



## Operations Minister - Detailed Description and Background

Dear potential Operations Minister,

Thank you for your interest in applying for this **all-new role at Jamberoo Anglican**. This document aims to present to you, in narrative form, the vision for this role, including the story that brought us to this point in time.

Back in 2015, when I was the Rector of Oak Flats Anglican, I was invited by the Bishop to be the acting-rector of Jamberoo Anglican, which was at the time a struggling, little church of around 20 people, mainly of retirement age. When I accepted the invitation, I moved the 'contemporary' service to 5pm Saturday, and the 'traditional' service to 8am Sunday, which enabled me to continue to also lead the two, Sunday services at Oak Flats.

Before long, the Saturday night service began to grow, and within a year or so we had up to 40 people in attendance, a number of whom were of family-age. Over time, the ministry continued to grow, and by the time we reached 2018 it became clear that Jamberoo Anglican needed a full-time minister to give it the resources and leadership necessary to stop the plateau, and to enable the ministry to grow.

With that in mind, my wife Mandy and I approached our Wardens and Bishop with the suggestion that we leave Oak Flats and that I join Jamberoo full time, even though the church offertory was still around \$1000 per week short of the required target. After much prayer, we made this bold step, and in his kindness, the Lord led some more Christian locals to join our church in early 2019, which quickly brought our church to a balanced budget... praise God!

At this time, our church had around 60 people on a weekend, and a budget that only covered a full-time minister, plus our existing, two-day-per-week youth minister and our retired, honorary assistant minister. I had gone from being a minister of two parishes, with a four-day-per-week Personal Assistant to the Minister (employed across the two churches), to now doing all of the day-to-day administration and operations of the church myself.

Fortunately, the Lord has given me the ability to do admin well, including a fairly tech-savvy background in all things from websites, graphic design, database management, sound and video, and all sorts of related things. Given that I was running only one, little, church, I had the time to do all of the administration and operations of the parish, as well as all the other 'core' things that a minister needs to do.

Well, within months, our church kept growing, and by September 2019 our Parish Council decided that it would be a good idea to employ a one-day-per-week 'Administration and Communications Assistant' to help take some work off my plate. When Kiarnay joined us in this role, she started to update the text of the website that I had created (including the weekly news and the 'coming up this week' page), and she put that text into the Pages document along with the text and photo that I organised for what we call the 'front blurb'. She also would print and fold that document, along with the name tag labels and other documents.

She would also organise the run sheet for each week in **Elvanto (our Church Management System)** based on the templates that I had setup, and she'd print that off and would also set up the **ProPresenter** slides based on the songs and liturgy. She'd manage all the volunteers and rosters, based on discussions with me about who was suitable to do various roles, and she'd set up Elvanto to send out reminders for people, and also manually chase them if they didn't respond. She'd also keep the membership details up to date, and enter the attendance rolls from the tick boxes on the roll printout from each weekend.

She also would take the audio (and now video) of the sermons and question times, and would edit them and upload them to our **podcast and also to YouTube**. She'd also do all sort of other things around the place, including sermon outlines and ProPresenter for guest preachers, and would even do the hand-painted graphics for the blackboard sign at the front of the church. She'd also keep an eye on consumables and do a few other things around the place.

She was very busy for the eight hours, and it was a big help to me. But **our church has grown** a lot since then, and last month, we had an average attendance of 135 across the two, weekend services, with over 200 'members' on the roll. I'm now much busier than before, and need more assistance in doing the operations aspect of my ministry.

In March, Kiarnay indicated she wished to finish in this role, which meant that our church needed to stop and review the overall shape of our staff team and roles. After some prayer and deliberations, I and our Parish Council have decided to create an all-new position that incorporates the work that Kiarnay did one-day-per-week plus add a whole lot of other ministry things that I currently do (or would do if I had the time).

On that basis, we've decided to create an **all-new position** called 'Operations Minister'. It's a lot like the 'Executive Pastor' role that is commonly found in large churches, which is a religious practitioner position that works closely with the main minister to share the operational aspects of the pastoral ministry.

But we didn't call this role an 'Executive Pastor' for a few reasons. Firstly, all our staff are called 'ministers', and so working alongside the 'Senior Minister', 'Honorary Associate Minister', 'Youth Minister', and 'Mother's Minister', it makes sense to call this role an **'Operations Minister'**. Secondly, the word 'Executive' just didn't fit the vibe. And thirdly, we're actually after someone who is not as theologically qualified as a normal 'Executive Pastor', who typically has degree-level theological training and experience.

So, this role is for a person who is at the level of training and experience that you'd normally have when you've done something like a Diploma at Youthworks College. It's a real-deal, **religious practitioner role**, with teaching, pastoral care, occasional preaching to mixed congregations, and all the other things that a minister would normally do.

Yet, this is not just an 'admin' role: it's actually a role for a minister, as I'm wanting you to do the things I currently do, with the same focus on **pastoral care**. For example, when I choose someone to say the prayers in church, I want to find out if I can help them with any training in that role, and then I want to see how they're going in doing that volunteer ministry. And if when I contact them to ask them if they're able to do it, if they respond by saying that they're feeling a bit disconnected with the church and might take a break, then I'd want to pastorally care for them as they go through this bumpy stage.

Plus, I'm wanting to really improve the **small group ministry** of our church, so I'm needing someone who will work with me to identify new Bible Study leaders, and to work with me in helping them get trained and equipped in their role, as well as helped in all the logistics of creating a new Bible Study group. I also want all of our newcomers and members to be invited to join a small group, so this ministry role will require you to work with the parishioners to match them up with the ideal group for their availability and preferences. In other words, if we were doing the '5 M's' then this is a bit of a 'Maturity Pastor' role.

Likewise, I need to improve the way we do our **follow up and integration of new members** in our church, as well as the ongoing care of our parishioners. This is what a 'Membership Pastor' would typically do, I think, and it means that you'll help me by making sure that everyone feels communicated with, connected, and plugged into our church, especially those who come for the first time.

It will also have a focus on **social media and other communications** with members and also the public. You'll be regularly driving our website content, and making sure we've got fresh stuff on our social media feeds as well. You'll need to be able to manage all our videos (including editing promos and stuff) as well as podcasts and other media. You'll look after stuff like MailChimp and other things that power our ministry.

We also need to update our **marketing collateral** (online as well as traditional), so that we can have a consistent and punchy impact through our brand identity, as we seek to help people know about our church and the message at our heart. We've got Adobe Creative Cloud software, and whether or not you're naturally good at doing **graphic design**, we will need this person to oversee the project, and work closely with the stakeholders to make sure stuff looks great and is clear and timely.

I'm also wanting this role to really make the '**Magnification Pastor**' stuff happen well. This has really been my baby for a long time, and it will still be something I'll give lots of focus to. But at the moment, I'm the guy who gets to church first and leaves last, which includes me turning on and setting up all of the tech stuff, right through to generally making sure the venue works from lighting, air conditioning, cleaning and all sorts of stuff. That is what I'll require you to do, delegating to others as you see fit. Our church services are 5pm on Saturday and 9am on Sundays, and you'd be expected to be present at both of those, arriving early and leaving late, making sure the whole event works from a technical and personnel basis, supporting me as I oversee everything, more generally. For this reason, this role will require the minister to **become a member of this church** as the spiritual home for them and their family.

That includes making sure that the **roster** works really well for everyone, and that the right people are selected and trained for all the different positions in the service. This includes running the dinners and morning teas, and coordinating special events, as well, right through to publicity and event management.

But I also need someone who can take from me all the nerdy stuff I've been doing related to the **live-streaming** of our church since Covid. You see, I've set up a three-camera operation, with an ATEM Blackmagic Mini Pro box, streaming to Vimeo, as we also do a live feed across to our hall using HDMI over Cat5e. We run a Behringer X32 digital mixer, which I've set up do have a special send that is for livestream, complete with compression and other stuff, as well. Ideally what I've just said is not like a foreign language to you, because I really want someone who can take this off my plate, and to work with other people in our church who are also a bit nerdy, as together you take this to the next level.

Related to that, I'd like someone to take off me the role of doing the back-end stuff for our **Wordpress** website. It needs an overhaul, and right now I don't have the headspace to be messing around with PHP and FTP and all those things. I can offer some guidance, and I'll work with you, but really it's the kind of thing I'd rather someone focus on maintaining and also upgrading to the next generation of website design.

Also, we use Elvanto as our **Church Management system**. There are a bunch of features we don't quite use yet, and I'd like to implement them. Things like workflow and forms, and all sorts of other things. Plus, we once used Asana as our project management software, along with Slack for messaging. I'd like to see if we can get those going again, and to have a modern, integrated team platform for our growing team of staff and volunteers. You'd really need to be a **self-starter in tech** stuff so that you can just fix things, roll them out, and train others in how to use them.

On a more macro level, I'm wanting someone who loves thinking about **structures and systems**, who could look at what we do, and think about how to better-structure stuff. Someone who was able to engage with the newer portfolio ministry structures, such as the 5M's and equivalent. This is why theological training and thinking is needed, as this will be a leadership role that needs to find the best practice within the theological boundaries of our doctrine and values.

Additionally, I'm wanting someone who will work very closely with me as we bounce ideas off each other about the **vision of the church**, and to help form ideas that can be taken to the staff as well as the Wardens and Parish Council at the appropriate time. You won't have any staff reporting to you, as they will work alongside you in reporting to me. Nonetheless, I'm anticipating that you will work to coordinate them and, under my leadership, to manage the meetings and other responsibilities.

I'm also anticipating that you will assist me in working on a regular **strategic planning** process, as we review and refine our mission, vision, values and goals, in cooperation with key leaders in the church. We'll work together to prepare for financial discussions with our Treasurer and our Wardens as well, plus you'll be likely to be required to use our Xero cloud-based accounting package, under the direction of the treasurer, as required.

As a member of our ministry team, you'll be required to **preach at church** approximately three to four times per year, usually in the school holidays. Other than providing a break for me from preaching from time to time, this means that you will be able to continue to develop and strengthen your preaching ministry, and enable people within our church to benefit from your teaching experience, gifts, and public pastoral ministry. As a result of our theological convictions, our church is 'complementarian' in gender roles, and so it is a requirement that a male be selected for this position. You will also be **upfront** at church, including service leading, leading prayers, and other leadership roles as required.

It will be good to have you work with me in considering ways of **growing our community engagement**, with you developing ideas with me to reach our village and region with the gospel of Jesus.

This role will also require you to be looking after all the **Safe Ministry** requirements for our church, including the management of records and the coordination of the training of appropriate parishioners. You will work with the Safe Ministry Representative to ensure that our church complies with all of the requirements of the Anglican Diocese of Sydney.

This role will also require you to help me with some of my other tasks, like help with **organising meeting** times and logistics, including managing some of my calendar and emails, as well as helping process my expense account and stuff like that. You'll also attend Parish Council where you'll take minutes and produce and distribute the papers to the group in advance and after the meetings. You'll also monitor and respond to phone calls, emails, and other messages sent to the church. You'll be at the church for deliveries and stuff.

Also, you'll help me manage weddings, funerals and other **occasional services**, by liaising with the funeral home or wedding party, as well as managing the onsite logistics on the day. Also, I need you to just generally manage the church and hall, to make sure that we've got supplies of stuff, that the rooms are clean (working with the people who are rostered on to this role each week), and that you let people in to the building when they don't have a key, etc. You'll be based on site usually, although there's scope to work from home as appropriate.

This position is for **four days per week, out of six**, which makes it a two-thirds load. The remuneration is based on the Anglican Diocese of Sydney Remuneration Guidelines, based on a Youth and Children's Minister (Diploma). Other allowances, such as motor vehicle and technology, will also be included in this package, plus superannuation, although there is not presently a provision for a housing allowance. This document can be viewed here [https://www.sds.asn.au/sites/default/files/Remuneration%20Guidelines%20for%202021%20-%20updated%2015Feb21%20final.pdf?doc\\_id=NDczNTQ=](https://www.sds.asn.au/sites/default/files/Remuneration%20Guidelines%20for%202021%20-%20updated%2015Feb21%20final.pdf?doc_id=NDczNTQ=) Whilst there is no guarantee, it is the expectation of our church that this role will be extended to full-time (six days per week) when the offertory income from parishioners increases in due course.

I'm praying that the Lord will lead the right person to join our ministry team, so that together we might serve together to proclaim Christ faithfully to the people in the village and valley of Jamberoo and beyond, to his glory!

Grace and peace,



**Rev. Jodie McNeill**  
Rector, 4th April 2021.