

**The Catholic Parish of St Mary  
Compton  
LEEK  
Staffordshire  
ST13 5NH**

**PART - TIME PARISH ADMINISTRATOR**

Following retirement, the Catholic Parish of St Mary, Leek, seeks to appoint a part time administrator to be based at the Parish Office in Compton, Leek.

10 hours per week, over two days, paid at £10 per hour.

The role will include:

- Dealing with enquiries by telephone, email etc and callers at the door
- Maintaining paper and electronic files
- Maintaining the Parish Website
- Assisting with the production of printed materials eg the weekly Parish Newsletter, Orders of Service
- Ordering supplies as required
- Maintaining Parish Registers of Baptism, Marriage, Confirmation, Reception into the Church and issuing certificates where appropriate
- Preparing statistical return for the submission to the Diocese

For further information please contact:

Fr Martin Pratt, Parish Priest, St Mary's Presbytery, Compton, LEEK, Staffordshire ST13 5NH  
Tel 01538 382 385

Closing date for letters of application and current CV is Monday 10 September, 2018.

This Parish is part of the Archdiocese of Birmingham Registered Charity No 234216.