

**ST BARNABAS** WITH CHRIST'S CHAPEL

## **Job Information pack**

### **Liturgy and Life Events administrator**

St Barnabas with Christ's Chapel, Dulwich

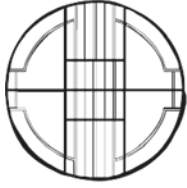


**Closing date:** 8th May 2026

**Interviews:** We will consider applications for interview as we receive them.

**How to apply:** Please send CV and covering letter to [vicar@stbarnabasdulwich.org](mailto:vicar@stbarnabasdulwich.org)

***Sharing God's love – learning and growing together***



ST BARNABAS WITH CHRIST'S CHAPEL

Dear Applicant,

I am delighted that you have expressed interest in the role of Liturgy and Life Events Administrator for the Parish of St Barnabas with Christ's Chapel Dulwich. I hope that you will find the information provided in this pack helpful.

This is an exciting opportunity to join our team in a role that is key to the continued flourishing of our busy parish. This role has been newly created in the light of our new Mission Action Plan and Strategic Development Funding. You would have the opportunity to make a real difference to how we work together and implement our vision and mission priorities. In return we would offer you warm, collegiate, and engaged colleagues, both staff and volunteers.

If you are excited by this possibility, then we would be delighted to hear from you.

If you would like an informal conversation about the role, then please feel free to contact me.

Yours sincerely,

Revd. Liz Barnett

Vicar St Barnabas with Christ's Chapel Dulwich

[vicar@stbarnabasdulwich.org](mailto:vicar@stbarnabasdulwich.org)

***Sharing God's love – learning and growing together***

# St Barnabas with Christ's Chapel

## Liturgy and Life Events administrator

*Sharing God's love – learning and growing together*

**Job Title:** Liturgy and Life Events administrator

**Reporting to:** Parish Operations Manager

**Key relationships:** Vicar and clergy, Director of Music. In addition, operations manager, wardens of St Barnabas and Christ's Chapel, vergers, buildings manager.

**Location:** St Barnabas Dulwich with the option of some hours worked remotely.

**Hours:** 8 hours/ 1 day a week. This role requires the post holder to be at St Barnabas for a number of hours each week to print the order of service and prepare other service materials.

**Salary:** £14.80 per hour (London Living Wage).

**Application:** CV and covering letter explaining why you are applying and how you meet the person specification. Send you completed application to [vicar@stbarnabasdulwich.org](mailto:vicar@stbarnabasdulwich.org) as soon as possible and by **Friday 8 May**.

Please note that **we will consider applications as they come in** and may fill the vacancy before the closing date. We therefore encourage you to apply as soon as possible.

---

### INTRODUCTION:

St Barnabas with Christ's Chapel is one parish with two distinctive places of worship. St Barnabas is a large, thriving, inclusive parish church with a strong choral tradition at the heart of Dulwich Village. Christ's Chapel has been a place of worship for over 400 years, and is a focal place for weddings and funerals. Last year across the parish we held 33 baptisms, 9 weddings and 20 funerals.

This role is ideal for an efficient, organised and detail-orientated person who has a good knowledge of Church of England liturgy and is confident with producing attractive written materials. The liturgy and life events administrator will manage the administrative aspects of our wedding, baptism and funeral ministries and will be the first point of contact for people in times of joy and grief.

---

## **RESPONSIBILITIES:**

### **1. Liturgy- Plan and prepare services:**

- Making and printing weekly service booklets, liaising with clergy and Director of Music to ensure that the correct lectionary readings, liturgy and music are included.
- Preparing all service materials (paper rota, QR code for electronic copy of service booklet, seasonal material – candles, palm crosses, Christingle etc.)
- Preparing the clergy service rota outline.
- Managing the reading and intercessions rotas with the Operations Manager.
- Manage copyright licence applications and requirements.

### **2. Life Events (weddings, baptisms & funerals):**

- Initial point of contact for enquiries about life events via email and our website, and by phone when in the office.
- Handle the practical arrangements for all life events services, including: booking the church, handling communications with the families, liaising with clergy, Director of Music, vergers and others.
- Handling all paperwork, including: making sure legal requirements are met, banns are read, registers are up to date and accurate, keeping accurate records using ChurchSuite.
- Working with bookkeeper to ensure all services are invoiced for and paid.

- Providing information on life events for clergy and others to support the pastoral and missional work of the parish (eg. Lists of funeral families to be invited to All Souls service and Silent Night.)

---

## **PERSON SPECIFICATION and application process:**

We are looking for the following characteristics in our Liturgy and Life Events administrator and we will assess applications against these criteria. Your covering letter should demonstrate to us how you meet the requirements under each of the five headings. The more criteria you can show us that you meet, the stronger your application. But do not be put off from applying because you do not think you meet all of them.

### **Education and Qualifications**

- Good education: formal qualifications are helpful but not essential.
- Practical experience and ability to learn on the job are valued.

### **Experience and Knowledge**

- Experience in an administrative role, ideally within a church or community-based, non-profit, or faith organisations.
- Experience of producing service booklets or other materials for publication.
- Knowledge of the Church of England, and its liturgies.
- Familiarity with choral church music.

### **Competence in**

- Writing, designing and producing documents for public use – ideally within a church context.
- .IT systems and digital tools including Churchsuite, Canva, Quickbooks and Wordpress, or capacity to learn quickly.

### **Gifts and Abilities**

- Able to plan and organise work each week and across the church year.
- Excellent attention to detail.
- Designing written materials.
- Written communication.
- Comfortable working independently.
- Comfortable working collaboratively with clergy, Director of Music and Operations Manager.
- Demonstrate pastoral sensitivity and care, respect, integrity and confidentiality in interactions with all members of the community.

### **Other Qualities**

- Flexible and adaptable to the evolving needs of the role.
- Supportive of the vision and mission of St Barnabas with Christ's Chapel.
- Approach work with good humour and positivity, contributing to a welcoming, supportive, and resilient team culture.
- Able to maintain perspective, balance, and joy even in busy or challenging situations, contributing to a healthy and positive workplace atmosphere.
- Demonstrate cultural competence and awareness, valuing and respecting the diversity of the congregation, staff, volunteers, and local community, and able to work effectively and inclusively across different cultural, ethnic, and social backgrounds.
- Show openness to learning from different perspectives and adapt practices to ensure the church is welcoming, inclusive, and reflective of its diverse community.

You can apply by emailing [vicar@stbarnabasdulwich.org](mailto:vicar@stbarnabasdulwich.org) with your CV and a covering letter explaining why you are applying and how you meet the requirements of each of the five headings in the person specification.

The closing date for applications is **Friday 8 May**. But please note that **we will consider applications as they come in** and may fill the vacancy before the closing date. We therefore encourage you to apply as soon as possible.

---

## **MAIN TERMS AND CONDITIONS:**

### **Job title:**

Liturgy and Life Events Administrator St Barnabas with Christ's Chapel

### **Contract type:**

Part-time permanent post.

### **Employer:**

You will be employed by the PCC of the parish of St Barnabas with Christ's Chapel.

### **Normal Place of Work:**

Your normal place of work will be St Barnabas with Christ Chapel, 40 Calton Avenue, London, SE21 7DG. With the possibility of remote work for part of the week by agreement.

### **Salary:**

The post has a salary of £14.80 per hour (London Living Wage).

### **Probation:**

The appointment is subject to the satisfactory completion of a three-month probationary period.

### **Hours of work:**

Eight hours per week, pattern by agreement with the Parish Operations Manager. The role requires the post holder to work at St Barnabas for at least some of the time to print service booklets and prepare for services.

**Holiday Entitlement:**

You will receive **6** days annual leave per annum. (This is pro rata from the standard St Barnabas holiday entitlement of 25 days plus 8 public holidays. Any public holidays that fall on working days will be taken from this entitlement.)

The leave year runs from 1st January to 31st December.

**Sick Pay:**

The post is covered by the statutory provisions for Sick Pay.

**Pension:**

The PCC will provide a pension scheme in accordance with the Pensions Act 2008 and its associated regulations. The scheme will only be offered if you meet the eligibility criteria within the regulations, and if you meet the criteria, you will automatically be enrolled.

**Working Expenses:**

Reasonable out-of-pocket expenses will be reimbursed.

**Termination of Employment:**

During the three-month probationary period, one week's notice is required on either side. Thereafter, you will be required to give three months notice should you wish to resign, and you will receive a minimum of three months' notice.

**Equal Opportunities:**

The parish has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion, or belief. Its employees are expected to abide by the Equal Opportunities Policy, which embodies these principles.

