

Moonee Ponds Baptist Church: Administrator - Role Description

This role is a key point of contact for non-pastoral membership and congregational needs, providing essential support for pastors, ministries, committees, and leadership groups at Moonee Ponds Baptist Church.

The Church Administrator must:

- Have a caring attitude, excellent people skills, and high integrity
- Be accessible, responsive, diligent and flexible to handle the changing needs of the church
- Be quick to build rapport and communicate in a clear and friendly way with a wide range of people
- Have clerical, communications, computer and administrative skills
- Be a regular attender of Moonee Ponds Baptist Church, support Church teachings and/or willing and able to become a member after the appointment has been accepted.
- Have knowledge of the Moonee Ponds Baptist Church and be able to coordinate competing priorities
- Be willing to learn new skills, work as a team player and be dependable and accessible.
- Have appropriate experience and be able to properly handle confidential information in a careful and secure manner.

Responsibilities include:

1) Single Point of Contact for non-pastoral membership/congregational needs.

The Person in this job must be able to truly understand what a member, guest, or visitor is feeling, while at the same time remaining separate from any problems. A genuine and biblical servant attitude is most important. This includes the ability to graciously handle unexpected or difficult situations, help to resolve conflict, and occasionally to support difficult situations with a positive attitude.

- Communications, follow-up, and responses for church mail, e-mail, voicemail, etc.
- Scheduling, communicating, and coordinating logistics for church affairs w/ church staff and ministry leaders.
- Coordination of use of property, and scheduling of special events, (e.g. weddings, receptions, funeral, outside hire of church facilities, etc). Main contact for all outside enquiries and facility hire.
- Close liaison with, and administrative support for, the appointed Coordinator of the Property Maintenance group (advising of maintenance issues, OHS problems, Working Bee schedules, Emergency procedures, all major issues to be referred to the diaconate)
- Administrative support for the follow up, tracking & filing of visitors & prayer requests.
- Efficient administration of church essentials oversee reception team (who are responsible for day-to day visitors, mail outs, phone answering and directing)

2) Support for church pastors, ministries, and leadership groups.

For the church to run effective ministry, adequate support and administration is essential. For example, maintaining the church calendar by keeping in touch with all groups, compiling minutes and reports, ensuring that compliance obligations and processes are followed and documented.

- Building awareness of, and implement WWCC, Child Safe, Red Book & Insurance requirements by ensuring that necessary processes are followed and records kept for inspection where needed.
- Support documentation of policies and procedures necessary for the running of the Church
- Clerical, administrative and logistics support for the pastors
- Calendar and communications support via special mailing, e-mail, newsletters, phone contact.
- Liaison to Diaconate, Treasurer and Church Secretary for ministry groups and membership.
- Support to the Church Secretary in dealing with BUV, authorities & other matters
- Coordination and tracking of building keys, and security issues.
- Co-ordination of various rosters and taskforces operating within the church.

The Church Administrator is proposed to be engaged for 24 hours per week, for an initial three month term with hours and days of work to be agreed with the Senior Pastor.

The Church Administrator shall report to the Senior Pastor & Church Secretary. He/she work closely with the diaconate, other staff members and volunteers.

This Position Description may be amended when the Church Building is reopened to the public.

The role requires the incumbent to hold current Police and Working with Children Checks.

The role is classified at Level 3 under the *Clerks – Private Sector Award 2010*. The position shall be remunerated on agreement with the diaconate and treasurer.