

St John's Uniting Church, Essendon

Position Description: Office Administrator

1 BACKGROUND

St John's Uniting Church is a growing community of congregations, located on the corner of Mount Alexander Road and Buckley St in Essendon, committed to an active outgoing mission that builds bridges into our local community. We are looking to enhance our ministry and mission focus through the employment of the right person to become a new part time member of our ministry team to work in the key area of office administration.

2 POSITION DESCRIPTION – OFFICE ADMINISTRATOR

Within the leadership team, the role of the Office Administrator is to develop and enhance the ministry of administration which supports much of our church life together.

3 DUTY STATEMENT

Refer to appendix # 1

4 POSITION PARAMETERS

- 4.1 The position is a part-time paid position of 15 hours per week, normally worked 9am – 12 noon Monday to Friday. Flexibility of hours is negotiable.
- 4.2 Remuneration will be a part-time hourly rate based on the Synod of Victoria Guidelines for Lay Ministry Workers. Compulsory Superannuation will apply.
- 4.3 The appointment will be for a period of three years with an initial trial period of three months and an annual performance appraisal.

5 SUPERVISION AND ACCOUNTABILITY

- 5.1 The position is under the supervision of the Minister of the Word and is accountable to the Church Council as the employing body, or such committee as delegated by Church Council.
- 5.2 It is expected that the Office Administrator will present a quarterly written report to Church Council or such committee as delegated by Church Council.

6 PARTICIPATION ON COMMITTEES

- 6.1 Attendance at the Admin & Property Cluster meeting as requested.
- 6.2 Attendance at Executive Committee of the Church Council as requested.

7 QUALIFICATIONS AND GIFTS

- We are seeking a person with enthusiasm for the ministry of administration in the life of a local congregation.
- The successful candidate will have a strong Christian Faith, well developed IT skills and a sense of calling to this Ministry which will fit comfortably with a commitment to work within the ethos of The Uniting Church in Australia.
- Demonstrated ability to relate to the administration needs of the Minister, church leaders and members.
- Ability to further develop and equip people to support and assist with this Ministry.
- Excellent organisational, interpersonal and communication skills with a demonstrated ability to prepare desk-top publishing documents to critical deadlines.
- Willingness to work constructively both independently and as part of a Ministry team to implement plans and follow through, supporting the leadership of the Church.
- A willingness to learn and develop new skills and disciplines for this ministry.
- Permission will be sought from the successful candidate for a Police Records Check.

8 REMUNERATION

Payment will be commensurate with skills and experience according to the Personal and Other Services Industry Sector (as recommended by the Uniting Church in Australia Synod Office) and will include 9% Superannuation contribution.

A Time Sheet shall be completed each month, signed by the Office Administrator, and counter-signed by the Minister or (in his absence) his nominee.

9 APPLICATION

We invite your written application for this position (with a resumé) to be submitted no later than 5pm Tuesday 16th February 2010.

Write to 'Church Council Chair' Attention: 'Office Administrator Vacancy'

Email: office@stjohnsessenon.org.au

or Post: St John's Uniting Church, 851 Mount Alexander Road, Essendon 3040

DUTY STATEMENT

Appendix # 1

INWARD MAIL / GOODS

RECEIVE, SORT & DISTRIBUTE INWARD MAIL / ITEMS from --

- Australia Post (PO Box & on site letterbox)
- Internal Mail Box
- Email

Including Posters / Brochures / Newspapers / Newsletters from UCA and Agencies

SUNDAY LITURGY, NOTICES, SERMONS, CHILDREN'S RESOURCE BOOKLET and PERPETUAL DIARY FOR NOTICE SHEET

SEEK & CLARIFY INPUT MATERIAL from --

- Minister
- Music Coordinator
- Others

ALSO

- Changes to scheduled Lay Persons participation
- Extraordinary Items
- Forwarding File

DESKTOP PUBLISH THE ABOVE MATERIAL FOR PRINTING ... and

- Proof-read, draft and amend as necessary
- Print copies for (Thursday) Choral Group Practice as necessary
- Print and collate the material for weekly usage
- Maintain and update the Website with the latest relevant material

CONTACT SUNDAY SERVICE PARTICIPANTS – i.e.

- BIBLE READERS – E-mail, snail-mail or deliver details and print-out
- OTHERS – as requested / necessary

COMMUNITY CONTACT

TAKE INQUIRIES ABOUT and MANAGE BOOKINGS for --

- Weddings
- Baptisms
- Funerals
- Rentals of halls and rooms
- Invoicing, receiving payments and banking
- Liaise with property users and assist in management of the property.

RESPOND TO PASTORAL CONTACTS

Respond to needs by referring callers to the Minister, St. John's Emergency Welfare or other agencies.

COORDINATE WORK BY TRADESPEOPLE

- Arrange tradespeople to make necessary repairs to property / equipment
- Arrange access to the buildings

AT OTHER TIMES and subject to constant Priority Review

PRIOR TO SUNDAY AM

ENSURE THAT

- OLD PEW SHEETS are removed / recycled
- NEW PEW SHEETS are placed for distribution
- LARGE PRINT PEW SHEETS are provided
- NOTICEBOARD and FOYER DISPLAYS are up-dated ...irrelevant or out-of-date material is disposed of
- FOYER DISPLAYS and MATERIALS are relevant or removed
- PERISHABLE consumables are replenished in Kitchen

COMMUNICATIONS

ROSTERS AND CALENDARS – and Distribution of Material

- Preparation AND/OR Distribution of Rosters for all Worship Laity and Groups
- Activity Calendars for ALL Activities and Organisations
- Develop and Maintain economical systems for the dissemination of information to the right people at the right time ... including I.T. and networking possibilities
- Continuously update and format relevant information for Weekly Notices

ADMINISTRATION / CORRESPONDENCE / PUBLISHING TASKS

AS REQUIRED by THE MINISTER and with Minister's consent –

- Youth Leader
- Church Council Chair/Secretary
- Congregation Chair
- OTHERS within reason

SUPPLIES

FREQUENT STOCKTAKE AND ACQUISITION of supplies –

- OFFICE Paper, Stationery, Toner, etc.
- KITCHEN Standard Edibles
- CLEANING Equipment and Consumables
- TRAINING Whiteboard / OHP / etc
- COMMUNION “Wine”

STORAGE / FILING

REGULAR / ONGOING ACTION AND REVIEW -

- Paper-work Filing
- E-Filing
- Administration Material Storage
- Congregation Chair
- OTHERS within reason

PUBLICATIONS

ASSIST IN THE PUBLICATION OF “HOME-GROWN”

- Brochures
- Advertising
- Press Releases
- ‘LOGOS’ Magazine (Quarterly)
- Study Pamphlets
- Bookmarks – etc.
- Media and Book Reviews
- Worship/Preaching CD’s

REPORT & RECOMMEND

PREPARE AS REQUIRED –

- Reports to the Church Council on Activity / Progress
- Recommend new or amended ideas / methods / economies of achievement within the parameters of the Administration Task.