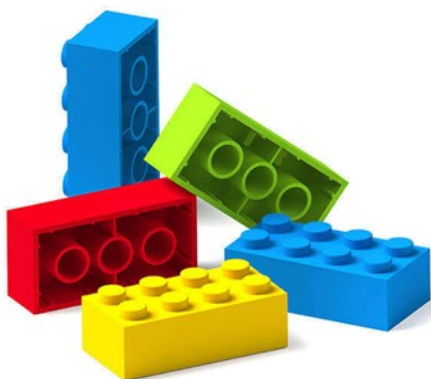


ST. ANDREW'S  
CHURCH  
*GORLESTON-ON-SEA*

**Our vision to promote**

**SUPPORTIVE  
ADMINISTRATION**



***A guide to the ways that tasks are  
planned and implemented***



## *A necessary task*

The task of administration at the church of St. Andrew's has a vital supportive role to play. Because the task is so wide ranging it is beyond the scope of any single person.

Many people contribute to organising and implementing what needs to be done. Some are paid. Others offer to do things on a voluntary basis. These people include:

- the clergy
- the Churchwardens
- the Treasurer
- the Parochial Church Council
- office staff

All these people, and others, have some understanding of how the church works and how their roles relate to each other.

Administrative tasks are wide ranging but include such things as:

- running the church office
- planning a church event
- putting rotas together
- dealing with enquiries
- Publicity
- circulating information
- data protection
- Copyright
- food hygiene
- record keeping
- scheduling meetings and activities
- updating digital media
- supervision

# *The role of the PCC*

The Parochial Church Council (PCC) is the key decision-making body of a Church of England parish. It consists of clergy, churchwardens, and other elected members.

The PCC has five principle functions:

1. It exists to enable the church to play its part in God's mission to his world.
2. It exists to share the leadership, management, and administration of a parish with the Vicar.
3. It exists to ensure legal compliance with charity law and ecclesiastic law, especially in the areas of safeguarding, finance, employment, and appointments.
4. It exists to care for buildings and churchyard so that they may be best suited for the purpose of the church's ministry and mission.
5. It exists to be a channel of consultation within the wider Church through its synodical structure on matters that affect the church locally and nationally.



## *Administrating is a gift*

In the writings of the New Testament the apostle Paul applies the analogy of the human body as a way of describing the church.

For example:

*Now you are the body of Christ and individually members of it. And God has appointed in the church first apostles, second prophets, third teachers, then miracles, then gifts of healing, helping, administrating, and various kinds of tongues.*

1 Corinthians 12:27-28 (ESV)

Just like you need every part of your body, the church needs every gift from God if it is to function properly and fulfil the purpose that God intends. That's why administrating is listed by the apostle Paul as both a helpful and necessary gift because it promotes a sense of order and can turn God-given vision into reality.

Administrating often gets a bad name. It's deemed to be boring, tedious, and time-consuming. It's often viewed as a necessary inconvenience, a chore that needs doing, so we can quickly get on with the more spiritual stuff. Thankfully God sees it differently.

## *Some prayer for administrators*

Guide us Lord, in all our doings with your gracious favour, and further us with your continual help; that in all our works begun, continued, and ended in you, we may glorify your holy name, and by your mercy attain everlasting life; through Jesus Christ our Lord. Amen.

Almighty and everlasting God, by whose Spirit the whole body of the Church is governed and sanctified: hear our prayer which we offer for all your faithful people; that each in his vocation and ministry may serve you in holiness and truth to the glory of your name; through our Lord and Saviour Jesus Christ. Amen.

Pour out your Spirit on us Lord, that as we serve you in our church, you will equip us and empower us to work diligently as you would lead us, so that we can help further the work of your kingdom in this place, to the glory of your name. Amen.

## *Our Purpose*

The church of St. Andrew exists to know Jesus better and to make him better known.

## *Our Vision*

In order to achieve the kind of future we are striving for, our vision is to promote:

- **A**dventurous Mission
- **S**pirit-inspired Worship
- **C**ommunity Engagement
- **E**xtravagant Generosity
- **S**trategic Leadership
- **I**ntentional Discipleship
- **S**upportive Administration
- **F**riendly Hospitality
- **C**aring Relationships

