Everyday Disciples   Church Administrator
Adoring God. Building Believers. Creating Community.

Position Title	Church Administrator
Last Revised	March 2023
Reports to	Rector of the Church
Employment Conditions	Part-Time (10 hours per week), 12-month contract, 6-month probation period
Remuneration	Clerks Private Sector Award 2010, Level 5 + Superannuation
Function	To provide high level administrative support to the church and ministry staff.
Level of Responsibility	With appropriate support from the Rector and other ministry staff, the successful applicant is expected to initiate and carry out the duties of the role with minimal day to day supervision.
Organisational Environment	Flexible working arrangements are negotiable for the successful applicant and could include: (1) An office on the church site, equipped, as necessary to perform the role, (2) A common / shared office space at another location, (3) Working from home, or (4) Some other agreed working environment. The small staff team seek to work together to enable the church to be Everyday Disciples, Adoring God, Building Believers and Creating Community.
Special Conditions	Required to maintain Safe Church Communities endorsement, including a Working with Vulnerable People Registration.

DUTIES AND RESPONSIBILITIES

The following are the main tasks and responsibilities of the role with estimated time and frequency. Please note, the monthly hours indicated above are dependent on the experience and expertise of the administrator.

1. Create and implement a church-wide communications strategy, this will include, but is not limited to

    a. Regular church publications

        i. Monthly Church News (2-3 hours, once a month)
        ii. Website (3-4 hours, spread across a month)
        iii. Social media presence (1 hour a week)

    b. Responding to day-to-day phone and digital and post communications from within and outside the Church (4-6 hours, spread across a month)

2. Provide high level support for ministry

    a. Administration for Sunday services including: (2-3 hours, twice a month)

        i. Slides
        ii. Rosters
        iii. Printing
        iv. Music set up

    b. Other ministry support functions

        i. Create sermon series graphics (1 hour, from time to time)
        ii. CCLI reporting (2 hours, six monthly)

3. Provide governance support and ensure church Diocesan and legal compliance

    a. Produce papers for Church Leadership Team (CLT) meetings (1-2 hour, once a month)

    b. Take minutes at CLT monthly meetings (2 hours, once a month)

    c. Ensure compliance with all relevant Diocesan ordinances, policies and protocols, including administration of the Church Annual Meeting (PAM) (1 hour once a month, increasing in July-August to 1-2 hours a week)

    d. Liaison with the Diocese on behalf of the church as necessary (1 hour, spread across a month)

4. Data Management (1 hour, once a month)

    a. Ensure data integrity and maintenance within the Church Management Software (currently Ch.Meetings)

    b. Create and Manage Church Calendars

5. Finances (1 hour, each fortnight)

    a. Pay church bills

    b. Issue church invoices

6. Administrative protocols and procedures for church office functions

    a. Create and implement (1-2 hours per week for the 1st six months)

    b. Maintain (0.5hr per week, thereafter)

7. Office and site Management (1 hour, spread across a month)

    a. Maintain office supplies

    b. Manage office space

    c. Manage use of St Paul's site (primarily coordination of internal bookings)

8. Cemeteries (1 hour, as needed)

    a. Respond to general cemetery enquiries and direct them to the responsible person (the Rector or property manager)

    b. Manage the sale process of a plot or niche in a Church Managed cemetery

    c. Maintain accurate cemetery and columbarium records.

REQUIRED SKILLS AND EXPERIENCE:

The role requires:

- An administrative mindset and demonstrated ability to operate at a high level in administrative capacity (**essential**)

- Ability to work independently and in a team environment is **essential**, while some of the work will be as part of the staff team, much of the role is autonomous

- High level computer literacy including word processing skills and database management skills (**essential**)

- Solid understanding of organisational communications, we are aware that our current communication modes and content need to be significantly revised this includes internal and external communications

- A familiarity with website editing and social media posting (**essential**)

- Ability to build a website is not required but could be advantageous, if not a current skill the church is willing to consider offering professional development to upskill the appointed person

- A current understanding of the Anglican Diocese is not required, the knowledge and processes required for governance support, compliance and cemeteries will all be provided in on the job training

- It is expected that the incumbent would be committed to team ministry and relationships in Glenorchy Anglican Church, able to be discrete and maintain confidentiality, and in becoming a committed member of GAC and being supportive of our values, culture and vision (**essential**)