

# Vazon Church

## Church Administrator Job Description

### Overview

Vazon Church is a vibrant multicultural Pentecostal Church situated in the parish of Castel, Guernsey, the second largest of the Channel Islands, more information on [vazonchurch.org](http://vazonchurch.org)

Two services are held each Sunday morning, with a combined attendance of approximately 200. This number comprises all generations.

The Church is one of three Elim Churches in Guernsey and is part of the Elim family of Churches worldwide, more information on [elim.org.uk](http://elim.org.uk)

As a church, our vision is to Know God, Find Freedom, Discover Purpose & Make A Difference. This role is to help the church develop this vision working closely with the Pastor and Kids & Youth Leader.

The post is term time. The hours required are 09.30 – 13.30, 4 days a week plus Sunday mornings.

The employee is required to work from the Church site.

The salary for this role is competitive depending on experience / qualifications.

### Responsibilities

The Church Administrator main duties will include:

- Support Pastor & Kids and Youth Leader administration
- Organise volunteers & rotas for all ministry areas
- Oversee the promotion and advertising of all Church events
- Attend and participate in Leadership meetings as/when requested.
- Develop the building maintenance team.
- Supporting the church using Church suite, planning centre and mail chimp.

### Key Criteria

- A committed Christian
- Welcoming, Polite, Friendly, Organised
- Ability to work as part of a team
- Ability to encourage and work with volunteers
- Ability to meet deadlines
- Ability to prioritise workload and be flexible
- Ability to work on your own initiative as appropriate
- Excellent listening and verbal communication skills
- Experience with google docs/microsoft office
- Understanding of the need to maintain confidentiality

If you are interested in applying for this role, please contact Matt Gregor at [matt@vazonchurch.org](mailto:matt@vazonchurch.org).