

Bendigo Baptist Church (BBC)

Administrator – Position Description 2021

Mission & Vision:

Bendigo Baptist Church is committed to the **mission** of: *'Making Biblical Disciples in Relational Environments.'* (Matthew 4:19) Our **vision** for BBC is: *'To be a community of empowered believers reaching our city, state, nation and globe for Christ.'* (Matthew 28:19-20)

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 and loyalty.

Essential Qualities:

The Administrator will:-

1. Be a committed Christian who, upon appointment, will become a member of Bendigo Baptist Church.
2. Be in full agreement and aligned theologically, relationally, philosophically and structurally with BBC.
3. Able to fulfil the qualifications for leadership within the church, as set out in 1 Timothy 3:1-13 and Titus 1:6-9.
4. Show evidence of a strong call by God to the church and the position.
5. Be able to work in harmony with and for the mutual benefit of those in all ministries of the church.
6.
 - i. Tertiary qualifications in business, management or accounting or relevant extensive experience in an administrative environment;
 - ii. A high level of financial literacy;

- iii. Working knowledge of financial accounting packages.
- 7. 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 has a strong administrative focus and a major emphasis on providing the necessary support structures to undergird the operations of the church and allow its various ministries to flourish. The Administrator provides support to the church's leadership teams, communication to church members, hands on financial management, coordination of property, equipment and repairs and general administration. The role provides guidance and advice in relation to statutory, legal and legislative requirements in meeting the church's governance obligations.

Position Responsibilities:

- 1. Act as Team Leader for 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;
- 2. Provide oversight of both campuses, guidance to the caretaker and practical upkeep and presentation of the church's properties;

3. Plan and assist in conjunction with key leaders, church growth and development, in line with the mission and vision;
4. Practice continual improvement in the evaluation and review of existing and proposed administrative and/or ministry strategies / initiatives to ensure ongoing effectiveness;
5. Apply excellent verbal communication skills to influence, interpret, liaise, advise and counsel in the day-to-day interactions with contractors, hirers and the broader church community and in collaboration with other ministries;
6. Recruit, train and motivate gifted volunteers to work within areas of responsibility on the Administration Support Team;
7. Apply sound knowledge of commercial practices and requirements towards, insurance, accounts payable, contracts, human resources, OH & S and risk management;
8. Plan work activities to ensure achievement of timelines, church constitution compliance, efficient conduct of church activities/meetings, business and financial responsibilities and the smooth operation of the church's administrative functions;
9. Provide formal and informal feedback of activities and outcomes to the Senior Pastor

Performance Management:

The Administrator will participate in an annual performance appraisal that is conducted by the Senior Pastor and a representative from Church 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. *Note: Achievable goals will be determined in consultation with Senior Pastor.*

Terms of Appointment:

The Administrator will be appointed by and be responsible to the church through the Senior Pastor and Church Council. The appointment to this position will be a part time position (23 hours/week) and will be for an initial period of two years. This may be extended upon satisfactory review.

The salary for this role will be negotiated with the appropriate candidate. Superannuation contributions will be paid as required under the Superannuation Guarantee (Administration) Act 1992 as varied from time to time to a complying fund. Superannuation is paid in addition to an employee's salary.