



St. Mary's Parish Comber
The Square, Comber, Co Down, BT23 5DU

PARISH ADMINISTRATOR

FOR

ST. MARY'S PARISH, COMBER

Closing date:
Friday 30th January 2026 at 12:00 Noon

Interview:
Monday 9th February or Thursday 12th February 2026

We are looking for a talented and enthusiastic administrator with a high level of communication skills and knowledge of social media to support our work on a part-time basis. The ideal candidate should be proficient in using office software and willing to learn new tools and technologies to help the church in its mission. This position requires professionalism and the ability to work in a changing environment where multi-tasking, decision-making, self-motivation and discretion are essential.

The Parish Administrator will work closely with the Rector, have regular contact with the Hon. Treasurer, manage our communications, and play a key role in overseeing the day-to-day operation of the Parish Office. The work of the parish is also supported by the Select Vestry and volunteers.

The Parish Office is located off the entrance foyer in the Parish Hall, which hosts several parish activities and can be hired by a variety of users.

There is an occupational requirement for the post-holder to be a practising Christian, able to subscribe to the attached excerpt "Being a Christian", also found at:

<https://www.ireland.anglican.org/our-faith/being-a-christian>



St. Mary's Parish Comber

JOB DESCRIPTION

Job title: Parish Administrator

Hours of work: Part-time, 19 hours per week, to include the core hours of 10:00 am – 2:00pm each Monday, Wednesday and Friday (which allows for set times when the Church Office is open). Depending on workloads, there may be some flexibility around days, hours and school holidays. There is the possibility of some elements being managed by occasionally working from home, with the prior agreement of the Rector.

Place of work: The Parish Office, St. Mary's Parish Comber, The Town Square, Comber, Newtownards, Co. Down, BT23 5DU

Salary: £26,415 (pro-rata).

Actual Salary: £13,562 per annum for 19 hours per week.
(Based on a full-time equivalent of 37 hours per week).

Reporting to: The Rector

Purpose: The Parish Administrator is responsible for working with The Rector and Select Vestry to meet the church's objectives by administering the affairs of the church. The Parish Administrator will be extending the ministry of the church through interactions with parishioners and the wider community.

The Parish Administrator is responsible for ensuring that all aspects of administration, including financial administration, are maintained, and managed throughout the Parish and will assist with the general administrative duties that arise in a Church of Ireland Parish.

TASKS: The order in which these tasks are detailed does not reflect their respective importance. Priorities may vary each week and should be regularly assessed by the individual in consultation with the Rector.

Representation of the church

- a. To positively represent the Christian faith and the Parish of St. Mary's in all interactions with parishioners and others with whom the Administrator comes into contact in the role
- b. To create a hospitable environment where everyone feels welcomed and the Christian faith is made attractive because of the hospitable environment created.
- c. To provide pastoral support to parishioners and others as appropriate in the exercise of the duties of Administrator .

General Administrative Duties:

- a) To manage all aspects of the church diary.
- b) To act as the first point of contact for external groups seeking to use the Parish facilities, and manage bookings in the church's preferred database (Churchsuite™), alongside notifying the Sexton (who will attend to any arrangements).
- c) To order stationery, toilet rolls, tea and coffee and other similar things for the church.
- d) To assume responsibility for statutory returns and recording in the Church of Ireland such as baptism registers and marriage registers.
- e) To provide and maintain an efficient and secure filing system for all Parish documentation and correspondence both electronic and hard copy, ensuring adherence to Data Protection policies.
- f) To act as the first point of contact for those coming to the church and to answer the telephone in the church, operating with sensitivity and providing a level of pastoral support and Christian concern as appropriate.
- g) To deal with incoming post, email, and other communication.
- h) To attend meetings with the Rector and, if required, to attend the Select Vestry meetings to make reports and briefings.
- i) To ensure that the Parish complies with the requirements of Copyright law including CCLI reporting and ensure that the Parish's CCLI licences are kept up to date.
- j) Collation, production, and dissemination of information to church via regular bulletin, website, social media and church notice boards. (Liaising with The Rector and other ministry leaders to ensure accuracy of information)
- k) Collation and production of Orders of Service for use during weekly services (Liaising with The Rector to ensure accuracy of information)
- l) In conjunction with the Rector to assist in maintaining the records of parishioners, including the respective gift aid declarations, on the church's preferred database (Churchsuite™)
- m) Manage rotas for readers, prayers and communion distribution using the church's preferred database (Churchsuite™).
- n) In conjunction with the Rector to assist in managing content on the Parish's website and keeping the Parish's social media platforms updated, with content reflective of the Christian ethos of the church.
- o) Prepare welcome packs for distribution to visitors and new parishioners.
- p) To undertake general administrative duties such as photocopying, typing, filing, distribution of car-parking keys, as required
- q) To assist the Rector in the administration of weddings, funerals and other church events.
- r) To assist the Rector with other such general administrative duties as may arise from time to time.

Financial Administrative Duties:

- a) To receive, record and prepare miscellaneous cash/cheques received into the Parish, issue receipts and prepare lodgement of such money.
- b) To receive, record and process payments on invoices for goods or services supplied to the Parish, as duly authorised within the mandates approved by Select Vestry, including the authorised payments of charitable disbursements.
- c) To identify, analyse and record receipts for parishioner donations on the church's preferred database (Churchsuite™).
- d) To manage the Freewill Offering envelopes, ensuring records are up to date, and new parishioners are issued with an envelope box, as required.
- e) To prepare and send claims for Gift Aid using the church's preferred database (Churchsuite™).
- f) Issue invoices to users of parish premises and ensure invoices are paid on time.

Other:

- a) Undertake any training (courses) as may be required.

PERSON SPECIFICATION

| | Essential | Desirable |
|------------------------------------|--|---|
| Qualifications / Experience | <ul style="list-style-type: none"> • Have a minimum of three years' experience working in an administrative role in an office environment <p style="text-align: center;">OR</p> • Third-level education or recognised professional qualification <p style="text-align: center;">AND</p> • Experience of updating social media platforms | <ul style="list-style-type: none"> • Have at least one year of administrative experience in a church-based environment. • Demonstrable experience in office finance administration • Experience working with volunteers • Experience in compliance within an organisation (e.g. HR, Health & Safety, Safeguarding, financial audits). • Experience in drafting literature for publication and producing presentations • Experience in updating websites |
| Skills | <ul style="list-style-type: none"> • Effective planning and organisational skills with an ability to work under pressure, meet deadlines, work independently, and prioritise workload. • Evidence of proficiency in the use of computer packages, including Microsoft Office • Ability to creatively compile information into printed, online, or social media content and match it with graphics • Excellent interpersonal skills and ability to communicate effectively both verbally and in writing | <ul style="list-style-type: none"> • Financial skills • Online / social media skills • Evidence of use of varied forms of bespoke church software packages (e.g., Churchsuite™, MyFundAccounting, or similar) |
| Knowledge | <p>Evidence of knowledge of:</p> <ul style="list-style-type: none"> • General office administrative processes and records. • General office financial processes and records for the completeness and accuracy of income and expenditure. | <ul style="list-style-type: none"> • Proficiency in the use of bespoke church software packages (eg Churchsuite™, MyFundAccounting, or similar). |
| Personal / Character | <ul style="list-style-type: none"> • A committed Christian, subscribing to our statement of faith • A mature and sensitive manner in dealing with members of the public that reflects Christian values • Fostering good working relationships with staff, parishioners, volunteers, and other regular contacts. | <ul style="list-style-type: none"> • A heart to serve the church • Views the role as a calling |

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'. If you are recommended for appointment to a post that involves 'regulated activity', the Parish will be required to undertake an Enhanced Disclosure of Criminal Background.

Any appointment will be subject to a probationary period of 6 months

Please note that no candidate will be short-listed unless their application demonstrates that they meet all the essential criteria. In the event of several candidates meeting all of the essential criteria, the desirable criteria may be used to assist with short-listing. Candidates are therefore advised to set out in full in their application how they meet the essential and (where appropriate) the desirable criteria.

**Enquiries relating to this position should be directed to the Rector, Rev. Sam Johnston,
jobs@stmarysparishcomber.com.**

*Submit your application form to the email address or postal address below by
Friday 30th January 2026 at 12:00 Noon
Late submissions will not be accepted.*

Email Address: jobs@stmarysparishcomber.com

Postal Address:

Rev. Sam Johnston, St Mary's Parish Office, The Square, Comber, Co. Down, BT23 5DU

Please mark the envelope as Application



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APPENDIX

BEING A CHRISTIAN

An excerpt from the Church of Ireland Website
<https://www.ireland.anglican.org/our-faith/being-a-christian>

A personal relationship with Jesus Christ, the Son of God, is at the heart of the Christian faith.

Men and women are created in the image of God yet separated from Him by our rebellion against Him. In His unconditional love for us, God entered our world in the person of Jesus Christ – fully human and fully divine – to give a new life through the cross which reconciles us to God. Thereafter we begin a new life with Jesus as Lord which continues into eternity as He has conquered death through His resurrection.

The Apostles' Creed affirms our belief in God as Trinity – Father, Son and Holy Spirit – and that Christ was born to the Virgin Mary, died and rose again from the dead, ascended into heaven, and will come again.

We have the privilege and opportunity to approach God in prayer and to receive His teaching through the Bible. The Ten Commandments teach our duty towards God and towards our neighbour, as affirmed by Jesus: “ ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbour as yourself.’ ” In the Lord's Prayer, we express our worship for God and our desire to see His kingdom come on Earth as it is in Heaven.

The Church of Ireland has two sacraments – Baptism and Holy Communion (also known as the Lord's Supper or Eucharist) – which are outward and visible signs of an inward and spiritual grace given to us by God, and also a means to receive that grace.

Baptism is administered by water in the name of the Father, the Son and the Holy Spirit. Infants are baptised on the understanding that they will be brought up in the fellowship of the Church, taught the Christian faith, and then confirmed by the Bishop and admitted to Holy Communion when they have publicly confessed the faith. Adults are also baptised, if they have not been baptised as infants, as they too place their faith in the promises of God.

In Holy Communion, Christians continually remember the sacrifice of Jesus on the cross through the taking and receiving of bread and wine. A variety of interpretations of the meaning and significance of the bread and wine exist within the Church of Ireland, although our doctrine would not include transubstantiation. Holy Communion strengthens and refreshes the souls of those who receive it by faith.