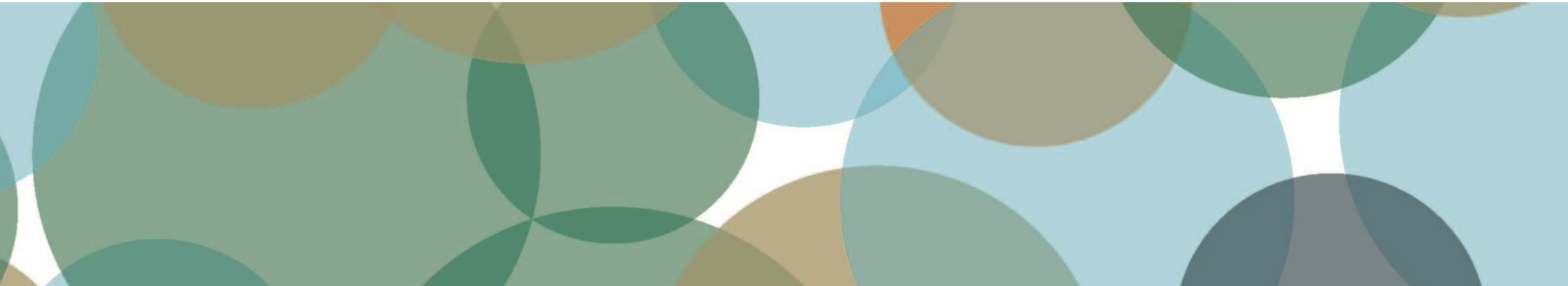


Position Charter

Ministry Support Co-ordinator
Gateway Baptist Church



Reports to:	Ministry Services Manager
Works with:	Ministry Team Leaders, Ministry Services Team, Central Services Pastor, ICT Manager
Purpose:	Centrally support the ministries of Gateway Baptist Church with efficient pathways, processes and data management.
Days/week:	2 days per week (Tuesday +1)
Effective:	March 2018
Based at:	Mackenzie Campus (Central Services Team)

Key Result Areas (responsibility)	Key Result Objectives (outcomes)
Discipleship Pathways	<ul style="list-style-type: none"> Work with the Mackenzie Campus Pastor and the Mackenzie Discipleship and Pastoral Care team to design, implement and manage the discipleship pathway for the Mackenzie campus; plan to scale this process and supporting administration for multi campus implementation.
Central Data Management	<ul style="list-style-type: none"> Work with the Ministry Services Manager, Central Services Pastor and ICT Manager to plan, develop and implement projects that support the ongoing need for efficient systems that help our ministry teams care for, communicate with and provide for our growing church family across all Gateway campuses.

Key Competencies

- Demonstrated experience in administration and data management processes.
- Understanding of WH&S policies and safe work/environment practices.
- Competency in Microsoft Office suite of programs.

Key Attributes

- Personal & growing relationship with Jesus;
- Demonstrated Christlike character;
- Good communicator in all forms of verbal and nonverbal presentations
- Capacity to work with diverse teams of staff and volunteers;
- Regularly attends and is part of the life and community of Gateway Baptist Church