

**ST MATTHEW'S WESTMINSTER  
CHURCH ADMINISTRATOR**

**1.0 STATEMENT OF NEED**

**2.0 OVERALL OBJECTIVE**

**3.0 KEY OBJECTIVES**

## **1.0 STATEMENT OF NEED**

### **1.1 Background to St Matthew's Westminster**

St Matthew's Westminster is a church in the Catholic tradition of the Church of England where everyone is welcome whatever their background. The church seeks to develop an understanding of community in the heart of the city through its threefold ministry of prayer, hospitality and dialogue.

- The daily rhythm of Eucharist, Morning and Evening Prayer is at the heart of the common life at St Matthew's.
- Numerous community groups, study groups, prayer groups and worshippers use the church and associated buildings for various services, meetings, events, consultations etc.
- There is a close relationship with St Matthew's CE Primary School and the school regularly celebrates its community Mass in the church.
- There is a thriving conference centre where companies, non-profit organisations and government departments congregate for seminars, meetings, briefings, lunches and dinners. In 4014, there were more than 100 separate uses of the conference centre on a commercial basis.
- Through its ministry of hospitality, St Matthew's provides overnight accommodation to people connected with the church or to the wider Anglican Communion. In 4014, there were more than 600 occasions of such hospitality.
- St Matthew's has a close connection with the arts and hosts an artist in residence, who occupies a studio in the tower, and also an author-in-residence.

### **1.2 Background to the Vicar of St Matthew's**

Fr Philip Chester has been at St Matthew's since 1994. In addition to his responsibilities as Vicar, Fr Philip is:

- Area Dean for the Deanery of Westminster (St Margaret), formed by 40 churches and congregations stretching across the West End, Mayfair, Soho, Covent Garden, Belgravia, Knightsbridge and Pimlico.
- Chair of Governors of St Matthew's CE Primary School.
- A member of the board of St Matthew's Conference Centre Limited, a company that operates the conference centre on behalf of the PCC.
- A key figure in the recent formation of Anglican Catholic Future, a network of parishes and individuals that seek to proclaim and embody the Catholic faith in the Church of England.
- Currently in discussions with the Bishop of London to undertake a new project within the Deanery (but outside the parish) to develop a catholic church plant and centre for the focus of catholic vocations.

By his own admission, Fr Philip is a man of vision and ideas rather than an administrator.

### **1.3 Future plans**

The PCC of St Matthew's Westminster wants the church to be one which:

- Has significant representation of the people from the parish including families and children.
- Engages seriously with the working population, bringing together the many and varied organisations in our community.
- Enables everyone to flourish, bringing their talents and faith to church life.
- Encourages day to day responsibilities to be supported by a wide number of people.
- Has a serious commitment to lay ministry.
- Has a secure financial base to enable growth.

The appointment of a Church Administrator is seen as being a key requirement of being able to achieve these goals.

### **1.4 Background to the appointment of a full time Church Administrator**

Until Autumn 2012, St Matthew's enjoyed the services of a part-time employee who provided some administrative support, undertook basic bookkeeping tasks and made significant contribution to the life of the community.

The PCC considers that if its vision and that of the Vicar is to be realized, a full-time administrator with specific skill sets will be required.

## **2.0 OVERALL OBJECTIVE OF CHURCH ADMINISTRATOR**

As this is a new post we are looking for someone who has the flexibility to adapt as the potential of the role becomes clearer over time. The Church Administrator will be a key role within the common life of St Matthew's, helping ensure the smooth running of a complicated organization and releasing clergy and laity alike for the primary vocation of the church.

### **3.0 KEY OBJECTIVES**

#### **3.1 Administration**

To enable the smooth running of the church, clergy house, parish office and the Vicar's diary.

#### **3.2 Church presentation, promotion and marketing**

Implement and maintain systems and processes that will ensure that all promotional materials including the website are up to date and of a high quality.

#### **3.3 Fundraising and grant applications**

Oversee fundraising initiatives and make grant applications to support the ministry of the church.

#### **3.4 Financial and charity management**

Implement and maintain systems and processes to ensure that the PCC's financial, stewardship and other legal obligations are met.

#### **3.5 Estate and facilities management**

Implement and maintain systems and processes to ensure that the buildings and building services are properly maintained and that the fire and safety regulations are complied with.

#### **3.6 Staff development**

To help ensure that the contributions of staff and volunteers are valued and that specific training or development needs are identified and met.