

Job Description of Pastoral Administrator

1. Manage service teams, involving overseeing recruiting, training, rostering, supporting team leaders, and monitoring performance. This to be done in conjunction with the pastors

Recruiting – including scheduling advertising of needs, helping team leaders, monitoring for clashes in team members responsibilities

Training – scheduling training and either running it or supporting the pastors, team leaders in running the training

Rostering – ensuring the service roles are filled week by week, including holiday periods

Supporting team leaders – checking in with them, encouraging them, advising them on how to deal with inconsistency in team members, ensuring they have the necessary resources, helping them communicate with their teams

Monitoring function – being able to give feedback and helpful suggestions on the performance of the teams

2. Attending all three services – on a minimum of once a month at each of the services, for the purpose of fostering relationships with the team members, monitoring function
3. Assisting with planning the calendar, and where appropriate providing support for special event team recruiting. In particular anticipating manpower needs, clashes with other events
4. Assisting the senior pastor with planning staff meetings and scheduling training
5. Continue to oversee all the operations of the office
6. Researching IT support for the functioning of the office and the service administration.
7. Attending meetings of the BOM when invited