

Mount Pleasant Baptist Church
Mount Pleasant Baptist Community College

POSITION DESCRIPTION

Position:

Safe Church and Operations Assistant

Purpose of Position:

To support the Commercial Manager and Executive Pastor and to assist with office administration as required by the Commercial Manager

Essential Outcomes:

1. Commercial Manager is supported in the area of office administration to ensure all is coordinated, monitored and reviewed for optimum performance
2. To assist with implementation and ongoing management of the 'Safe Church' policy for the Church
3. Provide ongoing assistance to the communications team to effectively deliver in all areas of communication accurately and in a timely manner
4. Manage the announcement white board

Essential Tasks

1. Develop, review and update Safe Church documentation, procedures and forms, maintain Working with Children and Police certificate records, process Incident Report forms
2. Work Health and Safety quarterly meeting – agendas, minutes, action points
3. Be the coordination point for all announcements for the Celebration services, eg Easter, Mother's Day, Father's Day, Christmas
4. Attend the weekly heads up meetings
5. Complete tasks set by the Commercial Manager and Executive Pastor as directed
6. Overseeing calendars and scheduling events/announcements, communication between ministries and office administration
7. Baptism and Membership – process Membership and Baptism applications, maintain the Membership Roll.
8. Annual reporting to ACNC, DMIRS, BCWA
9. Copyright Licences
10. Bi-monthly Church and College Board meetings – agendas, papers, minutes
11. Co-ordination of Annual General Meeting and Church Family Meeting
12. Administration of Mercy Reach Foundation

Essential Competencies

Functional Competencies for this role as described above

Key qualifications, skills, experience, behaviours, attributes for success in this role:

- Sound administrative experience
- Flexible and able to multi-task
- Attention to detail
- Sound people skills
- Problem solver with good communication skills
- Strong time management and organisational skills

Core Competencies

These competencies apply to all staff employed by MPBC

- Acts with integrity
- Aligns with customers
- Communicates effectively
- Develops self
- Maintains focus
- Pursues improvement
- Has a pastoral heart
- Accepts accountability
- Works well in a team environment
- Ability to work unsupervised

Training and development

Training courses or seminars as required

Accountability

Accountability will be to Commercial Manager.

I have read and discussed my PD with the Commercial Manager and agree with its content.

Employee's Signature: _____ Date: ___ / ___ / ___

Supervisor's Signature: _____ Date: ___ / ___ / ___
