



# KAPITI UNITING PARISH

Christian Churches of NZ - Methodist - Presbyterian

10 Weka Road, Raumati Beach, Paraparaumu 5032  
Telephone - 04 902 5809 · email - kapitiuniting@outlook.com  
www.kapitiunitingparish.org.nz

## POSITION DESCRIPTION

Position Details	
Position Title	Part-Time Parish Office Administrator
Reports To	Parish Council Chairperson
Location	Raumati Centre, 10 Weka Road, Paraparaumu
Date	March 2023

## Our Purpose

***To promote Christian faith and values in the communities of the Kapiti Coast.***

This ethic governs our worship and encourages our members to move out from the church into the community, giving service to others and helping address social issues.

## Position Purpose

This role is to support and enhance the activities of the Parish and provide assistance to the Minister, Parish members, users of our premises, and the community.

The duties of the Parish Office Administrator (PA) can be grouped into daily, weekly, monthly, and tri-monthly. Some work may be of an 'As and When Required' nature. The position is 20 hours per week.

## Key Relationships

Internal	Minister Parish Council Chairperson Pastoral Care Group Convenor Worship and Music Group Convenor Parish employees Treasurer
External	External reporting contacts Property patrons Visitors

## Key Accountabilities and Deliverables

Key accountability/ deliverable	Indicators of success
Support for Minister	<ul style="list-style-type: none"> <li>○ Provide effective personal assistance role to the Minister i.e., diary management, contact of various parish members/service leaders on behalf of the Minister.</li> <li>○ Carry out delegated tasks on behalf of the Minister in a timely and competent manner.</li> </ul>
Information Management/Security	<ul style="list-style-type: none"> <li>○ Manage information flow and reporting requirements, both internally and externally, in a sensitive and timely manner. Endeavour to be proactive to minimize any unexpected circumstances.</li> <li>○ Ensure that all information which is of a sensitive or confidential nature, whether hard copy or electronic, is appropriately secured. This includes locking the office when it is not in use.</li> <li>○ Complete Police vetting returns, for all who require this in the Parish, as and when required.</li> <li>○ Maintain a register of all key holders.</li> </ul>
Maintain Parish Roll	<ul style="list-style-type: none"> <li>○ Liaise with the Minister and Pastoral Care Group Convenor to maintain a current Parish roll.</li> <li>○ Publish and regularly update the Parish directory.</li> <li>○ Keep 'TOGETHER' delivery lists and top sheets updated.</li> <li>○ Complete yearly statistical information for Uniting Congregations of Aotearoa New Zealand (UCANZ)</li> </ul>
Premises Bookings	<ul style="list-style-type: none"> <li>○ Maintain a Google planning calendar for all external user activities, internal group meetings, and important events.</li> <li>○ Complete relevant paperwork for new bookings.</li> <li>○ Liase with the Treasurer regarding invoicing of non-parish users.</li> <li>○ Show potential users around the premises, including relevant health and safety information as process dictates.</li> <li>○ Collect and retain a bond for occasional users as process dictates.</li> <li>○ Ensure that all damages and complaints are recorded and attended to/ followed up as soon as possible.</li> <li>○ Send out new booking forms and information, at the end of the calendar year and enter into the Google calendar once returned.</li> <li>○ Maintain a good relationship with users of the premises.</li> </ul>
Office Management	<ul style="list-style-type: none"> <li>○ Manage the Office in terms of staffing, systems, and processes to ensure essential work is completed on time.</li> <li>○ Ensure the Office is open and manned weekdays Tuesday to Friday from 9.30 am – 2.30 pm (<i>9.30 am -12.30 pm office is open to the public</i>).</li> </ul>
General Office Duties	<ul style="list-style-type: none"> <li>○ Provide a confidential and sympathetic response to 'drop-in visitors', telephone or email enquiries from either Parishioners or the general public, together with advice to appropriate personnel if follow-up is required.</li> <li>○ Distribute mail and other information to appropriate persons and/or groups.</li> <li>○ Prepare church notices and service sheets.</li> <li>○ Keep Raumati centre notice boards up-to-date and provide copies of notices for the Waikanae church.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Purchase tea, coffee, milk, office, and cleaning supplies for Raumati Centre.</li> <li>○ Undertake other duties as required.</li> </ul>
Worship Leaders	<ul style="list-style-type: none"> <li>○ Assist worship leaders prepare service delivery, including those who require help with weekly service sheets and PowerPoint preparation.</li> </ul>
Communications and Advertising	<ul style="list-style-type: none"> <li>○ Organise advertisements – e.g., local newspapers, social media for church services; special services e.g. Easter and Christmas; and other events under guidance of Parish Council Chairperson and the Minister.</li> <li>○ Edit the Parish Bulletin 'TOGETHER' each month.</li> <li>○ Keep the Parish website <a href="http://www.kapitiunitingparish.org.nz">www.kapitiunitingparish.org.nz</a> updated.</li> <li>○ Provide regular updates on the Parish Facebook page <a href="http://www.facebook.com/kapitiunitingparish">www.facebook.com/kapitiunitingparish</a></li> </ul>
AGM	<ul style="list-style-type: none"> <li>○ Prepare and distribute the Annual Report in a timely way.</li> </ul>
Training	<ul style="list-style-type: none"> <li>○ Provide training to volunteers to cover times of absence from the Office.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>○ Comply with all Parish health and safety policies and procedures.</li> <li>○ Take personal accountability for own safety and ensure the office is a safe and healthy place to work.</li> <li>○ Maintain an accident register of any incidents at each of the worship centres.</li> <li>○ Maintain a current First Aid Certificate.</li> </ul>

#### Personal Specifications

The Parish Administrator will be an integral member of the Parish Ministry through positive commitment and constructive input, ultimately to the satisfaction of the Minister (Team Leader) and Parish Council. A New Zealand Driver's Licence is desirable.

**Note:** The following may be completed at the time of employment: Police Vetting Process and Criminal Convictions Check including traffic infringements.