



Position Description

Ministry Coordinator

Wesley Congregational Life

December 2022

Agreement

Signed – Manager

Signed – Employee

Date

Date





Ministry Coordinator

Wesley Congregational Life

1. Overview of Wesley Mission

Wesley Mission delivers services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

2. Overview of Wesley Congregational Life

Wesley Congregational Life is the spiritual heart of Wesley Mission and seeks to grow Christ-centred communities through:

- Vibrant congregations and faith communities congregations in Sydney
- Empowering our community service ‘deed’ ministry through Chaplaincy
- Establishing and growing the presence of the church across NSW

3. Overview of role

The focus of this role is to provide administrative leadership, coordination and support to enable the ministry of Wesley Mission across our congregations and chaplaincy services.

4. Relationships

Reports to: Business and Finance Manager, Wesley Congregational Life

Works with:

- Wesley Congregational Life Staff, e.g. Wesley Congregational Life Senior Minister, Chaplaincy Coordinator, Ministers and Pastors, Chaplains and Administration Staff.
- Congregation members and lay ministry leaders
- Functional Head Office areas, including accounting, legal, fundraising, property development, HR and other Mission staff, e.g. teams, volunteers, networks, committees and Boards.
- External to Wesley Mission: Uniting Church staff, government departments, service providers, industry associations, etc.



5. Key Areas of Responsibility

Administration Leadership	<p>Provide administrative leadership to enable unified ministry and mission across congregations and chaplaincy</p> <ul style="list-style-type: none"> • Provide administrative leadership under the direction of the Business and Finance Manager. • Ensure policies and procedures are being consistently and appropriately applied across congregations and chaplaincy • Identify areas of process improvement and support the Business and Finance Manager in implementing solutions. • Liaise with concierge and ministry teams to ensure a smooth connection of visitor and pastoral enquiries to the ministry team • Support the preparation and delivery of communications across congregations • Assist with planning and coordinating church-wide events such as Wesley Mission's Easter and Christmas events.
Ministry Support and Implementation	<p>Provide administrative assistance to congregations and chaplaincy and maintain operational frameworks</p> <ul style="list-style-type: none"> • Provide coordination and support to enable chaplaincy response across Wesley Mission community services • Prepare Sunday service materials such as orders of service as directed by the Business and Finance Manager • Assist in coordinating requests regarding IT equipment and access • Report and liaise with Wesley Property and contractors on building maintenance issues in Wesley Centre • Manage existing systems and databases to ensure appropriate use, security and accuracy, of information in programs such as CCLI, Elvanto and spreadsheet records. • Manage office and meeting spaces to ensure they support worship, ministry and operations in a safe environment • Manage procurement of stationery, printing and office supplies as required. • Manage car park bookings including the distribution and use of parking passes. • Manage the use of meeting rooms to accommodate for Wesley Mission ministries including bookings and room setup.
	Provide administrative support to the broader work of Wesley Mission



Wider Mission Connection	<ul style="list-style-type: none"> • Provide assistance in the broader ministry of Wesley Mission as might reasonably be required by the Business and Finance Manager. • Provide reports to the Business and Finance Manager and other stakeholders as required • Participate as appropriate in the development and outworking of Wesley Congregational Life's Strategic Plan. • Ensure all work is delivered on time and to budget and seek opportunities to minimise expenses wherever possible
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6. Other Professional Responsibilities

Values Driven Service Culture	<ul style="list-style-type: none"> • Proactively support a positive service culture across all service areas and provide leadership that is supportive, non-judgemental and reflective of Wesley Mission's values. • Regularly meet with an approved and qualified person for regular supervision. • Participate in ongoing training, staff satisfaction surveys and recognition activities as required. • Take responsibility for personal career development and training required for your role • In relation to Wesley Mission and the Uniting Church in Australia attend such functions, worship services, meetings, seminars, training courses as directed by your supervisor.
Positive Stakeholder Relationships	<ul style="list-style-type: none"> • Work with other staff and teams across Wesley Mission as well as the wider work of the Uniting Church as required.
Financial Accountability & Sustainability	<ul style="list-style-type: none"> • Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
Effective WH&S & Risk Management	<ul style="list-style-type: none"> • As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
Validated Compliance Standards	<ul style="list-style-type: none"> • Participate at least annually in Wesley Mission's Personal Review and Development Process. • Participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation • Administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate



	<ul style="list-style-type: none">• Ensure the reputation and integrity of Wesley Mission is maintained at all times• Participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures• Practices within the guidelines described in the Code of Conduct and Ethics and other Statutory requirements.
Confidentiality and Privacy	<ul style="list-style-type: none">• Demonstrates an understanding and strict compliance with the protocols, policies and procedures concerning privacy, dignity and confidentiality.

7. Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- a vibrant and growing personal relationship with Jesus Christ
- a heart for Christian ministry and a passion to see it grow
- highly organised, flexible and adaptable
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relate well to a range of people with sound listening and problem solving skills
- confident professional and proactive
- well-presented, professional and polite manner
- display emotional maturity and resilience

Essential skills/knowledge

- proven organisational skills and an exceptional multitasker
- teachable and a good learner
- inventive and enjoys problem solving
- attention to detail
- excellent communication skills, both written and oral
- strong interpersonal skills and building rapport with a variety of people
- adaptable and comfortable to manage change
- strong computer skills and experienced with Microsoft Office

Desirable skills/knowledge

- demonstrated experience in the administration / operations of a Christian church or related faith-based organisation
- qualification in office administration, operational management or related discipline

8. Role details

This role is a permanent full-time commitment and may be occasionally required to work on Sundays.