



## **Moonee Ponds Baptist Church: Administrator - Role Description**

This role is a key point of contact for Moonee Ponds Baptist Church (MPBC) based at the church office. The position provides essential support for pastors, ministries, committees, and leadership groups at the Church.

### **The Church Administrator must have:**

- Excellent clerical, communications, computer and administrative skills. A caring attitude, excellent people skills, and high integrity.
- Appropriate experience and be able to properly handle confidential information in a careful and secure manner.

And:

- Be accessible, responsive 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.
- Be able to coordinate competing priorities and be willing to learn new skills, work as a team player and be dependable.
- Be a regular attender of MPBC or be willing and able to attend MPBC, and support Church teachings.

### **Responsibilities include:**

1. Be the first point of contact for church members, outside users and the general public.
2. Provide support for pastors including logistical and administrative support.
3. Provide support for Ministries including monitoring payments, support with purchase of equipment, and administrative support where needed.
4. Ensure governance compliance for MPBC. This includes support for meetings, Child Safe Standards (including annual Code of Conduct and Ministry Applications) and Be Safe (including Emergency Management) compliance. It also includes arranging training including First Aid, CSS, Food Safety, etc
5. Administrative requirements include:
  - Finance: Pay bills as required online and monitor bank account.
  - Policies and procedures: Review policies and procedures. Create policies &/or procedures as required.
  - Scheduling: Keep the church diary (online and manual) up to date, monitor requirements of outside users and administer the rosters for welcome, communion preparation and morning tea.
  - Church Directory: update annually, publish and distribute.
6. Communications: Prepare the MOO News each week (MPBC Newsletter). Update the website, WhatsApp, and other communication platforms as required.



7. Event Management and Risk Assessments: Arrange facility hire from outside parties/organizations as required. For church events – manage, support and provide risk assessments as required.
8. Property Management Team support: Research and purchase equipment as requested and provide support where needed.
9. Training Requirements: Participate in training including Be Safe, CSS, Church Administration, First Aid, cyber/legal & insurance issues training. Facilitate training for others on an as needs basis.

The Church Administrator will be employed part time for 16-24 hours per week (2-3 days), 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 and Church Secretary. They will work closely with the diaconate, other staff members and volunteers.

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

The role is classified at Level 3 under the Clerks – Private Sector Award 2023. The position shall be remunerated on agreement with the Diaconate and Treasurer.