



St Marks Spotswood, Yarraville Anglican Parish: Church Administration and Property Assistant: position description

Purpose:

The purpose of this role is to assist in the implementation of both general and property administrative functions within the Anglican Parish of Yarraville.

The successful applicant will work closely with the Priest in Charge to ensure the effectiveness of this role.

There is an expectation that the successful applicant will perform an appropriate portion of this 12 hour role within the St Marks church building to provide a physical presence at St Marks church, an opportunity for face-to-face contact and availability to attend to property matters.

Reports to: Priest in Charge or delegate.

Duties include:

Rosters:

- Developing in consultation with the clergy and the congregation, the St Marks monthly Sunday service roster including the music roster
- Circulating endorsed rosters to rostered St Marks members
- Liaising with participants regarding any subsequent roster changes
- Emailing a reminder to participants each week.

Parish communication:

- **Email and mail management:**
 - Responsible for all St Marks emails: at the registered St Marks email address: yarravilleanglicanparish@gmail.com including:
 - attending to the parish email account and managing diocese and other emails on behalf of the parish
 - forward or re-direct emails to Clergy or Parish Officers as necessary
 - emailing parish members as required
 - emailing outside agencies as needed.
 - Responsible for collection, sorting and responding to mail addressed to St Marks Anglican Church, 616 Melbourne Road and St Marks mail from Spotswood Post Office Box 2110
 - Responsible for alerting in a timely manner Clergy or Parish Officers (including Treasurer) of mail as required.
- **St Marks newsletter:**
 - Compiling and distributing the St Marks newsletter as required.
- **St Marks Welcome cards**
 - Managing and maintaining the visitor contact cards for the Welcome Desk box

- **Parish directory:**
 - Maintaining currency and accuracy of St Marks parish directory
 - Maintaining currency and accuracy of St Marks parish email distribution list
 - Emailing updated directory as required.
- **St Marks website**
 - Collaborate with others to ensure the currency and accuracy of the St Marks website @ <https://www.stmarksspotswood.org.au> .
 - Liaise with website manager as necessary, including provision of draft updated material for website posting

Compliance:

- Maintenance of documentation for Working With Children Checks (WWCC) and Police Checks (PC) including:
 - ensuring all required members' WWCC and/or Police checks are up to date
 - maintaining a current and accurate electronic data base of WWCC and PC.
 - Assisting with the maintenance of the Child Safety standards
 - Maintaining, in consultation with the diocese, St Marks parish public liability insurance compliance.

Annual General Meeting:

- Ensuring appropriate documentation for election of St Marks Synod Representatives
- Informing the diocese of elected St Marks Synod representatives
- Planning and executing the St Marks Annual General Meeting (AGM) including:
 - ensuring currency and accuracy of the St Marks parish membership list
 - advertising the AGM in a timely manner
 - collating AGM annual reports i.e Treasurer, Wardens, Parish Council and clergy annual reports
 - ensuring appropriate documentation from St Marks AGM is recorded with the diocese.

Building and facility security:

- Issuing unique access and security codes for regular users of the facilities
- Overseeing key distribution to authorised people as agreed
- Cutting keys as required
- Maintaining a secure collection of additional keys
- Ensuring a current and up to date key log
- Ensuring a current and up to date individual access and security code.

Functional building maintenance:

- Liaising with maintenance and tradespeople as required
- Liaising with cleaners
- Managing building maintenance contracts as required
- Ensuring adequate supplies of items such as toilet paper, hand soap etc.
- Liaising with users of the facilities about any property and hiring issues.

Building safety and security maintenance:

- Maintaining currency and accuracy of emergency evacuation maps
- In collaboration with Churchwardens conduct and document annual diocese Occupational Health and Safety inspection
- Maintaining currency of fire extinguishers and fire blankets
- Ensuring First Aid kit contents are current and kit is complete.

Facility hire and use:

- Follow up and liaise with all building hire inquiries
- Liaise with the diocese Property and Risk team and Area Bishop as required for diocese Licence Agreements (LAs)
- Develop and maintain Memorandums of Understanding (MOUs) with users of the facilities; and or LAs as necessary:
 - ensuring agreements are completed and all signatures in place in a timely manner and before agreed start date
 - liaising with St Marks Treasurer to ensure accurate invoicing of agreements
 - maintaining confidential files of all agreements
 - inducting new hirer into the building
 - liaising with users during term of agreement regarding any variations i.e. additional hours/days etc.
 - following up at end of agreement for return of keys etc.

St Marks facilities scheduling:

- Maintain a single user/read only secure electronic scheduling and booking system (Teamup) for all facilities usage including St Marks, AZC, and any hire of facilities

Records management:

- Maintain a calendar of key dates to ensure effective and efficient parish management of key events i.e. clergy leave, Parish Council and Warden leave, Parish Council meeting dates, Warden meeting dates etc.
- In collaboration with Churchwardens and Clergy, ensure church records are managed and maintained to ensure orderliness, accessibility/searchable recovery, currency, accuracy, security and integrity.
- Provide support to the parish Treasurer as required (e.g. forward incoming invoices and/or email outgoing invoices to persons making use of Parish facilities).

Reporting responsibilities:

1. Report to the Priest in Charge or delegate.
2. Prepare a monthly written report for Churchwardens meeting.