



Operations Minister - Role Description

Job Title:	Operations Minister
Reports to:	Senior Minister
Location:	Jamberoo
Remuneration:	Stipend in accordance with guidelines for diploma-trained religious practitioner roles
Special Conditions:	4 days per week

Church overview

Jamberoo Anglican is a Bible-based and Christ-centred community church in the Kiama region of New South Wales, Australia, about an hour and a half south of the city of Sydney. We are a part of the Anglican Diocese of Sydney and we meet together on Saturdays at 5pm and on Sundays at 9am. We are looking for an Operations Minister to join the staff team and our church to lead and develop the functional areas of our church four days per week.

Purpose of the role

The Operations Minister position is a developing, part-time role to assist the Senior Minister in pastoral care, small group leadership, membership integration, communications, technology management, outreach, higher-level administration support, event management, church services, and occasional preaching and teaching, with an overall focus on developing and building processes, systems, policies and teams in our growing church, to the glory of God.

Main responsibilities

- Technology - oversee and manage our ever-developing software and hardware requirements, including our broadcasting platform (Vimeo, Blackmagic ATEM, Behringer X32, etc.), our church management system (Elvanto), our presentation software (ProPresenter), our website (WordPress) and our other technologies (Google, MailChimp, Xero, etc.);
- Communications and Media - coordinate our promotions and media, including development of marketing collateral (online and traditional), as well as social media engagement (Facebook, Instagram, Vimeo, YouTube, Twitter, etc.) as well as editing and creation of online content (videos, etc.);
- Office Management - run our office and general administration to effectively serve our ministry staff and our church members, including general duties;
- Events - project manage our events, providing hands-on leadership and involvement that coordinates logistics, promotions, and other aspects;
- Compliance and Risk - assist the Wardens and ministers in implementing relevant policies and procedures, in particular, the training of Safe Ministry;
- Financial - assist the Treasurer in accounts and reporting using Xero and other technologies;

- Small Groups - assist the Senior Minister in the recruitment and training of leaders, and oversee the assignment of parishioners to Bible Study groups, and the development and deployment of new groups;
- People - in conjunction with the Senior Minister, review, enhance and develop ministry structures and systems, including people, operations and technologies;
- Church Services - coordinate the day-to-day running of church services, from recruitment, training and rostering of volunteers and staff, through to the overall venue management, technical and logistical arrangements, including 'occasional services';
- Member Integration - maintain our Elvanto ChMS, and work to see that our members have up-to-date information, and that our newcomers are welcomed, followed up, and integrated into our church family;
- Church Services - occasional preaching to mixed congregations at our church services, as well as regular service leading and participation in the up-front ministries of our church;
- Pastoral Care - provide pastoral care to parishioners in partnership with other ministers and church leaders;

Essential requirements

- Committed disciple of Jesus;
- Theologically aligned with Jamberoo Anglican's mission, vision and values;
- Theologically trained to a minimum of diploma level;
- Highly-developed administrative and time management skills, self-motivated with the ability to work independently, multitask and balance competing priorities;
- Strong IT and technical skills in relevant platforms and technologies;
- Analytical and systems-thinking mindset that seeks to develop organisational processes and efficiencies;
- Strong teamwork and communication skills, including excellent and clear written and verbal communication;
- Friendly and professional presence, including capacity for discretion and privacy.

Further details

Remuneration is provided in accordance with the Anglican Church of Sydney's guidelines for stipend and allowances for a Diploma-trained religious practitioner.

For further information, please see the post on our website detailing the background for the creation of this role at www.jamberooanglican.com/2021/04/05/operations-minister/

To apply, please send your resume along with a statement about why you believe you are suitable for this role (including insights into your personal faith in Jesus), to office@jamberooanglican.com

Applications close 15th April 2021 for commencement as soon as possible.