

Parish / Commission	St Stephen's Anglican Church, Coorparoo
Location	343 Cavendish Road, Coorparoo, Qld, 4151
Employment Status	Part Time (20-30 Hours)
Reports To	Priest-in-Charge
Direct Reports	Nil
Key Relationships	Internal: Ministry/staff team, Churchwardens, Parish Councillors, volunteers, parishioners.
	External: Suppliers, contractors, members of the public, hall hirers, Anglican Church Southern Queensland staff.

Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. The Diocese works to care for and improve the life of the community through our network of parishes, schools, community services, ministry education, and social justice and advocacy. We operate 134 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

St Stephen's Coorparoo is an inner-city parish in the ACSQ. We are a thriving community of people from across the city of Brisbane and beyond with one thing in common: we love Jesus. For us, church isn't just about meeting on a Sunday — it's about living every day in the full knowledge that we have a Father in heaven who loves us completely and wants the best for us.

Our Vision

Flourishing faith communities: proclaiming and serving, worshipping and learning

Our Mission

The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

Our Values

We aim to be:

- **Faithful** – steadfast in love for God and each other and steadfast in purpose to undertake God's mission
- **Imaginative and creative** – being intentional about reforming culture and traditions for God's world
- **Courageous** – to risk new things and where necessary to make bold decisions
- **Authentic** – being genuine and confident in living and speaking about what we believe as followers of Christ
- **Comprehensive** – being welcoming and respectful of a broad range of ideas, people, and approaches, and open to dialogue and learning

Position Purpose

The Office Administrator facilitates church operations by assisting with coordinating church services, administering finances, overseeing venue bookings, and preparing church communications. The role ensures smooth operations through effective volunteer coordination, record-keeping, safety procedures, and supporting church leadership in fulfilling ministry objectives.

Key Accountabilities and Responsibilities

General Office Responsibilities

- Provide general reception of the Church Office.
- Recruit and support volunteers to assist with reception duties and administrative tasks (on a needs basis).
- Assist with coordinating Sunday services and service volunteers, including preparing the quarterly rosters and weekly roster reminders.
- Coordinate leadership meetings and prepare agendas, papers and minutes.
- Maintain parish records including the member database and other parish registers (i.e. safe ministry, attendance, funerals, baptisms, marriages, keys).
- Report parish data and other information to the Anglican Church Southern Qld and other entities as required.
- Ensure stationary and equipment supplies are maintained at an adequate level.
- Purchase consumables and other supplies for church services, events and parish activities.

Finance

- Administer the parish finances including bookkeeping, monthly reporting, raising and paying invoices, credit card reconciliation, and budgeting via the parish accounting system (Xero).
- Liaise with wardens for approval of payments as appropriate.
- Perform electronic transfers as authorised.
- Assist in the submission of reimbursement forms.
- Liaise with Parish Treasurer and auditor in the management of parish finances.

Building & Safety

- Implement the Parish Safety Management System including safety procedures for contractors, volunteers and fire safety.
- Assist with coordinating regular and ad-hoc building and property maintenance and liaise with maintenance teams to oversee repairs and ongoing maintenance.
- Manage venue hires, administration of the columbarium, and other facility bookings.
- Oversee and maintain Professional Standards and Child Safety credentialling for staff and volunteers, inclusive of blue card register. This includes following up on any credentialling items due. Maintain all records as required.
- Comply with ACSQ and St Stephen's policies, procedures and Code of Conduct.
- Undertake work in a safe manner and follow any reasonable health and safety instructions.

Ministry Team

- Assist with the preparation of items (e.g., orders of service, slides, readings, promotional slides) for our Sunday Services (and as required).
- Provide general administrative support to the Senior Pastors.
- Assist the Senior Pastors with coordinating funerals, weddings, baptisms and other special services and events.
- Attend, take minutes and participate in staff meetings.
- Other tasks as reasonably requested by the Senior Pastors.

Communications

- Prepare and publish communications including newsletters, reports, booklets, printed materials, website content and social media posts.
- Update upcoming events on calendar.
- Update website and Facebook as required (including the posting of new events and other information).
- Maintain the Church foyer and reception with adequate supplies of brochures/leaflets and ensure it is kept tidy as a welcoming environment.

Key Position Requirements

Essential knowledge, skills, experience and qualifications

- Effective organisation and time management skills.
- Well-developed communication and writing skills.
- Experience with financial administration / bookkeeping (or ability to learn these skills)
- Well-developed interpersonal skills including the ability to engage positively with parishioners, volunteers, members of the public, suppliers and contractors.
- Experience with database and records management (or ability to learn these skills)
- Ability to use computing programs and software including Office365 (including Teams/SharePoint), Canva, Proclaim, Elvanto, Google Sheets.
- Experience in working collaboratively in a team and contributing to shared objectives.

Desirable

- Graphic design skills.
- Experience working or volunteering in a church setting.

Mandatory requirements

- Satisfactory National Police Check.
- Right to Work in Australia check.
- Working with Children Blue Card.
- Successful Anglican Church Safe Ministry Check.
- Alignment with the vision, values and ethos of St Stephen's Church.

Acknowledgement

Signed _____

Name: _____

Date: _____