

POSITION DESCRIPTION

TITLE: Office Administrator Community	VACANCY NO: <i>(applicable for recruitment only)</i>
REPORTS TO: Property and Finance Convenor	DIRECT REPORTS: Nil
LOCATION: St Paul's Trinity Pacific Presbyterian Church, Christchurch.	DATE: 10 December 2024

Purpose of the position:

Pastoral care: "The Lord is my shepherd," the psalmist declares (Psalm 23:1); "I am the good shepherd." Jesus informs his hearers (John 10:11). In the same way, this position involves pastoral care that will bring all people to Christ and to help followers to mature in Christ, discover their personal gifts and abilities with which God has blessed them with to build His church.

This position will support Property and Finance, Rev Makesi Alatimu and the Church Council to:

- Work in harmony with our Ministry Teams, to support Reverend Makesi Alatimu and have a firm grasp on the purpose, values and strategy of St Paul's Trinity Pacific Presbyterian Church and align key leadership teams with its mission: ["Connecting Christian faith with everyday life in the heart of the city"](#)
- Seeks to provide support to Ministry groups in church such as youth leaders and youth ministry. Communicate effectively with our young people.
- St Paul's will support you with professional development and training in line with our church purpose, values and mission.

Key Areas of Accountability	
Leadership support	<ul style="list-style-type: none"> ○ Administrative Tasks: <ul style="list-style-type: none"> ▪ Manage office operations, including scheduling, correspondence, and record-keeping. ▪ Prepare and distribute meeting agendas, minutes, and reports for leadership teams. ▪ Manage incoming calls, emails, and walk-in inquiries professionally. ▪ Coordinate communication between church leadership, staff, and members. ▪ Assist Rev Makesi Alatimu and ministry leaders in administrative tasks to support their roles. ▪ Oversee the inventory and procurement of office supplies and equipment. ▪ Provide logistical support for events, workshops, and meetings. ○ Financial Responsibilities: <ul style="list-style-type: none"> ▪ Process invoices, payments, and donations promptly and accurately. ▪ Assist in preparing budgets and financial reports in collaboration with the treasurer or Property and Finance team. ▪ Monitor and manage petty cash or similar funds.
Leadership in Mission	<ul style="list-style-type: none"> ○ Community Engagement: <ul style="list-style-type: none"> ▪ Work with ministries that extend pastoral care to the broader community, fostering relationships and outreach.



Key Areas of Accountability	
	<ul style="list-style-type: none"> ▪ Provide logistical and administrative support for community support programs, ensuring smooth delivery of services. ○ Support Roles: <ul style="list-style-type: none"> ▪ Coordinate volunteer schedules and ensure adequate support for church programs. ▪ Facilitate initiatives such as outreach events, workshops, and partnerships with external organizations. ▪ Maintain a directory of external support services (e.g., counselling, social services) to refer individuals as needed. ▪ Ensure that associated administrative tasks are undertaken.
Pastoral Care	<ul style="list-style-type: none"> ○ Congregational Support: <ul style="list-style-type: none"> ▪ Assist ministries in delivering pastoral care to congregation members, ensuring their spiritual and emotional needs are met. ▪ Facilitate pastoral care initiatives, such as home visits, prayer groups, and counselling sessions, under the guidance of Rev. Alatimu. ▪ Act as a liaison between the congregation and pastoral care teams to identify and address specific needs. ▪ Provide support during emergencies or crises by coordinating assistance, whether spiritual, emotional, or material. ○ Parental/Caregiver Support: <ul style="list-style-type: none"> ▪ Offer a safe space for parents and caregivers to discuss challenges and seek guidance related to child and youth ministries. ▪ Assist in organizing parenting workshops, support groups, or resource-sharing sessions. ○ Ministry Development: <ul style="list-style-type: none"> ▪ Collaborate with Rev. Alatimu to design and implement effective pastoral care strategies that align with the church's mission. ▪ Support the training and development of pastoral care volunteers or ministry leaders. ▪ Ensure consistent follow-up and feedback mechanisms to evaluate the effectiveness of pastoral care programs.
Spiritual Nurture	<ul style="list-style-type: none"> ○ Communications: <ul style="list-style-type: none"> ▪ Maintain and update the church's website and social media platforms to share spiritual resources and event information. ▪ Prepare newsletters, announcements, and bulletins for the congregation. ▪ Support the creation and distribution of materials for spiritual education and reflection. ○ Congregational Support: <ul style="list-style-type: none"> ▪ Facilitate programs and activities that encourage spiritual growth, such as prayer groups or study sessions. ▪ Provide logistical and administrative support for spiritual retreats or special worship services.
Health & Safety	<ul style="list-style-type: none"> ○ Ensure personal safety and the safety of others while participating in church activities and events.



Key Areas of Accountability	
	<ul style="list-style-type: none"> o Adhere to all health and safety policies and procedures established by the Presbytery and Church Council. o Actively promote a culture of health and safety within the church community. o Regularly review and assess potential risks and hazards in the church environment, reporting concerns promptly. o Support the participation in health and safety training as required by the church or Presbytery. o Maintain awareness of emergency procedures, including fire evacuation plans and first aid protocols. o Support the implementation of initiatives to improve health and safety practices within the church. o Responsible for keeping oneself and others safe while at church, complying with Presbytery and Church Council health and safety systems.

Key Relationships/Customers:	
Internal	Nature of the Relationship
Rev Alatimu	Liaison and support
Church Council	Provide Support
Eldership	Provide support
Youth Leaders	Provide support
External	Nature of the Relationship
Presbytery	Work alongside to remain current
Volunteer organisations	Awareness, advice and planning assistance
Volunteers	Support pastoral care.

Formal Qualifications and Training	Required	Desirable
Current full drivers licence	✓	

Key Experience/Knowledge/Skills/Competencies	Required	Desirable
Working alongside church and community groups to build capacity and knowledge	✓	
Highly developed communication skills – presents and receives ideas and information in a manner appropriate to the audience and the circumstances	✓	
Experience working with Pacific communities.		✓
Partnerships and Consultation <ul style="list-style-type: none"> • Builds positive relationships with church community and stakeholders to encourage involvement. • Actively listens to understand the church community and stakeholder needs. 	✓	



Key Experience/Knowledge/Skills/Competencies	Required	Desirable
<ul style="list-style-type: none"> • Welcomes and positively explores differences of opinion; open to changing own point of view. 		
<p>Communication</p> <ul style="list-style-type: none"> • Engages with others, listening and showing respect for their input, suggestions and feedback. • Puts forwards suggestions, ideas and feedback. • Communicates clearly and constructively, verbally and in writing. 	✓	
<p>Church and Community Focus</p> <ul style="list-style-type: none"> • Anticipates needs and takes prompt action. • Is approachable, demonstrates empathy and keeps customers informed. • Listens to feedback from the congregation, wider church community and takes time to understand their views and needs. 	✓	

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How the position fits into the church:

