



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, 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 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. Provide support for the Leadership Team in governance compliance for MPBC. This includes support for meetings, Child Safe Standards (including annual Code of Conduct and Volunteer Applications) and Be Safe (including Emergency Management) compliance. Review policies and procedures. Create policies and/or procedures as required. It also includes arranging training including First Aid, Creating Safe Spaces, Food Safety, etc.
5. Event Management and Risk Assessments: Coordinate facility hire from outside users as required. For church events – manage, support and provide risk assessments as required.
6. Property Management Team support: Research and purchase equipment as requested, maintain consumables and provide support as needed including coordinating inspections (Essential Safety Measures) and minor repairs.
7. Training Requirements: Participate in training including Be Safe, Creating Safe Spaces, Church Administration, First Aid, cyber/legal & insurance issues training. Facilitate training for others on an as needs basis.

8. Administrative requirements include:

- Finance: Pay bills, monitor bank account and monthly account reconciliations.
- Scheduling: Keep the church diary up to date, monitor requirements of outside users and administer rosters as required.
- Communications: Prepare the MOO News each week (MPBC Newsletter). Update the website, WhatsApp, and other communication platforms as required.
- Church Directory: update annually, publish and distribute.
- Archives: Maintain accessible operational and governance records.

The Church Administrator will be employed part time for 3 days per week for an initial three-month term with hours and days of work to be agreed with the Lead Pastor.

The Church Administrator shall report to the Lead Pastor and Church Secretary. They will work closely with the Leadership Team (governing body), 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 2020. The position shall be remunerated on agreement with the Leadership Team and Treasurer.