

NOTE: An appointment to this position is dependent upon budgetary provision.

ROSTREVOR BAPTIST CHURCH

POSITION PROFILE

POSITION: MANAGER, MINISTRY SUPPORT

POSITION DESCRIPTION

ACCOUNTABILITY STATEMENT

The Manager, Ministry Support is accountable to the Administrative Services Group for the provision of resources and administrative support to Pastoral Staff and Ministry Teams by organizing, coordinating and managing the infrastructure, the administrative and financial systems, and the administrative staff (paid and volunteer) available to facilitate Church ministries.

PRINCIPAL RESPONSIBILITIES

- Developing and maintaining the Church's information and communication systems and infrastructure.
- Providing training and ongoing advice to staff and relevant ministry team members to maximize the use of the Church's information and communication systems.
- Coordinating with the Treasurer and Auditor the maintenance and operation of the Church financial systems.
- In liaison with the Property Manager, ensuring that the Church property is maintained and secured, and that its use by Church and other approved organizations is coordinated and facilitated.
- In liaison with the Administrator, ensuring that all Church insurance coverage is maintained.
- Ensuring that an appropriate personal and telephone Reception service is provided during office hours.
- Facilitating the provision of administrative support to Church ministries.
- Arranging support as required to the Administrator in all aspects of Church meetings.
- Ensuring that all Church audit and legal compliance requirements, including corporations legislation and regulations, financial auditing, occupational health and safety, industrial relations, other human resources management requirements, privacy, duty of care/professional standards and copyright, are fulfilled.

SPECIFIC DUTIES

- Periodically review and upgrade the Church computer systems and equipment.
- Provide the staff and ministry team members with training in the use of Church computer systems and equipment.
- Assist staff and ministry team members in resolving specific problems with computer operation and associated systems.
- Arrange for the maintenance and regular updating of the Church Website.
- Arrange for all financial management processes, including cash handling, banking and book-keeping, to be undertaken by volunteers.
- Arrange Church insurance policies as required.
- Arrange for contractors or volunteers to carry out repairs and preventive maintenance on Church property as required.
- Manage the Church cleaning and gardening contracts.
- Ensure that the Church diary is maintained and that the use of the Church property is properly coordinated and facilitated.
- Ensure that appropriate Church property security arrangements are in place.
- Arrange for the Office to be staffed by volunteers during office hours to enable a Church reception service to be maintained during those hours.
- Liaise with Pastoral Staff to provide administrative support by use of volunteer assistance to each Ministry area.
- Arrange the weekly production of the Church bulletin and video news.

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- Monitor all Church operations to ensure that all legal and regulatory audit and compliance requirements are met in every respect, including:
 - Corporations legislation and regulations
 - Financial auditing
 - Occupational Health and Safety
 - Industrial Relations
 - Other Human Resources management requirements
 - Privacy regulations
 - Duty of Care/Professional Standards policy
 - Copyright regulations
- Act as Executive Officer to the Administrative Services Group.
- Any other duties as required from time to time by the Administrative Services Group.

PERSON SPECIFICATION

QUALIFICATIONS

- It is anticipated that the Manager, Ministry Support will have tertiary qualifications in Information and Communications Technology (ICT) or equivalent Business Management studies.
- Some study at a Bible College or Theological institution is desirable.

APTITUDES

- It is essential that, through previous experience in project management or similar supervisory work, the appointee is able to demonstrate the ability to:
 - lead a team of employees involved in administrative type operations,
 - manage a multi-functional operation, and
 - plan and organize a range of new initiatives in an overlapping time-frame.
- It is essential that the appointee has broad experience in the planning, development and implementation of ICT systems.
- It is highly desirable that the appointee can demonstrate, by previous experience, the ability to educate non-ICT professionals in the use and operation of ICT equipment and systems.
- It is essential that the appointee is able to demonstrate the skills necessary to work with volunteers.
- It is desirable that the appointee has previous experience in working with a Church diaconate or similar group.

PERSONAL ATTRIBUTES

- The appointee should demonstrate all the personal qualities outlined in *1 Timothy 3:1-10*.
- The appointee must be a Voting Member of Rostrevor Baptist Church or be eligible to become a Voting Member.

CONDITIONS OF EMPLOYMENT

The Manager, Ministry Support will be employed full-time, on a three-year contract renewable by agreement between the appointee and the ASG, under the conditions of employment and Salary Package scale as recommended and published from time to time by Baptist Churches of South Australia.