

Bendigo Baptist Church (BBC)

Administrator – Position Description 2017

Mission & Vision:

Our mission at BBC is *“to develop people into fully devoted followers of Jesus Christ.”*
As we accomplish this, it’s our vision is *“to be a community of empowered believers reaching our city, state, nation and globe for Christ.”*

Staff:

The primary task of the staff of Bendigo Baptist Church is to empower God's people for service (Eph 4:11-13), thereby cultivating a community of empowered ministers, not a congregation of expectant observers.

We expect staff members to be Christians who place high value on mentoring, modelling, training, coaching, sharing ministry, encouraging leaders, guiding, clearly communicating and enabling others in ministry.

We want our staff team to be learning and listening leaders who will give a strong lead in strategising, developing teams, taking risks and advancing the ministry of the Church. Ministry at BBC demands a strong commitment to team spirit, consensus building and loyalty.

Essential Qualities:

The Administrator will:

1. Be a committed Christian who, upon appointment, will become a member of Bendigo Baptist Church.
2. The Administrator will be a member of Church Council.
3. Be in full agreement with the mission and vision of BBC
4. Able to fulfil the qualifications for leadership within the Church, as set out in 1 Timothy 3:1-13 and Titus 1:6-9
5. Show evidence of a strong call by God to the Church and the position
6. Be able to work in harmony with and for the mutual benefit of those in all ministries of the Church

7. Possess an extensive background in administration and office management and be proven in understanding financial reports and managing budgets. Prior experience using financial computing packages would be desirable too.
8. Display the following personal qualities:
 - i. A person who demonstrates the love of God in their daily walk
 - ii. Highly developed people-management and interpersonal skills
 - iii. Effective in mediation, negotiation and conflict resolution
 - iv. A team-orientated leader, using a collaborative and consultative style of leadership
 - v. Self motivated with the ability to work in unsupervised situations
 - vi. Desirous of continual learning and growth.
 - vii. An active compassion for those who have not yet come into a knowledge of the saving grace of Jesus Christ
 - viii. Committed to ongoing personal growth through prayer, worship, bible study and fellowship
 - ix. Seeking to follow the examples and principles of Jesus

Position Purpose:

This role is strongly administrative and has a major emphasis towards providing the necessary support structures to undergird the operations of the Church's leadership teams, communication of church matters to members, financial management, oversight of property and general administration. The Administrator will take responsibility for and oversee the work of Administrative Assistant and Book Keeper. *Note: See Appendix 1 'Administrative Duties' for further specifics regarding the function of this role.*

Position Responsibilities:

1. Administration Support:

Act as Team Leader for the Administration Support team, which will include review and supervision of own ministry team members, quality control and determining new and innovative solutions to problem solving and in the development of work practices

Responsible for the custody and upkeep of the Church's records, which includes minute books, records of Church meetings including the AGM, membership roll, Working with Children Checks, Baptisms and Church contact lists

Coordinate Church related rosters and ensure that Church correspondence is recorded, actioned and maintained as per the Constitution

Oversee the purchase and maintenance of goods and services within the guidelines of the Church Council and Church Constitution

Provide effective and efficient support, assistance and guidance to ministry leaders

Be responsible for ensuring the Church maintains and complies with statutory, legal and regulatory requirements of local, state and federal legislation and associated

2. Communication:

Take responsibility for the coordination and production of the church bulletin and advice to members regarding elections, meetings through appropriate means of communication

Oversee the development and expansion of IT communications to support ministry teams

Prepare agendas and Correspondence – inwards and outwards. Coordinate the taking of minutes for the Church Council and Members Meetings and the compilation of reports and the scheduling of meetings that meet proper business practice and church constitutional requirements. The Administrator will sit on church council as the executive officer of the church and perform any other function deemed necessary.

3. Financial:

Maintenance of the Church's Financial and Banking records that meet legislative requirements and sound accounting practice

Coordinate the handling of cash and financial transactions that accord separation of duties and diligence in record keeping in accordance with audit requirements

Coordinate the development of the Church's annual budget and capital requirements

4. Property:

Oversee property and buildings care, maintenance and repairs and identify best practice in the management of the Church's resources

Administer the Churches' property and resources (i.e. room allocation / hire) effectively.

Provide oversight and give direction, where necessary, to the key leaders of the practical ministry, cleaning, catering and caretaker ministry departments

5. Other Requirements:

Recruit, train and motivate gifted people to work within areas of responsibility on the Administration Support Team

Oversee disclosure reporting and other matters pertaining to Occupational Health & Safety

Provide administrative support to ministry staff where appropriate

Performance Management:

The Administrator will participate in an annual performance appraisal that is conducted by the Senior Pastor and a representative from Council. The employer and employee may also request these at any time. Performance will be measured against key result areas that are determined and developed annually from this position purpose and strategic plan.

Terms of Appointment:

The Administrator will be responsible to the church through the Senior Pastor and Church Council.

The appointment to this position will:

1. Be a part time position (0.6) and it will be reviewed on an annual basis
2. Need to undertake a bi-annual Police Check
3. Remuneration arrangements shall be in line with the budgeted stipend and include compulsory superannuation.
4. Administrator is entitled to four weeks paid pro rata annual leave per annum. The entitlement is cumulative

Administrative Duties 2018– Appendix 1

This document outlines the specific duties of the Administrator, Book Keeper, Administrative Assistant at BBC. This will be updated as required.

1. Office Administration: [9 hours per week]

- The recruiting, training and empowering of volunteer leaders to minister in the following support areas:
 - Weekly office support (Answer phones, type letters etc.)
 - Collating of information to assist pastoral teams
 - Producing weekly church bulletins & other pertinent flyers to assist ministries
- Oversee the budget and all finance issues pertaining to this ministry
- Maintain supplies of office stationery and equipment
- Encourage and support all personnel working within this ministry setting
- Prepare weekly prayer notes and circulate by email
- Maintain calendar of facility use for Ministries
- Oversee the maintenance of Church attendance records to provide updated information (e.g. Newcomers, Pastoral Care) to ministry team as needed
- Attend any Ministry Group meetings, as required by the Senior Pastor

2. Finance: [10 Hours per week] Note: 6 Hours for Admin & 4-5 Hours for Book Keeper spread throughout this role.

a. Weekly

- Collect offerings and other income, recount money, record in bank deposit books
- Bank all monies (with assistance of volunteers)
- Collect accounts
- Process payments
- Record all transactions in Quickbooks
- Refund monies expended by church members, etc
- Provide Tax Deductible Receipts and other receipts when requested
- Maintain orderly filing system of all financial documents
- Pay visiting speakers
- Maintain records of Pastors' and Staff Leave
- Maintain accurate records of Church Loan within Quickbooks.

b. Fortnightly

- Prepare salaries, benefit payments and issue pay slips for pastors and staff
- Record in Quickbooks

c. Monthly

- Reconcile bank statements and record direct credit offerings
- Make available original source documents and Bank Statement to Treasurer
- Pay monthly accounts including Church Loan, superannuation etc
- Provide giving information for Church Bulletin when required
- Assist Treasurer in preparation of Financial Reports for Council
- Prepare invoices to be sent to debtors monthly (eg hall hire, advertising etc)
- Process payments for GIT (Global Impact Team)

d. Quarterly

- In consultation with Church Treasurer prepare BAS statement and submit
- In consultation with the Church treasurer process staff superannuation payments
- Prepare reports for Church meetings
- Monitor ministry spending against budget allocations
- In consultation with Pastors where necessary assist with the budget and financial management of special events eg. Camps/conferences

e. Annually

- In consultation with Church Treasurer prepare all records for auditor
- Print required reports and finalise Quickbooks
- In consultation with Church Treasurer submit final BAS statement and Annual Wages Summary to ATO
- Assist in maintaining Asset Register
- Assist Treasurer in preparation of Workcover Certification and Estimates
- Assist Treasurer with Annual Church Budget.

3. Communications: [6-8 Hours per week]

- Oversee the production of the weekly news and all other major Church communications
- Oversee advertising in local press and BUV publications as required
- Develop and maintain a strategic policy to foster clear communications and information flow amongst all stakeholders in the Church
- Oversee the development and expansion of IT communications, particularly through the BBC website

- Liaise with I.T. support to facilitate appropriate technical support for pastors & ministry team
- Oversee the scheduled use of all facilities and convey necessary information to relevant ministry departments (e.g. Sound, Catering etc.). Investigate, implement & monitor advertising to ensure maximum use of facilities

4. Occupational Health & Safety: [3-4 Hours per week]

- Ensure that current police checks / W.W.C. are maintained for all staff and volunteers involved in ministries that require such checks
- Ensure that all Red Book requirements are complied with to ensure alignment with all OH&S and Duty of Care

{2 hours per week}

- Oversee the development and maintenance of Church Policies/ checklists as required
- Oversee (but in consultation with the safe Church person) disclosure reporting with the Senior Pastor and Church Council Chairman

5. Other Ministry Departments (Practical Ministry, Catering, Cleaning & Caretaker): [4 Hours Per Week]

- Provide appropriate leadership and oversight of these key ministry areas to ensure proper ministry support to wider ministry of BBC. *For example:* Inform the key leader of the practical ministry department pertaining to ongoing maintenance needs that might arise during the course of a ministry week.
- Stock up catering supplies as needed

6. Church Council / Members Mtg: [2 hours per week]

- Prepare agendas for all church council and church member meetings
- Ensure that minutes for all church council and church member meetings are recorded
- Ensure that all official correspondence is tabled and responded to when required by church council
- Oversee the Membership Roll of BBC

- Provide statistical reports of membership to the Annual Church Meeting
- Prepare a report of the year's work and submit to the Annual Church Meeting
- Except as otherwise provided in these rules, keep in their custody or under their control all books, documents and securities of the Church
- The carrying out of other duties as the Church may determine.

7. Event Management (4 hours per week)

- Respond to inquiries for venue hire and provide a quote for the use of facilities as per the clients needs
- Organise events as required including appropriate staff, room set up and catering as per clients needs
- Liase with staff and ministries regarding bookings/requirements for events
- Prepare invoices for events