

## HUNTER BIBLE CHURCH

### Pastoral Administration Team Leader

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Hunter Bible Church is prayerfully seeking a faithful, energetic Christian to join their pastoral team. While Christian character, gospel conviction and team-fit are the primary requirements of this role, this position would suit someone who is highly flexible, a quick learner, skilled in systems organisation and a great team leader. This role includes, but is not limited to,

- Working with the executive pastor to maximise the effectiveness of church systems, programs and staff resources. This includes the ability to imagine what might become important in the future and preparing as such.
- Volunteer recruitment, leadership and training in administrative tasks and projects. This includes a degree of pastoral oversight and Christian leadership over those volunteers.
- Ongoing development, upkeep and management of various internal systems and programs (e.g. church database, web forms, etc.). This includes working with other staff and their teams to develop and improve systems to meet the church's needs.
- Overseeing various church resources, including various venues, in partnership with ministry teams.
- Supporting the pastoral team by facilitating team meetings and initiatives to enhance overall team culture
- Facilitating timely, appropriate connection between internal and external stakeholders and the relevant contact within the wider HBC ministry team.

The successful applicant would have excellent written and verbal communication skills and see their role as first and foremost as part of the pastoral team at Hunter Bible Church. As such, we'd love someone who has ministry experience, and who could fill other ministry roles when needed and suitable<sup>1</sup>. The HBC Pastoral Team values hard workers who are willing to do near-anything for the sake of the saints and to help grow Jesus' kingdom.

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<sup>1</sup> If the successful applicant is not already a member of Hunter Bible Church, this role requires they join the church family first, in order to be part of the pastoral team.

**Details:**

- 12-14 month fixed term contract (Maternity leave position) - with the potential to transition to a part time or full time role afterwards
- Start date: November 2023 at the latest
- Between 0.8 and 1.0 FTE
- Equivalent<sup>2</sup> \$82k gross + superannuation p.a.
- Minimum 4 weeks annual leave p.a.

**Applications:**

Interested persons are invited to apply via email with their resume. Shortlisted candidates will be interviewed by staff and church representatives.

Email: [dmoore@hunterbiblechurch.org](mailto:dmoore@hunterbiblechurch.org)

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<sup>2</sup> HBC Pastoral Staff receive a) taxable salary, and b) non-declarable refunds for living expenses as a 50/50 split. Further details provided upon application.