The Administrative pastor provides business and operation support to the church members, the Parish Council, Church Wardens and the other Pastoral Staff. The Administrative Pastor will manage the church finances alongside the Church Treasurer, the property and office. He/she will manage church volunteers and the integration of new people to St Stephen’s.

**TASKS AND RESPONSIBILITIES**

**Financial Management**
- Manage the receipt, deposit and disbursement of all church funds.
- With the church treasurer and wardens oversee a financial record system for the church and direct its operations.
- Oversee the purchasing process.
- Supervise the preparation of monthly agenda, minutes, ministry reports for the Parish Council.
- Maintain a proper cash flow control to meet obligations.
- Schedule an annual audit or review of the church’s financial statements.

**Office Administration**
- Manage the collation of AGM reposts.
- Develop and administer the policies and procedures of the church.
- Maintain personnel records.
• Give general direction to the weekday operation of the Church office and organise and supervise volunteers as assigned.

• Understand the operation of and maintain all office equipment.

• Direct the maintenance program of the Church.

• Administer policies and procedures concerning the use of all Church properties and facilities.

• Work with staff and coordinate the assignment of rooms and Church facilities for meetings and activities.

• Evaluate periodically, the insurance needs of the Church and maintain an inventory of Church property and equipment.

• Oversee the security of the Church.

• Maintain a loan register of church property.

• Supervise the office assistants volunteers and other office personal.

• Ensure that proper computer backup is routinely maintained.

• Facilitate training on church computer systems and office equipment.

**Communication**

• Be responsible for oversight of the church website, social media, and other external communication and marketing.

• Be Responsible for oversight of internal church communications.

• Participates in weekly staff meetings and scheduled Parish Council meetings.

• Other duties as assigned.

**Reporting:**

• The Church Administrator reports to the Senior Pastor in consultation with the Church Wardens.
JOB SKILLS & REQUIREMENTS:

• Significant business experience and knowledge in either corporate or church environments.
• Key strengths in leadership and management skills.
• Knowledge of Mac computer systems, including word processing, electronic communication software, membership software, and financial reporting and accounting software.
• Excellent verbal and written communication skills.
• Attention to detail.
• A commitment to good interpersonal relations, teamwork and support of church ministries.
• A commitment to confidentiality and discretion in the ministry and work environment of St Stephen’s Coorparoo.

Guidelines:

• Committed Christian who is an active member of a church.

Hours and Compensation:

• The Church Administrator position is full time. Tuesday - Friday plus Sunday
• Monthly Parish Council meeting
• Compensation is dependent on qualifications and experience in line with the Diocese of Brisbane Lay Stipendiary Salary.
• Benefits include 30% Salary Sacrifice, 4 weeks paid holidays, Superannuation.
• The church will compensate for any training necessary on new software and may compensate for approved continuing education.