



MBC Role Description: Operations Pastor

MBC VISION

By the power of the Spirit, together we:

Connect with God and others;
Grow to be more like Jesus; and
Serve Him here and beyond.

ACCOUNTABILITY

The Operations Pastor is accountable to the Property and Finance Team (PFT), and more broadly to the church membership through the Church Leadership Team (CLT).

NATURE OF ROLE

The Operations Pastor is a team leadership role responsible for carrying out day-to-day tasks and managing efficient, cohesive teams and effective practices that facilitate excellence in ministry. A commitment to this role requires a high level of commitment to maintaining confidentiality.

Note: Mayfield Baptist does not have a "Senior Pastor" and is pursuing a team-based model of pastoral leadership. In this role, the applicant would be part of the Pastoral Staff Team, which shares the responsibilities traditionally associated with the Senior Pastor role through effective teamwork, mutual encouragement, clear communication and accountability.

As a pastoral role, this appointment would be subject to a vote of approval by a church members' meeting.

QUALIFICATIONS

Desired gifts for this role include **Leadership, Pastoral Care, Wisdom, Administration, Organisation, Financial insight, Helps, and Service.**

Holders of this role are to demonstrate:

- A servant-hearted attitude.
- A desire to show God's love to others through their service.
- Good communication skills.
- Experience in business administration, management, or operations.
- A proven ability to cultivate strong, collaborative relationships and foster unity between ministry and administrative teams that report to this role.
- An understanding of the *Safe Church Policy* and a signed commitment to abide by the *Code of Conduct for Staff and Volunteers*.
- Completion of Baptist Association of NSW and ACT online WHS modules for staff and managers.
- Church membership in good standing. Applicants who are not already members of MBC will be required to become members.
- Regular participation in the life of Mayfield Baptist Church (MBC).
- Recognition or accreditation as a pastor with Baptist Association of NSW and ACT.

REMUNERATION

As a pastoral role, this position will be remunerated according to the Baptist Association of NSW and ACT pastoral remuneration guidelines.



NUMBER OF DAYS OF EMPLOYMENT

This position is a full-time role. If the right applicant is found, the role may be adjusted to accommodate a part-time load.

CORE PRINCIPLES

Those who serve within the Church are expected to demonstrate the following core principles in their lives:

- **Character**- The person must express the outward fruit of a personal relationship with Jesus, such as prayer, Bible study, and ministry involvement. They must be a person of honour and trust who models obedience, grace, and spiritual maturity that others can follow.
- **Care** - The person is to demonstrate loving care for people's well-being and eternal value. Jesus said that the most important thing is to first love God and, second, to love others.
- **Competence** - The person must possess growing competence and a maturing skill set that will enable them to fulfil their role with integrity.
- **Chemistry**- As part of a ministry team framework, each person is to be committed to the church's purpose and core values, overall ministry philosophy, and to doing all within their ability to protect the unity of the Church.

KEY REQUIREMENTS

The successful applicant will need to have demonstrated strength in empowering and leading teams, as well as an understanding of and familiarity with systems theory and approaches to improving efficiency.

In the area of team leadership, the applicant must be able to engender team cohesion, work collaboratively across sectors, and demonstrate a high level of management experience.

In the area of systems, the applicant must be able to think strategically, identify blockages to new and efficient ways of organising our church community, and envision and implement creative solutions to these blockages while effectively managing change processes.

Due to the elevated nature of the responsibilities involved, the successful applicant will be required to submit a Police Check and Working with Children Check (WWCC), and complete and maintain Creating Safe Spaces training and its updates in accordance with our Safe Church policy requirements.

SKILLS REQUIRED

It is envisioned that this role will require:

- Sound leadership and management skills.
- An understanding of and familiarity with technology, including Church Management System (CMS) software (such as Elvanto), accounting software (e.g. Xero), spreadsheet software, databases, visual presentation software, Canva, Google Forms/Drive, PDF writers, and other relevant technology.
- The ability to use various communication methods, including verbal, written, and social media.
- Demonstrated ability and experience in managing church, not-for-profit, or business operations.



- The ability to draft policies, protocols, and processes.
- The ability to create working forms with accessible fields that participants can use easily.
- An understanding of Fair Work policies, SafeWork practices, Baptist standards, and MBC policies.
- The ability to create efficient systems that produce accurate records and reports.
- Experience in preaching and teaching.
- Experience in pastoral care.
- Experience with financial management systems.

PRIMARY WORKING RELATIONSHIPS

- Pastoral Staff Team
- Church Leadership Team (CLT)
- Property and Finance Team (PFT)
- Finance Admin Team
- Safe Church Team (SCT)
- Ministry leaders
- External accountants and auditors

EXPECTATIONS

- Leadership skills and wisdom in managing teams and processes are high expectations for this role.
- Responsibility and reliability.
- It is expected that there will be a flexible workplace arrangement in place, and not all working hours will need to be undertaken on-site in the Church Office.
- There will be some minimum meeting time requirements. At the time of writing, these include:
 - **Weekly staff team meeting:** Currently every Monday morning.
 - **Monthly CLT meeting:** Currently the second Monday evening of each month, in a non-voting capacity, to record minutes and provide input on operational matters.
 - **Monthly PFT meeting:** Currently the first Wednesday evening of each month, in a non-voting capacity, to record minutes and provide input on operational matters.
- The person in this role will be required to have an external Pastoral Supervisor with whom they meet regularly.

RESPONSIBILITIES

This role consists of a minimum 50 % pastoral duties, with the remainder of the role directed toward administrative tasks and management.

Pastoral Duties

- Partner with the other pastors at MBC to spiritually and strategically lead the Mayfield Baptist Church community.
- Contribute to the preaching team.
- Provide pastoral oversight of Mayfield Baptist's residential properties (currently Mayfield House and The Fields). This includes providing pastoral care and regularly meeting with the residential managers.
- Work with other pastors to provide pastoral care to residents of the residential houses.
- Provide oversight of the broader church pastoral care team and/or contribute as a member of this team.
- Work with the outreach pastor and residential managers to help connect the residential houses with the broader church community.



- Help residents of the residential houses encounter and explore the Christian faith.
- Provide pastoral support to members of the Property & Finance team (PFT).
- Contribute to the Safe Church Team as the pastoral representative.
- Supervise and provide pastoral care for the Finance Admin Team.
- Management and care of administrative teams.
- Other pastoral responsibilities may evolve over time.

Administrative Roles

- Work with pastors to understand the administrative tasks that will release them to provide ministry with best practices.
- Identify blockages to new and efficient ways of organising our church community to achieve its mission, and envision and implement creative solutions to these blockages.
- Assist the Church Treasurer and PFT in managing church finances.
- Assist the PFT in property-related matters.
- Manage leave for volunteer staff to ensure a healthy and sustainable administration team. HR and payroll responsibilities.
- Provide management oversight of the church's administration and accounting operations, including Xero and the Church Management System (currently Elvanto), in conjunction with the Super Admin or acting as Super Admin, depending on the applicant's skill set.
- Troubleshoot financial issues or gaps in processes as they arise.
- Provide oversight of statutory obligations (e.g. ACNC requirements).
- Manage facility bookings to enable the mission of the church and ensure wise use of resources.
- Regularly review policies and draft new policies as required to facilitate effective ministry and organisation.
- Generate reports for the various leadership teams in a timely manner.
- Assist the treasurer with preparation and monitoring of annual budget.
- Review of Insurance arrangements.
- Other administrative responsibilities may evolve over time.

END OF ROLE DESCRIPTION