St Michael's
Lutheran Church

Position Description

Position title	Church Office Manager
Organisational Structure	Office Administration Team
Classification	Clerks Private Sector Award (Level 5)
Location	Church Office, St Michael's Lutheran Church, Balhannah Road, Hahndorf, South Australia
Tools of the trade	Microsoft Office, EasyWorship, Windows 10, Safety Management Online, MYOB
Qualifications	Tertiary qualifications in Administration Management (desireable) Child Safe Coordinator (desirable) Work, Health & Safety qualifications (desirable) Senior First Aid (desireable)
Reporting	Lead Pastor, Church Council Representative
Relationships	Church Office Administrator, Pastors, Ministry Coordinators, Leaders and Committees, Congregational members, Volunteers, Visitors, Church Council, Elders, LCA National & SA/NT District Offices.

Vision
Our vision is that we exist to grow in God's grace and share the Gospel in our community, so that all may come to know the saving love of Jesus and live a life of discipleship. *"Growing in Jesus and sharing His love"*

Mission
Our mission is to aspire to be an inclusive church that is passionate for our Lord Jesus Christ and active in the community. We worship the Lord individually and together with great joy, wonder, and thanksgiving. As we live out our faith we endeavour to support, encourage and equip each other to fulfil God's calling and purpose for our lives.

Values	
Dependent on God	We value that we are dependent on God and trust Him in every aspect of our lives.
Christ-centered	We value Jesus Christ is the cornerstone of our lives, and is everything to us.
Spirit Led	We value the Holy Spirit who leads us, and is present and active in our lives, our church and our community.
Bible Based	We value God's word because through it we come to know Christ and learn to walk with Him.
Prayer	We value that we are able to call on God in prayer knowing that he will hear our requests and respond according to his will and purpose for us.
Discipleship	We value people growing as passionate followers of Jesus in faith and obedience.
Loving Community	We value a caring and authentic community that demonstrates love through honesty, encouragement and support.
Spiritual Gifts	We value the God-given gifts and talents of our people and seek to support, equip and encourage people in their service to the Lord, so that we as the body of Christ may together accomplish the work He has called us to.
Worship	We value worshipping together as a community, celebrating God's presence among us.
Heart for the lost	We value the calling we have to reach out to people who do not know Christ.
Purpose	

The purpose of the Church Office Manager position is to support the ministry, vision, mission and values of the congregation through the professional office management, relationships management within the congregation and effective supervision of office administration and volunteers.

Responsibilities	Expected Outcomes
1. Administration transformation and continuous improvement	Administration transformation project is completed and a continuous improvement approach to administration is maintained, as outlined in the Church Office Procedures, are completed within agreed timeframes, to a professional standard and according to relevant legislation, policies, procedures.
2. Office Management	All office management activities, as outlined in the Church Office Procedures, are completed within agreed timeframes, to a professional standard and according to relevant legislation, policies, procedures.
3. Finance Management	All finances are effectively managed, as outlined in the Church Office Procedures, are completed within agreed timeframes, to a professional standard and according to relevant legislation, policies, procedures.
4. Compliance Management	All compliance responsibilities, as outlined in the Church Office Procedures, are completed within agreed timeframes in consultation with the Pastor's, to a professional standard and according to relevant legislation, policies, procedures.
5. Supervision and leadership of the Church Office	The supervision and leadership of the Church Office is managed in a collegiate way according to the vision, mission and values of the congregation and with a best practice approach.
6. Team Contribution	Positive feedback from people who hold key internal and external key relationships relevant to the responsibilities of the position. Comply with legislation requirements. Actively seek feedback, learn, grow and take continuous improvement and self-motivated development approach.