Volunteer role title - Messy Church Administrator

Your role includes

- Compiling and managing rotas to ensure that teams are in place for each Messy Church for the kitchen, activities and worship teams

- Produce and distribute publicity for each month's Messy Church; to include paper fliers, web adverts, facebook reminders

- Manage Messy Church database of members and circulate email reminders of events

- Producing labels, registers etc for each Messy Church and maintaining attendance records etc

- Supporting the core team in ensuring administration runs smoothly and there is clear communication between team members and families who are part of Messy Church

Required for role

- A love of Jesus Christ and a desire to share your faith with the families through actions and words
- Excellent administrative and organisational skills
- Clear communicator, able to communicate well verbally and through email, website and telephone
- A positive, cooperative, helpful, loving, forgiving attitude to team and families
- Good understanding of relevant software including Office and database
- Joining the facebook page

Desirable for role

- Attending periodic team training and socials

- A willingness to share your own ideas and limitations without fear of being judged

Your supervisor is: _____

Date: _____