



MINISTRY SUPPORT COORDINATOR – SEEDS UNITING CHURCH POSITION & PERSON DESCRIPTION

Position: Ministry Support Coordinator – Seeds Uniting Church

Time Fraction: 0.9 FTE

Term: Initial 1 year fixed term contract

Our Church

Seeds Uniting Church is a mature church situated in the suburb of Aberfoyle Park, located in the south of Adelaide. The church offers a variety of community programs through its congregation, which currently number over nine hundred regular worshippers. 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.

Reporting Relationships

The position reports to the Business Manager and will also liaise closely with the Associate Pastor.

Position Purpose

The Ministry Support Coordinator will have responsibility for the implementation, daily running and oversight of the operation and systems undergirding Seeds Uniting Church, and for the administration for the Worship ministry. The Ministry Support Coordinator is responsible for hire of the building (including marketing of the venue), development and implementation of operational process and procedures, oversight of the front office, assistance with communication processes, volunteer and staff administrative support and the oversight of data and information.

The Role

Requires a committed Christian who has a passion for administration and business support with the ability to implement operational policies and procedures. The role has a strong customer service and volunteer focus and is often the first encounter that the community has with the vision and mission of Seeds Uniting Church. Therefore, the position requires an individual who has a heart for missions and a strong sense of community.

Key Outcomes:

Church Administration & Venue Hire (0.5)

- Primary point of contact to Seeds Uniting Church for Venue Hire;
- Ensure that marketing/communication materials are kept up to date, including

updating/posting to the website and Seeds socials:

- Accountability for the effective running of the front office;
- Volunteer and staff administrative support;
- Recruitment, training & rostering of Front Office Volunteers;
- Ensure that volunteer staff are appropriately trained and equipped to promptly attend to incoming calls, direct them to the appropriate staff member or take messages;
- Ensure that operational policies and procedures are current and documented;
- Ensure that administration front office tasks are completed by the front office team in accordance with the Front Office Administration handbook
- Managing the rosters for Sunday Office, Welcome Team (including Covid Marshal), and Sunday Morning Tea;
- Marketing/Promotion of the building as a venue hire facility;
- Manage the venue hire bookings and queries for sanctioned church events and external bodies, including meeting with hirers and arranging any technical or other support required;
- Liaise with various church groups and ministry teams to ensure that the dissemination of information occurs;
- Liaise with people paid to clean or set out chairs for the Sunday services and other events.
- Act as point of contact on Sunday mornings.

Worship Administration (0.4)

- Assist in rostering for Sunday services.
- Assist the Associate Pastor in team communications.
- Carry out tasks assigned by the Associate Pastor.
- Follow-up tasks delegated throughout the team.
- Uploading of recorded files to YouTube and other streaming services.
- Copyright management

Person Capabilities:

The Ministry Support Coordinator will be a Christian who:

- Is committed to Jesus Christ, is open to the leading of the Holy Spirit, and whose life evidences the fruit of the Spirit (Galatians 5:22-23)
- Has a developing personal devotional life
- Accepts wholeheartedly the Mission and Core Practices of Seeds Uniting

Personal abilities, gifts and skills:

- Proven ability to work with and empathise with people of all ages within the church
- Ability to support and implement the mission of Seeds Uniting Church
- A strong focus on customer service
- Competence in word-processing and use of spreadsheets
- Strong attention to detail
- Ability to handle the routine tasks with limited direction

- Ability to organise and manage teams and group meetings
- Ability to exercise good judgement and maintain confidentiality
- Is willing to participate fully in the life of the Seeds Community, attending and supporting the Sunday service.
- Competence in producing, or facilitating the production of, presentation and marketing material of a high standard.

Knowledge and Experience:

- Proven experience in managing CRMs (customer management systems).
- Experience in volunteer management or working with volunteers
- A strong background in administration
- Demonstrated active membership and involvement in a mainstream denomination for a minimum of 12 months prior to application
- Demonstrated experience in a senior administrative, business or operational role
- Evidence of a satisfactory Working With Children Check & General Employment Probity Check
- Experience with managing websites and social media platforms

Working Hours

The position is 33.75 hours per week, including Sunday mornings. The position may on occasion demand flexibility and the ability to perform duties and responsibilities on weekends and evenings (other than Sunday mornings) as may be required should Seeds Uniting Church be hosting an event. Regular time off in lieu of extraordinary hours worked is available.

Work Location

The Ministry Support Coordinator is expected to work from an office at the administrative hub of the Church.

