



POSITION DESCRIPTION

Position	Sandgate Location Assistant
Responsible to	Sandgate Location Pastor
Hours:	Part-time (Includes Sunday services and week hours)

POSITION IN CONTEXT

Nexus Church is a vibrant, multi-generational Christian church that seeks to outwork the welcome invitation of Christ, cultivate a strong sense of belonging and down-to-earth community amongst its members and across its locations.

The role is a part of the Sandgate location and works closely with the location pastor and includes voluntary commitments consistent with that expected of an engaged member of Nexus Church.

PRIMARY PURPOSE

The Sandgate location assistant's primary responsibility is to assist and lead in practical operations, while being trained in ministry expressions within the church, as well as administrative responsibilities.

KEY RESPONSIBILITIES

The Sandgate Location Assistant will undertake the following key responsibilities, under the three areas of practical and leadership, ministry and administration:

Practical and Leadership Responsibilities:

- Lead and assist volunteer teams on Sunday mornings
- Assist in practical tasks at Sandgate locations, including but not limited to leading set up and pack down of the church venue each week, cleaning
- Be trained in various roles to fill gaps if required, such as Production and Youth Church.



Ministry Responsibilities:

- Oversee the pre-service prayer meeting each Sunday, with a growth plan to lead meetings on occasion.
- Join location pastor on hospital, home, or park visitations, including assistance with additional pastoral care load.
- Regularly attend Nexus Care's Service delivery day (Thurs) and EFC (Couch Connect) once a Term.
- Assist Connect Group Leaders with the aim of starting one yourself.

Administration Responsibilities:

- Manage team rosters.
- Attend weekly meetings with the location pastor.
- Maintain and complete weekly reporting for Connect Groups and church attendance.

ATTRIBUTES

- A Christian based lifestyle and ethos
- Time management and planning skills
- Demonstrated effective interpersonal skills in working alongside leaders and management, with a capacity to effectively train, inspire and support team.
- A willingness to undertake extra tasks that may arise in the day to day needs of Nexus Church
- Experience in a range of modern computing devices, applications and operating systems
- Experience in administration, particularly in a church environment.

ADDITIONAL REQUIREMENTS

- Be in agreement with the articles of faith documented in the policies of Nexus Church and the Australian Christian Churches United Constitution
- Exemplifies and communicates the Nexus Church values and culture.
- Membership of Nexus Church, or an application for membership within 3 months of commencement within the position



RELATED DOCUMENTS

This position description is a primary document outlining the requirements, nature, function and relationships of the nominated position. It is to be read in conjunction with the following documents (as appropriate):

- the individual's employment contract
- the church's policies and procedures
- ACC volunteers agreement

QUESTIONS?

Should you have any further questions, please email Clawerwen@nexuschurch.com.au.

Please allow up to 48 hours time for reply.

Applications due by COB Friday 7 June 2024

How to Apply Please submit your resume and cover letter via email to clawerwen@nexuschurch.com.au