



# Church Administrator and Ministry Assistant

## Location: Harrisdale Campus

### Job Description

## Context

Carey Baptist Church is the spiritual heart of the Carey movement, which includes two churches each based on a thriving College campus, Jump Early Development Services and Timber Cafe. As we grow as a church family and continue our mission to see communities transformed by God's love, we are looking to fill the role of Church Administrator and Ministry Assistant.

## Broad Role Description

The Church Administrator and Ministry Assistant should be an enthusiastic follower of Jesus with communications and administrative giftings, who is eager to commit to being part of the church staff team and its strategic goals.

## Role Purpose

The primary purpose of this role is to assist the staff team in delivering the strategies and ministries that have been agreed in line with the churches' vision and mission. The role is based at Harrisdale, but serves both Harrisdale and Forrestdale churches.

Accountable to the Senior Pastor Harrisdale, the Church Administrator and Ministry Assistant will:

- 1. Coordinate and deliver church communications. This includes:**
  - a. Continually assessing and improving the effectiveness of online and face to face communication strategies;
  - b. Being part of the teams developing content and delivering the communication strategies;
  
- 2. Oversee church administration and processes, including but not limited to:**
  - a. the church calendar;
  - b. operation of the church office, reception, filing and facilities;
  - c. church databases, record keeping and online filing systems; and
  - d. administration of church policies and procedures.
  
- 3. Assist in the delivery of Church Ministries**
  - a. contributing to the suite of activities required to develop and implement the range of ministries across the church.

## Commitments, Skills and Competencies

- Excellent administrative and organisational skills;
- High-level computer literacy particularly with word-processing, Excel, Gmail, Acrobat, Power Point, social media and Google platforms and desktop publishing;
- Excellent written communication skills
- Attention to detail

- Initiative
- High level of confidentiality
- The capacity to develop and maintain information and other church systems
- The maintenance and review of church policies and compliance systems with Church Safe, Working With Children permits and emergency evacuation procedures
- Capacity to work as part of a team and also independently
- Passion for serving and a desire to honour God through excellence in work standards and building up of other people
- Commitment to the Carey Community Baptist Church Mission, Values and Vision
- Willingness to embrace a “whatever is required” attitude in all areas of the organisation
- Desire to personally grow as an apprentice of Jesus Christ
- Friendly, positive, helpful personality.

## Personal

The personal life of the Church Administrator and Ministry Assistant should:

- Cultivate a Jesus-centred, authentic spiritual journey that is grounded in the scripture and prayer;
- Model the attitude of giving the best to God;
- Be a lifelong learner, actively pursuing training, teaching and opportunities to observe new models and ideas that could assist Carey becoming a community after God’s heart;
- Take appropriate opportunities for rest, recreation and reflection;
- Identify one or two Jesus centred people to act as mentors and ‘sounding boards’, and meet regularly with them. These may be Christians in the wider community.

## Work hours

This is a part time (20 hours per week) role with a strong preference for a minimum of four days in the office Monday through Friday. Increased hours during school terms for time in lieu during school holidays will be considered. It is also acknowledged that not all the hours will be worked within normal office hours. It is anticipated that some hours will be worked to support Church events and Sunday celebration services.