

# ST LUKE'S CHURCH WOLVERHAMPTON

Growing together in Jesus - Making disciples of all nations

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## Church Administrator

### About Us

St Luke's is a small, ethnically and socially diverse, Anglican Evangelical church located in the parish of Blakenhall, on the south side of Wolverhampton. We are part of the Diocese of Lichfield, we affirm the Church of England Evangelical Council's Basis of Faith, and are a partner church of Church Society and the Midlands Gospel Partnership.

### About the Job

We are seeking someone who will be able to assist the Vicar, Parochial Church Council, Parish Safeguarding Officer, and other lay leaders in the church, by providing high-quality administrative and financial support. The role will initially be for a period of 2 years (including a 6-month probation period), but we hope to be able to renew the contract thereafter.

### Key Responsibilities

#### Administrative

- Answer phone calls and deal with emails during work hours
- Produce our weekly Sunday service sheet, monthly Sunday service rota, and publicity for occasional church events
- Maintain and update our collection of audio tracks and 'Powerpoint' song lyrics; set up the weekly Sunday playlist on the church laptop; update the CCLI online database with hymns and songs used
- Maintain the church WhatsApp group and use it to communicate relevant information to church members
- Maintain up to date information on the church website
- Ensure that service registers are kept up to date; prepare documents for baptism and marriage services; complete the annual return of statistical information for the Diocese
- Help produce and implement essential church policies/procedures (especially GDPR, Safeguarding, Health & Safety) and keep them up to date
- Assist the PCC Secretary with distributing and filing emails and paperwork for PCC and annual meetings, and the Electoral Roll Officer with revising the church electoral roll

- Liaise with St Luke's School over weekly and occasional bookings of the school premises for church activities, and keep a list of key holders for the School and church buildings
- Order supplies for church activities
- Ensure that church electrical equipment is regularly PAT tested

#### Financial

- Monitor and manage church bank accounts and contactless payment device
- Pay invoices, expense claims, and diocesan fees as necessary
- Liaise with our external bookkeeper to ensure they have all the necessary information
- Provide a regular finance report to PCC
- Assist in running regular stewardship campaigns and producing the annual report and financial statement

#### **Essential Qualifications/Skills/Experience**

- Able to provide proof of your right to work in the UK
- GCSE Maths and English (or equivalent)
- Good organisational and interpersonal skills
- Good oral and written communication skills (evidence of use in the workplace)
- Confident in using IT (including Microsoft or Libreoffice products) and social media, and a willingness to learn how to use other IT systems (online bank account, accounting software, church management software)
- Confident in dealing with financial information (or having the aptitude to learn)
- Honest, trustworthy, and committed to maintaining confidentiality where necessary. Because the role involves financial administration you will be required to confirm that you are a "fit and proper person" according to UK charity law (i.e. not disqualified from acting as a charity trustee, and have not knowingly been involved in tax fraud, identity theft, or any other fraud)
- Self-motivated, servant-hearted, and able to work with little supervision to meet deadlines
- Willingness to complete relevant training and attend conferences to enable you to develop in the role

Ideally you will have previous experience of church administration and/or church finances, and the ability to motivate and train others to assist you with the work.

The role may change and develop over time (for example if we establish a church office, or decide to use new finance and/or church management software, or make greater use of social media) so adaptability will be necessary.

Membership of St Luke's Church is not essential, but the post holder must be comfortable working within the orthodox Christian context of our church, and must not act to undermine it.

The PCC of St Luke's Wolverhampton is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The post holder will be required to share this commitment, and comply with our safeguarding policy and procedures.

### Terms of employment

**Job title** Church Administrator

**Employer** The post holder will be employed by the Parochial Church Council of St Luke's and will be responsible to the Vicar.

**Hours** 15 hours per week, with some flexibility regarding days and times worked. There may be scope for increased hours as the role develops.  
  
Annual leave will be calculated based on statutory entitlement, plus bank holidays.

**Salary** £13.65 - £15 per hour depending on experience, plus pension and National Insurance contributions.

**Location** The role holder will mostly work from home, but will ideally be located within easy travel distance of the parish.

### How to apply

Please email the Vicar, Richard Espin-Bradley ([vicar@stlukeswolverhampton.org](mailto:vicar@stlukeswolverhampton.org)) to request an application form.

The closing date for applications is **24 October 2025** but we reserve the right to close before this date if the right candidate is found.

Interviews are expected to be held in early November 2025, and it is hoped that the successful applicant will start during December 2025, or early January 2026 at the latest.