

Position Title:	Office and Operations Manager (OOM)
Supervisor:	The role will report directly to the Minister and be under the further supervision of the Living Church Board
Salary	Level 4 Clerical Award is minimum salary guide
Living Church Vision	At Living Church, it is our vision to be an ever-growing community of people who love the Lord and one another. Our mission is to make Christlike disciples in Southeast Brisbane and beyond. This vision and mission are built upon our foundational values of being biblical, Christ centered, and loving. We strive to do this in a culture that is: authentic, intentional, welcoming, encouraging and grace-filled.
Living Church Governance	<p>The Session consists of five elders (incl one minister). There are two elder emeritus. The session invites a standing group of women (called ‘Counsellors’) to attend every session meeting and join the discussions there. Together this group is referred to as ‘the Board’. The elders oversee the spiritual health of the congregation by focusing on ministry policy, church direction, the vision and mission of the church and by directly overseeing the ministry of staff and senior volunteer leaders.</p> <p>The staff team currently consists of six people (one minister, an assistant to the minister, three ministry workers, and an administrator – this role will replace the current administrator position). Our minister focuses on vision and strategy, teaching and equipping, and staff management. The assistant to the minister focuses on teaching and maturity development across the church. Our three ministry workers respectively focus on kids, youth and young adults, and ministry to adults.</p> <p>The finances and property concerns of the church are overseen and conducted by our Committee of Management which consists of eight people, each of whom have their own portfolio within the committee (e.g. groundskeeping, technology, etc)</p>
Overview of the Position	Living Church is looking for a highly competent leader who can oversee the week-to-week office administration and maintenance of the Living Church building and property.

	<p>This role is responsible for the management and timely completion of administration and operational tasks at Living Church. While some tasks will be completed by the OOM, the focus of this position will be to build, develop and oversee a volunteer team who will perform the bulk of the administrative and operational tasks.</p>
<p>Personal Character</p>	<p>Given the nature and character of the church’s mission, it is essential for the candidate to demonstrate consistent Christlike conduct in all areas of their life.</p> <p>Furthermore, in accordance with our church culture, the successful applicant will need to be intentional, authentic, welcoming, encouraging and grace filled.</p> <p>The successful candidate will also need to work in a staff team that values:</p> <ul style="list-style-type: none"> • Living in obedience to Christ in all we do and doing all that we do for him. (Luke 6:46; Col 3:17) • Having different gifts and roles as part of the body of Christ (1 Cor 12:4-26) • Working in agreement together with a collaborative shared purpose (Phil 2:2; 1 Cor 1:10; Rom 15:5-6) • Living out the ‘one-another’ commands of scripture (John 13:34; 1 Cor 12:25; Eph 5:21, etc) • Earned Trust. We give trust to each other as we prove ourselves worthy of such confidence. (2 Cor 7:16)
<p>Experience and Training</p>	<p>The ideal candidate will possess high level administrative, strategic, and leadership skills with significant experience in these areas. They will have worked in different team environments and preferably served in larger churches, ministries or non-profit contexts. They will possess an understanding of how different departments and staff working in different spaces can work towards a common goal. They will have excellent communication and interpersonal skills. There is also a basic level of proficiency in MS Office and website management that is required.</p>
<p>Key Duties and Responsibilities</p>	<p>The successful candidate will be able to live out and uphold the duty of members at Living Church. These duties are:</p> <ul style="list-style-type: none"> • Giving faithful attendance to worship services and seeking to be fully involved in the Church’s life and ministry. • Giving the Minister and Elders due respect, encouragement and obedience in the Lord.

	<ul style="list-style-type: none"> • Manifesting a Christian spirit in all their relationships. • Taking a lively interest in the welfare of the whole Church. • Contributing heartily, as the Lord shall enable them, for the maintenance of the Christian ministry, and the furtherance of the Gospel at home and abroad. <p>Further to these duties, this specific role involves:</p> <ul style="list-style-type: none"> • Management of the administrative needs of Living Church • Managing facility maintenance • Managing Church communications (both internal and external) • Overseeing the administrative and operations budget • Managing Bluecard compliance • Managing the reception needs of the church • Providing input into church and strategic planning • Building, developing, and overseeing a volunteer team to perform office and operations tasks • Working with the other staff members to develop and implement administrative and operations policies • Attend staff meetings and ensure minutes are correctly recorded and action points communicated to staff and volunteer team members • Liaising with Committee of Management on facility works
<p>Key Outcomes</p>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Provide the ministry team members with the administrative support they need • Optimize organizational efficiency • Cultivate a positive and healthy workplace for staff members and volunteers • Communicate well with staff members, volunteers, and across the church and community more broadly • Consistently look for ways to improve how Living Church operates • Positively mentor volunteers
<p>Key Relationships</p>	<p>Minister</p>

	<p>Assistant to the Minister Ministry Area Leaders (Kids, Youth and Young Adults, Adults) Graphics Contractor Committee of Management Living Church Board Treasurer</p>
Also participates in	<p>Staff Offsite Sunday Services Regular team prayer and ministry meeting(s) Quarterly Church Life meetings Congregational Meetings Formative and Performance Reviews Yearly attendance at a Board meeting.</p>