

Role Description for Executive (Ministry) Assistant to Senior Pastor

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St Paul's Anglican Mission Statement: *Captivated by Jesus, we reach the lost, love one another, and serve the Lord.*

Reports to:	Senior Pastor as part of the Ministry Support Team
Key Relationships:	Senior Pastor & the Pastoral Staff team Ministry Support & Communications teams Wardens, Parish Council, volunteers and church members
Role Purpose	To actively support St Paul's Anglican Church (SPA) achieve its mission through excellent administration services for the Senior Pastor and St Paul's. As a vital service to the SPA mission, you will provide friendly and efficient communications with all staff & members and sound administrative and ministry support.
Key Responsibilities:	<ul style="list-style-type: none"> • Live a life that is an appropriate godly example to other Christians, being an active and committed member of your local church • Provide a level of EA support for the Senior Pastor, including the diary and email management, and other proactive measures to increase his effectiveness (~30%) • Implementation of various projects for the Senior Pastor and church event management (~20%) • Assist the Ministry Support team by completing various administrative tasks which may include processing of online payments, weekly Connect Cards and CCLI (~20%) • Cemetery administration for the St Paul's Cemetery as it is revitalised with the implementation of the new memorial garden (~20%) • Provide support for the Magnification and Communications teams (~10%)
Qualifications & Experience	<ul style="list-style-type: none"> • Person of Christian Character with demonstrated commitment to Reformed Evangelical Christian values • Minimum 3-5 years minimum in a similar capacity; preferably in smaller, not-for-profit organisations, working closely with volunteers
Skills & Capabilities	<ul style="list-style-type: none"> • A heart for the lost • Capacity to provide expedient administrative support beyond established precedence in a small office environment • Excellent interpersonal skills and character that promotes a culture of cohesiveness and trust • Excellent verbal and written communication • Eye for detail with keen organisational skills • Above average competency with Microsoft Office applications, and online shared platforms such as Dropbox and Google Drive. • Discreet and confidential • Proactive and resourceful • Creative and innovative • Adaptable and keen to learn new skills • Works well under pressure
Remuneration and Hours	Reviewed yearly (Under the Clerks Private Sector Award 2020) 4-days (30 hrs) per week across Monday and 3 other days (to be negotiated), based at the St Paul's church office.

The Anglican Diocese of Sydney is evangelical and Bible-based. It is expected that, both during and outside your work hours, you will conduct yourself in a manner that is, at all times, consistent with the teaching of the Bible, as understood and professed by the Diocese of Sydney, as well as the principles and values of the Diocese.
(Source: ER Guide, Sydney Diocesan Secretariat).