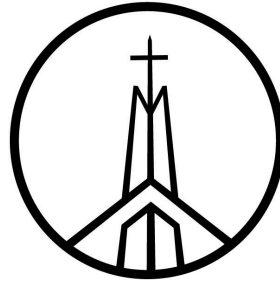


Role Description



KEIRAVILLE
INTERNATIONAL
CHURCH

Title: Parish Administrator

Overview

Keiraville International Church is a parish of the Anglican Diocese of Sydney located within walking distance to the University of Wollongong. We are a diverse community of followers of Jesus representing a range of ages and nationalities with three regular Sunday services and a number of regular weekly and monthly activities.

We are seeking a Parish Administrator who is detail oriented, is able to be self-directed, and embraces the vision and values of our church. This person will work closely with key leaders to provide day-to-day administrative support for the effective operation of the parish. We view the use of administrative skills as a vital ministry that facilitates stewardship, orderly worship, and the practical care of our church community, enabling pastors to focus on teaching and preaching and volunteers to serve God to the best of their abilities.

This position is a flexible part time position for 22.8 hours per week. Some work can be completed at home however most hours will be worked from the church office.

Reporting relationships

The Parish Administrator will primarily report to the Senior Minister and Wardens.

Responsibilities

Provide administrative leadership

- Maintaining church information databases (currently this is done using Elvanto)
- Managing of the church calendar
- Monitoring general emails and phone messages and acting upon or forwarding as required
- Ensuring personal data including incident reports, safe ministry records etc. are maintained and stored appropriately
- Completing relevant reports to the diocese in conjunction with the Senior Minister and Wardens
- Preparing and communication of rosters for services, sending roster reminder communications.
- Organising the Annual General Meeting of the parish
- Ensuring all licenses and insurance contracts are up to date
- Managing administrative tasks to ensure staff and relevant volunteers meet Safe Ministry requirements
- Collecting mail from post office box and distributing as necessary

Manage church communications

- Collating information, preparing, and issuing parish communications including weekly email newsletters and printed bulletins, updating website and other special event communications as may be required from time to time

Manage financial administration

- Day to day management of parish accounts
- Collect and deposit Sunday offerings
- Manage electronic donations
- Pay bills and process expense claims
- Manage accounting system in conjunction with Treasurer
- Ensure timely receipt and approval of MDBA distributions
- Run payroll

Provide general administrative support for key leaders and wardens

- Attend relevant meetings to take notes and offer logistical perspective
- Preparing of service plans (in Elvanto) based on discussions with ministry staff
- Preparing resources for services as needed such as printed copies of service plans, bible readings, attendance sheets
- Monitoring and sourcing church supplies.
- Assisting with the organisation of special events e.g. Christmas and Easter activities, new member welcome events, mission dinner event, church camp
- Provide administrative support for key leaders in kid's, university or other ministries as required.

Be a welcoming presence in the office and a key point of contact for visitors and members when working on site.

Required qualifications and personal characteristics

- A lively, mature Christian faith
- Gifts of administration and a desire to use this gift to serve the church
- Previous experience (paid or volunteer) in office management in a church or not for profit organisation
- Competent in usage of word processing software such as Microsoft Word and other Microsoft office software e.g. powerpoint, Excel
- Excellent oral and written communication skills to interact with a wide variety of people including staff, volunteers, church members and visitors
- Excellent time management and organisational skills
- Ability to work independently

Proficiency in using Xero and/or MYOB, Elvanto, Mailchimp, Canva would be highly regarded.

Employment conditions

The role is for 22.8 hours per week and will be remunerated based on level 3 of the Clerks - Private Sector Award Superannuation will also be provided in accordance with the Superannuation Guarantee.

As a parish of the Anglican Diocese of Sydney you will be expected to commit to the Anglican Diocese of Sydney Faithfulness in Service Code of Conduct and to the principles of Safe Ministry.