

<b>Business Unit</b>	Parishes and Other Mission Agencies Commission
<b>Parish / Commission</b>	St Mark’s Anglican Church
<b>Location</b>	103 Bonney Ave, Clayfield (postal address: 60 Bellevue Tce, Clayfield)
<b>Employment Status</b>	Part-time
<b>Industrial Instrument</b>	Clerks—Private Sector Award 2020
<b>Classification Level</b>	Level 4
<b>Reports To</b>	Rector
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	<b>Internal:</b> Rector, Church Wardens, Clergy, Parish Council, and Parish Volunteers
	<b>External:</b> Parishioners, members of the community, suppliers/contractors, Anglican Church Southern Queensland employees

## Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. The Diocese works to care for and improve the life of the community through our network of parishes, schools, community services, ministry education, and social justice and advocacy. We operate 134 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

St Mark’s Anglican Church serves the community of Clayfield and Albion. In 2025 we celebrate 100 years.

## Our Vision

*Flourishing faith communities: proclaiming and serving, worshipping and learning*

## Our Mission

**The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.**

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

## Our Values

**We aim to be:**

- **Faithful** – steadfast in love for God and each other and steadfast in purpose to undertake God’s mission
- **Imaginative and creative** – being intentional about reforming culture and traditions for God’s world
- **Courageous** – to risk new things and where necessary to make bold decisions
- **Authentic** – being genuine and confident in living and speaking about what we believe as followers of Christ
- **Comprehensive** – being welcoming and respectful of a broad range of ideas, people, and approaches, and open to and dialogue and learning

## Position Purpose

The purpose of this role is to coordinate the parish office and provide administrative support to the Rector, Church Wardens, Parish Council and volunteers to contribute to the smooth and effective functioning of the parish.

## Key Accountabilities and Responsibilities

- Respond to all queries (in person, telephone or email) in a timely and professional manner.
- Perform general administrative services including photocopying, filing, data entry, appointment management etc.
- Maintain and organise filing systems for correspondence, documents and files, ensuring documents are secure.
- Manage the parish telephone system, including changes to the messaging service.
- Prepare documents and correspondence, and orders of service as required.
- Assist in the preparation, development and distribution of weekly news.
- Prepare Wedding and Baptism Certificates and maintain Statutory Registers for weddings, baptisms and funerals.
- Maintain a calendar of major events in the life of the Church.
- Develop and maintain a Church database and ensure that facilities and resources for events are appropriately booked through the database.
- Manage and liaise with people using the facilities for booked events.
- Provide administrative support at Parish Council Meetings and the Annual General Meeting, including the preparation and distribution of agendas and meeting minutes.
- Oversee and maintain Professional Standards for employees and volunteers, including the Blue Card Register.
- Assist with reporting and forms relating to Work Health and Safety (WHS), incident reporting, and other legislative and governance requirements.
- Order and maintain stationery and equipment supplies, and name badges as required.
- Troubleshoot IT issues, contacting technical support as required.
- Manage the parish website and Facebook page with assistance from volunteers.
- Update and maintain the email database.
- Produce the Annual Report for the parish.
- Participate in training and development opportunities, including internal Administrator Days.

### *General*

- Achieve individual objectives and contribute to the achievement of team and organisational objectives in a manner that is consistent with the mission, vision and values of ACSQ.
- Work in accordance with the values and ethos of the Anglican Church and the Code of Conduct, supporting the operations of the Church.
- Undertake work in a safe manner and follow any reasonable health and safety instructions.
- Comply with ACSQ policies and procedures.

## Key Position Requirements

### *Essential Knowledge, Skills, Experience and Qualifications*

- Demonstrated experience in a similar role, together with experience performing a range of administrative and reception duties.
- Well-developed oral and written communication skills.
- Good organisational and time-management skills, along with a strong attention to detail.
- Strong interpersonal skills, with a good level of emotional intelligence.
- Proficient with the Microsoft Office suite and an aptitude to learn new systems and processes.
- Ability to manage a varied workload to meet tight deadlines in collaboration with the Parish.

*Mandatory Requirements*

Satisfactory National Police Check  
Australian work rights validation

*Desirable*

Current Drivers Licence.

**Acknowledgement**

I have read and understood the requirements of the role as outlined in this Position Description.

Signed \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_