

## **Kew Baptist Church 2024**

### **Role Description Administrator/Ministry Assistant**

Permanent Part-Time 24 hrs per week (Currently office hours are Mon to Thurs, 9.30-4pm, but days/times are negotiable. Some weekend work may at times be required in special circumstances e.g. Funerals or Weddings. In-person attendance at weekly team meetings will be a requirement of the working week.

### **Job function**

To provide effective, organised, and efficient administration for KBC in order to support the church's mission and ministry goals, and provide administration assistance to the Pastor(s) and ministry team. In a church community, the Administrator also plays a pastoral and missional role being on the frontline of both church member, and community engagement. This requires sensitivity and discretion with personal information and conversations with those in the church community, and, a welcoming and inclusive attitude when dealing with those outside the church community. The Administrator also has a leadership role within the church community and participates in weekly Ministry Team meetings, and liaises regularly with the Leadership team.

### **Desirable Skills and Attributes**

Mature Christian faith expressed in deep love for God, people and commitment to the local church

Self-starter, initiative and problem-solving skills

Sound level computer skills with MS Office suite, desktop publishing, social media, etc

Well organized and efficient

Able to plan ahead and manage time well

Able to project manage jobs

Able to delegate some tasks where necessary

Good interpersonal and communication skills-both written and verbal

Reliable and trustworthy and hares the ethos and values of a Christian organisation

Keen appreciation of the requirement to maintain high levels of confidentiality

Team player with energy, flexibility and integrity

### **ADMINISTRATION**

Managing Church Calendar and facility bookings

Maintaining Church Database records and information

Assisting Treasurer in managing finance and compliance requirements

Support for Church Gathering Agenda and meeting preparation liaising with contractors and suppliers

Developing systems and structures to support the church and ministry team

Responding pastorally and efficiently to phone, mail, emails

Filing and record keeping

Assisting with arrangements for funeral, wedding and facility bookings Other miscellaneous and odd jobs as they arise.

Communicating to church events, news, prayer needs through our communications platforms (website, social media, mailchimp etc)

- Assisting in production of Quarterly Church Roster

Elvanto scheduling for weekly services

Editing and distributing Orders of Service weekly

CCLI reporting weekly

Song database management (online and hard copy filing)

Prepare Proclaim slides for both services each week

### **Terms and Conditions**

In General, the terms and conditions as laid out by the Baptist Union of Victoria in the document:

GUIDELINES FOR HEALTHY CHURCH/PASTOR RELATIONSHIPS, and relevant State and Federal legislation, will apply.

Must have a valid Working with Children Check and obtain a National Police Check

Accountability: Reports to Senior Pastor or designate.

Salary: Remuneration is dependent upon experience level.

Superannuation: 10.5% of salary (moving with any legislative changes).

Annual Leave: 4 weeks per year.

Personal Leave: 10 days (pro-rata) paid personal leave per calendar year for:

- personal needs and support

The need to provide care or support to a member of their immediate family or household who requires that care or support due to;

- personal illness or injury
- an unexpected emergency

This leave is cumulative but will not be paid out on termination.

Compassionate leave: entitled to two days paid compassionate leave on each occasion when a member of their immediate family or a member of their household:

- contracts or develops a personal illness that poses a serious threat to his or her life; or
- sustains a personal injury that poses a threat to his or her life; or dies.

#### Ceasing Employment

It is desirable that in the case of the cessation of employment, 4 weeks' notice by either party be given in writing.

A formal contract encapsulating all relevant information will be developed prior to employment commencing.