



ST. JOHN'S DARLINGHURST

EST. 1849

PARISH ADMINISTRATOR

Desired Start Date: ASAP.

Supervisor: The Rector.

Hours: 24 hours (Monday–Thursday, 9.00am–3.00pm). Precise hours and days negotiable for the preferred candidate.

Remuneration: Award rate for Clerks—Private Sector (Level 3) + superannuation at statutory rate.

The Parish Administrator furthers the life and ministry of St John's by developing, maintaining, and overseeing essential administrative systems for the church. It is an important public-facing role, providing an initial point of contact to enquirers and members of the public both physically at our front door and by phone, email, and website. The role also facilitates smooth integration with St John's Community Services (SJCS), who shares office space and facilities with the church.

ESSENTIAL QUALIFICATIONS

The successful candidate will be:

- A mature Christian who loves God and the church.
- Eager to serve and enjoys providing ministry support.
- Highly self-motivated, working well independently and with others, and able to juggle multiple tasks at once.
- A problem-solver, adept at optimising systems, organisation, and long-range planning.
- A skilled user of current computer and communications technology.
- Highly attentive to detail.
- Affable, warm, hospitable, and flexible.
- Able to manage contract employees and delegate tasks to others.
- Able to engage calmly and positively with the public in a varied and challenging neighbourhood with compassion, wisdom, and discretion.

NOTE: It is not a requirement of the role that the successful candidate is, or becomes, a member of St. John's.

DESIRED QUALIFICATIONS

A candidate with a high chance of success will:

- Have prior administrative experience in a church context.
- Have demonstrated competencies in developing and implementing communication strategies, including the incorporation of social media.
- Have demonstrated skills in using systems for church/customer relations management (e.g., Planning Center) and financial administration (e.g., Xero).

KEY RELATIONSHIPS

- The Rector (supervisor).
- SJCS Operations & Administration Coordinator.
- Other staff of St. John's Anglican Church and SJCS.
- The church's external bookkeepers.
- The Churchwardens.
- Regular hirers of church facilities.

ESSENTIAL ROLES AND RESPONSIBILITIES

General Administration

- Oversee the parish calendar, assisting staff, volunteers, and outside groups with scheduling.
- Maintain accurate records of Sunday attendance, parish membership, worship services, baptisms, weddings, funerals, and other significant milestones in the church.
- Ensure that necessary supplies are kept in stock at our office and worship space.
- Work with the Caretaker to ensure that facilities are being cleaned and maintained adequately.
- Liaise with contractors or tradespeople who are providing maintenance, repairs, or inspections for St John's facilities.
- Maintain risk and incident report systems, ensuring timely communication of WHS risks and incidents to the Churchwardens.
- Any other reasonable administration to ensure safe and efficient functioning of facilities.
- Attend and participate in weekly staff meeting and other staff planning activities, keeping the staff equipped and informed on systems, calendar, logistics and operations.
- Maintain and update an employee handbook and policy manual for office operations.
- Liaise regularly with SJCS Operations & Administration Coordinator to ensure healthy, efficient, and safe use of shared spaces.

Public Engagement

- Manage the front door of the church office as the first point of contact assisting enquirers, hirers, tradespeople, and others, including connecting them to the relevant member of staff or external services.
- Respond to enquiries from external parties about booking the church (e.g., for weddings or funerals), providing quotes and managing the booking and billing processes.

Sunday Services

- Update and print bulletins for Sunday services each week.
- Update slides for Sunday services each week.
- With the pastoral staff, support and coordinate volunteers for Sunday services, including creating quarterly rosters and sending reminders.

Financial & HR Administration

- Be the primary point of contact with our accountancy providers on accounts payable and accounts receivable.
- Ensure that the proper and up-to-date church staff financial forms and documents are provided to accountancy providers in a timely manner.
- Use Xero regularly to stay on top of incoming and outgoing payments, ensuring that things are coded accurately.
- Receive and promptly forward to Churchwardens for approval, quotations, invoices and claims for payment from tradespeople and service providers.
- Any other reasonable administration to ensure safe and efficient functioning of finances.

Communications

- Facilitate and distribute weekly and other email communications to the congregations.
- Ensure that sermons and other teachings are recorded and made easily available to the congregation and to the public.
- Respond quickly and thoughtfully to all general inquiries that come via email or telephone.
- Ensure that the church website is up to date, including information about services, events, and staff.

Miscellaneous

- Other reasonable administrative tasks assigned by the Rector or Churchwardens.

TRAINING AND SUPPORT

- The successful candidate must have a valid [Working With Children Check](#), and current [Safe Ministry training](#) (or a willingness to undertake such training as a matter of urgency).
- Where desired and deemed necessary by the Rector and Churchwardens, training for the technological and interpersonal requirements of the role may be provided. This may include: first aid; mental health first aid; deescalation; other specific tools and resources essential to the execution of the role.

APPLICATIONS

Questions or expressions of interest can be directed to the Rector: The Rev'd Richard Glover (richardg@stjohnsanglican.org.au | 0419 636 158).

To apply, email a cover letter and a resume to the Rector.