

Job Description

Position:	Children's Ministry (incl SRE) Admin
Employment Status:	Part Time – 6 hours p/w
Reports to:	Kids Church Pastor, SRE Coordinator and Pastoral Administrator
Staff reporting to this position:	Nil
Volunteer/Ministry roles reporting to this position:	Nil
Approved by:	J Ware Date: August 2025

Primary Purpose & Objective

Wholeheartedly support the vision and core values of C3 Church Carlingford.

Provide various administrative assistance within the Church Office, SRE (Scripture in schools) and Kids Church Ministries.

Key Responsibilities & Accountabilities

- Effectively work with the overseeing Pastor to ensure that required admin & support is completed in a timely and effective manner.
- Prepare and distribute correspondence to Church members, other Churches & the Community.
- Manage rosters for Children's ministry and SRE
- Assist with compliance with Childsafe legislation and working with children checks
- On occasions, assist other staff members and church ministries with various administrative support.
- Other general duties as requested by the Senior Pastor, Pastoral Administrator or Children's Ministry Pastor.
- Attend monthly Church Prayer Meeting

Qualifications & Experience

- Good general computer experience. Competent with Microsoft packages including Word, Excel, Power Point, & Outlook.
- Sound general office administrative and business experience.
- Skills in diary management and experience as a Personal Assistant desirable.
- Some knowledge or experience in SRE or Children's ministry desirable.

Person Specifications & Attributes

- Demonstrates mature & active relationship with Christ.
- Establishes and builds good relationships with people.
- Good communication skills.
- Advanced administration and organisation abilities.
- Effectively handles multiple tasks.
- Motivated and pro-active, able to work independently.