

Do you have a heart for serving Jesus by enabling the ministry and mission of the local church?

Title: Church Office and Mission Administrator

Hours: Part Time (20 hours)

Salary: From £13.45 per hour, negotiable depending on experience.

The Church Office and Mission Administrator plays a key role in supporting the ministry and mission of Fetteresso Church. As the first point of contact for many members of the congregation, visitors and the wider community, the postholder represents the Church in a welcoming, professional and Christ-centred manner. The Administrator provides administrative, communication and organisational support to the Minister, Children and Youth Pastor, Session Clerk and church leadership, enabling the Church to fulfil its worship, pastoral care, discipleship and community outreach. The postholder is expected to work in a manner that actively supports and reflects the Christian ethos, values and mission of Fetteresso Church.

About You.

You are a committed follower of Jesus who enjoys serving others and using your gifts to support God's work. You'll bring warmth, professionalism and excellent organisational and administrative skills as you welcome visitors, communicate with members of the congregation and wider community, and work alongside our Minister, Children and Youth Pastor, Session Clerk and volunteers. You will be someone who naturally reflects the values and witness of the Church in your daily work.

About Us.

Fetteresso Church is a welcoming, all-age congregation in the coastal town of Stonehaven, Scotland. We're a community learning to live out our faith together growing in unity, creativity, and Spirit-led discipleship. We can offer you a prayerful church family, flexibility to shape the role around your gifts and calling, and opportunities to grow and develop your own spiritual life. We believe God is calling us to invest deeply in the next generation, and we're excited to find the person He has prepared for this role.

How to Apply

Applications should be sent by email to our Minister Rev. George Sneddon at minister@fetteresso.org.uk, and must be received by **October 11th 2026**.

Your application must include:

1. Personal Statement

Please outline:

- How your faith, skills, experiences and personal qualities match the role.
- How God has called you to this particular role.

2. Full CV

Your CV should include:

- Educational and professional qualifications
- Full employment and volunteer history
- Positions held, responsibilities, and achievements

3. References

Please provide:

One current church-based reference

One current or very recent personal reference.

(References will not be contacted until later in the process.)

Applications without a **CV and personal statement** cannot be considered.

For more information about Fetteresso Church, or an informal chat, you can contact our minister at the above address.

Key Responsibilities

1. Supporting the Church's Mission and Ministry

- Be the welcoming face of Fetteresso Church, offering a warm and Christ-centred welcome to members, visitors and those exploring faith.
- Support the Minister, Children and Youth Pastor, Session Clerk and church leaders in delivering the church's vision, ministry and mission.
- Respond sensitively to enquiries about church life, baptisms, weddings, funerals and pastoral matters, referring people appropriately.
- Help create an environment where people feel welcomed, connected and encouraged in their faith.

2. Church Administration

- Provide administrative support to the Minister, Children and Youth Pastor, Session Clerk and church leadership.
- Manage telephone, email and postal enquiries, ensuring timely and professional responses.
- Maintain accurate church records, membership information and statistical returns.
- Ensure confidential information is managed securely in accordance with GDPR and church policies.

3. Communications and Engagement

- Prepare and distribute weekly notices, newsletters, service sheets and other church communications.
- Maintain the church website and digital communication platforms.
- Promote church events, ministries and outreach activities through effective communication.
- Ensure communications reflect the vision, values and mission of Fetteresso Church.

Key Responsibilities

4. Worship and Church Life

- Coordinate church calendars, room bookings and volunteer rotas.
- Support the organisation of worship services, church events and ministry activities.
- Assist with the administration of baptisms, weddings, funerals and other significant occasions.
- Welcome newcomers and help them connect into the life of the church.

5. Supporting Church Operations

- Provide administrative support to church organisations, ministry teams and volunteers.
- Coordinate office supplies, hall bookings and administrative resources.
- Liaise with the Property Team regarding maintenance issues.
- Undertake other duties that contribute to the effective running of the church.

6. Safeguarding and Professional Practice

- Work in accordance with safeguarding, health and safety, GDPR and church policies.
- Maintain the highest standards of confidentiality, integrity and professionalism.
- Participate in staff meetings, prayer and devotional times.
- Contribute positively to the life, witness and ministry of Fetteresso Church.

Person Specification

Person specification	Essential	Desirable
A committed Christian with a personal, living faith in Jesus.	✓	
A commitment to the vision, values and mission of Fetteresso Church.	✓	
Willing to participate in the worshipping life of Fetteresso.	✓	
Able to articulate how their Christian faith shapes their approach to work, relationships and service.	✓	
Warm, welcoming and able to build positive relationships with people of all ages and backgrounds.	✓	
A positive role model who demonstrates integrity, compassion and emotional maturity.	✓	
Friendly, approachable and able to communicate the welcome and ethos of the church to visitors and the wider community.	✓	
Organized, reliable and able to manage competing priorities effectively	✓	
Excellent written and verbal communication skills.	✓	
Competent using Microsoft Office, email, databases and digital communication platforms.	✓	
Able to maintain confidentiality and exercise good judgement when handling sensitive information.	✓	
Flexible, adaptable and able to work collaboratively as part of a staff and volunteer team.	✓	
Experience in an administrative, office management or customer service role.	✓	

Person Specification (cont.)

Person specification	Essential	Desirable
Experience managing office systems, records and databases.	✓	
Experience preparing newsletters, publications, websites or social media communications.	✓	
Experience working within a church, Christian charity or voluntary organisations.		✓
Experience supporting the administration of events, volunteers or community activities.		✓
Competent with digital tools, communication platforms, and social media.	✓	
Experience working effectively in a team setting.	✓	
Good understanding of safeguarding, boundaries and the wellbeing needs throughout the congregation.	✓	

This post carries an Occupational Requirement under Schedule 9 of the Equality Act 2010 for the postholder to be a practising Christian.

The Church Office and Mission Administrator is a visible representative of Fetteresso Church and plays a key role in supporting and communicating the church's ministry and mission. As the first point of contact for many visitors and enquirers, the postholder is expected to uphold and actively support the Christian ethos, values and witness of the church in the course of their work.