



Bondi Anglican Parish Administrator Role Description

The Anglican Parish of Bondi and Waverley vision: Bondi For Jesus.

This role helps us support our strategic initiatives: We want to multiply gatherings full of people engaging with Jesus and being changed for good. We want to grow and promote our larger church gatherings as flagships of ministry.

The Parish Administrator Reports to:

The Senior Minister of Bondi Anglican Church, Rev Martin Morgan.

Key Relationships:

Senior Minister; Rev Martin Morgan, Wardens and Parish Council of the Anglican Parish of Bondi and Waverley. Bondi Beach site Pastor, Matt Graham. Treasurer, Simeon Goodlet. Children's pastor, Victoria Rich. Youth pastor, Laila Rich. Any other ministry staff. Safe Ministry representative, St Marys Child Care Centre Director, Hop and Bop Facilitator, South Sydney Bishop Michael Stead, Archdeacon Brett Hall, Anglican Property Group, Sydney Diocesan Services, General community, Funeral Directors, Columbarium users, Contractors and suppliers.

Role Purpose:

The purpose of this administrative role is to be a central information conduit for Bondi Anglican Church, supporting the staff team and wardens with proactive and helpful contributions so that the ministry operations can operate and grow sustainably. It is also to uphold the reputation of Bondi Anglican to all stakeholders by relating to others with a Christ-like character.

Job Summary

Manage the parish office in an organised and compliant manner, ensuring resources and supplies are available and appropriately accessible (physical and digital), and systems are functioning well. Assist the Rector, Wardens, other staff, and volunteers with various tasks to enable smooth running of Sunday services and ministries, and the numerous operations at each of our premises.

Key Responsibilities:

Office Reception

To receive, respond to, and process all incoming visitors, mail, email, and phone calls.

Coordinating hire of facilities

Managing venue hire for various users across our three sites (Bondi Junction, Bondi and Bondi Beach). This includes preparing the licence and lease agreements according to Diocesan and Parish policies and guidelines, invoicing, following up on arrears in consultation with the parish treasurer, and maintaining a good relationship with the licensee/tenant.

Managing property user operational issues

Responding to enquiries and any operational issues with all property users in consultation with ministry staff and wardens.

Coordinate the booking of funerals, weddings, or other special services

Communicate with ministers, funeral directors, families and outside parties to ensure special services run smoothly.

Sunday Service Administration

Prepare rosters for 8am and 10am services, and weekly roster reminders, presentations, bible readings, handouts, formatting and sending e-newsletters and any other preparation tasks associated with congregational gatherings when required.

Staff Meetings

Take notes at staff meetings, and distribute actions.

Parish Council Meetings

Generate and distribute agenda for Parish Council meetings in consultation with Rector and Wardens, assist with any meeting action items where appropriate, file signed minutes and data.

Assist Wardens

Communicate weekly with Wardens and Treasurer regarding property and maintenance action items and other related matters. Capture all resolutions made and act on delegated tasks such as obtaining quotes, engaging contractors to carry out work as authorised by Wardens, and following up outstanding tasks.

Managing the Columbarium (Memorial walls and gardens for cremated remains)

Overseeing the sale of interment rights within the Columbarium, including all necessary documentation and reporting required by Cemeteries and Columbaria NSW. This involves liaising closely and sensitively with families throughout the process, issuing certificates, ordering plaques and arranging ash interments.

Maintaining a thorough database and enquiry tracking system for Columbarium contacts.

Managing the maintenance tasks associated with the columbarium gardens and walls, plaques, plinths and other aspects of the columbarium in a way that complies with any legal requirements and Diocesan or Parish policy.

Filing

Maintain ordered, clear and secure filing systems (both hard copy and digital) for useful and appropriate access to resources and records for all staff, wardens and other volunteers.

Database management (currently using Elvanto)

Liaise with staff to ensure database remains up to date and clutter-free, to be a useful resource and comply with privacy law. Ensure appropriate access permissions are given and users are equipped to use the database.

Policies and Procedures

Update and draft various policies and procedures for Parish Council review. Ensure implementation of these policies and procedures to assist in clarity, compliance and good governance.

Working with off-site Parish Treasurer

Communicate clearly with the Parish Treasurer to arrange payments, reimbursements, and make sure invoices and receipts are captured by the accounting software, all in keeping with Diocesan and Parish policy and best practice.

Resource management

Order consumables for each of the three sites when required.

Maintain a key register, and issue keys when necessary.

Order marketing materials (eg postcards, banners).

Keep Parish iCal up to date for all sites and staff members.

Qualifications & Experience

Ideally, training and experience in administration and project management. Able to relate professionally with all people and organisations the Parish deals with.

Character

Truthful. Able to keep confidential information. Tactful and gracious with people who are stressed. Friendly, hospitable and empathetic demeanour. A person of authentic Christian character with a demonstrated commitment to Christian truth and values. The Anglican Diocese of Sydney is evangelical and Bible-based. It is expected that, both during and outside your work hours, you will conduct yourself in a manner that is, at all times, consistent with the teaching of the Bible, as understood and professed by the Diocese of Sydney, as well as the principles and values of the Diocese.

Skills & Capabilities

Organised, clear and systematic thinker, with the ability to juggle multiple tasks at once. Good, clear communication skills. Disciplined, highly self-motivated independent worker that can function well in a small team.

Microsoft Office skills, Apple iOS skills, Canva skills and ability to use Data management software (e.g. *Elvanto*).