prayer groups, prayer partnering, Sunday meetings, outreach and evangelism, creativity in prayer and worship, and through generosity.

Community & Mission

We are an inclusive church family that seeks to love, support and encourage one another. We see ourselves as a body, consisting of different people with different gifts, skills and abilities, and as part of the global body of Christ. We are united in love and share common aims: to serve God, to serve one another in the body, and to look outwards to meet the needs of people in our local community and wider world. We seek to reach out and to spread the Good News of Jesus in both word and deed, sharing God's love, care and practical support generously with others, promoting social justice and the proclamation of the Gospel. We see mission as something we all do, in every area of our lives as followers of Jesus, helping God's will to be done and bringing his Kingdom into the world. As a church family we work this out in many ways, including community activities, youth, children and families work, Park Week, Rainbow Tots, creche, Glesga Roasters; through our cross-cultural Mission Support Group; and by fulfilling the Great Commission here at home in Scotland, and abroad in Africa, Asia, Europe and elsewhere.

Discipleship

We seek to walk with God so that we develop and become mature Christians. We also seek to challenge and encourage others in their walk with God, to grow and to fulfil their calling under God. We seek to learn together how to follow Jesus' life and example more closely. We aim to provide a loving environment where as people - young, old and everyone in between - we can grow and develop our skills and abilities in God, where we can be creative and innovative, where we can make mistakes and learn, and where we can be transformed by the Holy Spirit at work in our lives. We believe in every member ministry, encouraging everyone to serve and give glory to God. We are eager to establish closer relationships with God, and firm, strong relationships with each other and with our community, acting in humility and with grace towards all. We work this out through community activities, church events, communal spiritual practices, partnering and mentoring, teaching, evangelism, prayer, prophecy, discipleship, and generosity. We encourage personal spiritual growth through small groups, mentoring, encouragement of spiritual practices, teaching, discipleship, and equipping courses such as Ignite.