

Menai Baptist Church

Title:	Administration and Communications Officer
<i>Commitment:</i>	0.6 FTE – 3 days/week (ideally Tues, Thurs, Fri)
<i>Commencement Date:</i>	

RELATIONSHIPS	
<i>Directly Responsible to:</i>	Associate Pastor – Ministry Oversight (MO), MBC
<i>Accountability</i>	<p>Regular performance reviews to be conducted by the Lead Pastor and delegated others. Accountability is through the Lead Pastor to the Leadership Council and then to the Church membership.</p> <p>Annual through Associate Pastor MO, with support of Lead Pastor</p> <p>3 Yearly through the Leadership Council (as church membership representative)</p>
<i>Key Internal Relationships</i>	<i>Key External Relationships</i>
Associate Pastor MO & Pastoral Team Leadership Council Area & Team Leaders	Relevant Inaburra Staff (Business Manager etc.) Relevant Menai Public School Staff Community service providers (eg local Primary School exec. Teams) Denominational Reps in relevant positions
<i>Compliance with..</i>	Child Protection laws & Safe Church Practices

ROLE PURPOSE
<p>The Church Administration and Communications Officer is a multifaceted role responsible for supporting the smooth day-to-day administration operations of the church. Working alongside and in direct report to the Associate Pastor MO this individual will implement the plans for effective internal and external communications for the church, helping to create and engaging and cohesive environment for the church and community.</p> <p>Key to this role is ensuring all Sunday service elements are prepared for use in ProPresenter as well as management of online presence, particularly the church website and various social media channels. This individual will also assist in resourcing and maintaining the office operations, again supporting the Associate Pastor MO.</p>

ROLE RESPONSIBILITIES

1. Internal Communications (Sunday Services & Ministry Support)

- Oversee regular email communication to the congregation, including weekly newsletters while also supporting the distribution of reminders, prayer requests and event promotions.
- ProPresenter Management – ensure all Sunday service slides, media and content is prepped and ready for the various teams to implement and use.
- Support the maintenance of Elvanto at the Associate Pastor MO request for effective collaboration between teams.
- Support the administration of rosters for Sunday Services as the 'final check' to communicate with Area and Team Leaders to support volunteer needs (Friday only).
- Implement the internal communication plan through the various platforms available and agreed upon by the Staff Team.
- Manage and update the church's social media accounts (e.g. Facebook, Instagram), creating content and promoting events, services and ministries to inform and engage the congregation.
- Update or facilitate in the regular updating of the YouTube and Podcast content.
- Prepare and distribute QCM and AGM Minutes, reports and presentations

2. External Communications (Social Media, Website, and Digital Presence)

- Manage and update the church's social media accounts (e.g. Facebook, Instagram), creating content and promoting events, services and ministries to inform and engage the community and reach new people.
- Maintain and update the church website to ensure content is accurate, engaging and aligned with the church's vision. Including adding events, updates and key calendar dates or changes.
- Ensure that all external communications maintain a cohesive visual identity and messaging across all platforms and ministries (where possible).
- Develop and execute strategies to increase the church's online presence.

3. Consistent Design (Resources, Presentation and Promotion)

- Support the development of weekly materials to be printed and distributed
- Edit designs for various key resources, including, Connect Group Studies, new series and key events in collaboration with the Lead Pastor.
- Support the development of signage and staging designs.

4. Oversee & Administrate the Church Office

- Maintain a friendly and warm environment.
- Support the management of office systems including data management, filing and the admin email inbox.
- Sourcing and ordering stationery and office/facility supplies when requested by the Associate Pastor.

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CAPABILITY PROFILE

<i>Skills</i>	<ul style="list-style-type: none">• Ability to prioritise• Strong communication skills• IT literacy• Demonstrated competence with the Microsoft Office suite of applications (e.g. Word, Excel, PowerPoint), database applications (such as Elvanto, Access) and with Social Media
<i>Competency</i>	<ul style="list-style-type: none">• Demonstrated proficiency in verbal and written communication• Excellent computer skills• Experience in graphic design and proficient with Canva• An understanding of various social media platforms• Good organisational skills and an ability to use various organisation tools• Experience working within a pastoral environment• Holds a current Senior First Aid certificate and current WWCC, as well as appropriate Child Protection training (or willing to undertake before commencing).
<i>Character & Convictions</i>	<ul style="list-style-type: none">• Acts ethically and above reproach, seeking to grow in Christ• Confidentiality and discretion with sensitive material• Actively pursues opportunities to learn and grow• Has a mature self-awareness as evidenced in relationships with others• Demonstrates the potential to relationally fit into the MBC team and to resonate with the MBC culture• Holds to the doctrines, beliefs, objects and values set forth in the Baptist Association NSW/ACT Constitution and MBC constitution.• Passion to work collaboratively with other churches and ministries.• Self-motivated and trusted