



## Ministry Support Coordinator

- Part time (0.9FTE) position
- Commence January 2022

**Us:** Seeds Uniting Church is a mature church situated in the suburb of Aberfoyle Park in Adelaide's south. The Church offers a variety of community programs through its congregation. The Church has a strong community presence and is supported by a large number of committed people, including paid pastoral and administrative staff and a network of volunteers in leadership and support roles.

**We are seeking a Ministry Support Coordinator to facilitate the implementation, daily running and oversight of the operation and systems undergirding Seeds Uniting Church including facility hire and worship administration**

The role includes:

- Primary point of contact for Venue Hire
- Management of the venue hire bookings and marketing of the venue for hire
- Volunteer and staff administrative support
- Support for the Sunday Volunteers including rostering for Welcome Teams etc.
- Assisting the Associate Pastor in worship administration, including rostering and copyright management
- Acting as the point of contact on Sunday mornings.

Skills you will need:

- A Christian committed to Jesus Christ with a strong desire to see children and their families become disciples of Jesus Christ
- Strong Administrative skills
- Ability to organise and manage teams
- Excellent interpersonal skills

Enquiries to:

For a copy of the Job Description please see the website or contact Margaret Davidson at [business@seedschurch.org](mailto:business@seedschurch.org)

To apply:

Please send a letter of application addressing the criteria found on page 2 and 3 of the Job Description, along with a copy of your Resume and contact details for two referees to [business@seedschurch.org](mailto:business@seedschurch.org)