

POSITION DESCRIPTION

Position Title: Reach Pastoral Assistant

Department: Reach

Load: Part-time (2 days/week)

Location: 47 Jennifer Street, Seventeen Mile Rocks QLD 4073

Position Overview

The role of the Reach Pastoral Assistant is to assist with the development, co-ordination and administration of the the Reach (mission, outreach and evangelism) ministry of Riverlife Baptist Church.

The primary responsibilities of this position, in consultation with the Reach Pastor, include the following:

- Assist in the administration of Reach associated programs, partnerships, projects and events as required by the Reach Pastor.
- Assist the Reach Pastor in planning and coordinating teams across the area of Reach, including rostering, administration and communication between volunteers.
- Assist in identifying opportunities that serve as bridging points into communities outside the church that can direct people towards Christ.
- Bring awareness and opportunities for Riverlife individuals and groups to engage in the reach vision with mission heart and lifestyle.

Key Relationships & Accountability

Reports To:	Reach Pastor
Direct Reports:	Volunteer Reach Ministry teams
Key Interaction:	All staff

Key Result Areas	Outcomes
1. Ministry Visioning, Planning and Evaluation	<p>(a) Assist in delivering Reach Ministry vision in consultation with the Reach Pastor that is:</p> <ul style="list-style-type: none"> i. aligned with the Riverlife Vision, Mission and Values; ii. biblical, relational, purposeful, and relevant; iii. effectively communicated to the Ministry staff, volunteers and members. <p>(b) Programs/Projects/Partnerships/Events that helps to accomplish the objectives of the Reach Ministry are identified, evaluated, established, implemented, nurtured and regularly reviewed in consultation with the Reach Pastor to meet the needs of the Ministry.</p> <p>(c) Ensure timely and accurate database records and workflows across the Ministry are delivered.</p>
2. Leadership Development	<p>(a) Training and processes established/maintained to develop the leadership necessary to meet both current and expanded needs of the Reach Ministry.</p> <p>(b) Regular meetings and reviews of associated Reach Ministry volunteers.</p>

3. Care and Connection	<ul style="list-style-type: none"> (a) Strong relationships built within the Reach Ministry modelling authentic kingdom family. (b) Identify and implement clear onboarding opportunities for newcomers in consultation with the Reach Pastor and Pastor of Care and Connection. (c) Ensure the individual needs of volunteers within the Reach Ministry are addressed and ministered to.
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Essential Competencies	
Knowledge/Experience	<ul style="list-style-type: none"> • Ability to motivate and influence individuals and teams positively • Ability to promote community development, processes and outcomes which influence effective ministry practices • Ability to make informed decisions, using discretion and judgement • Ability to communicate effectively with colleagues and staff at all levels to foster trusted and professional relationships • Ability to provide feedback on performance to teams and individuals • Ability to work collaboratively across ministry portfolios • The desire and ability to take initiative
Technical/Professional Skills	<ul style="list-style-type: none"> • Excellent organizational and time management skills - with attention to detail • Demonstrated critical thinking to solve problems and make decisions • Strong planning and administrative skills • Technical skills across Office 365 suite including MS Teams and online platforms
Qualifications	<ul style="list-style-type: none"> • Certification in Christian ministry, leadership or equivalent experience – desirable

Essential Personal Qualities
<ul style="list-style-type: none"> • Passion for and experience in reaching out to and engaging with people - those within and those 'on the outside'. • Demonstrate a personal and growing relationship with Jesus and a Christ-like character • Undertakes to be in full agreement with the Riverlife vision and values • Regularly attends and is a part of the life and community of Riverlife Baptist Church • Capacity to work with diverse matrix (interconnected) teams of staff and volunteers • Displays humility, being quick to point out the contributions of others emphasizing team over self and defining success collectively rather than individually (Humble) • Self-motivated and diligent, constantly thinking about the next step and the next opportunity (Hungry) • Displays good judgment and intuition around the subtleties of group dynamics and the impact of words and actions (Smart)

Family Core Values

We believe that all Riverlife staff must model and align with the following core values:

1. **Spirit-Led:** We submit daily to the Holy Spirit as He provides us with power to declare and demonstrate Christ's kingdom. We seek to live under His leading as our source of understanding of spiritual truth, wisdom and guidance to advance the Kingdom and do what is right (John 16:13, Romans 8:14).
2. **Servant-Hearted:** We humbly serve God, His church and our community through faithful dedication. We believe our empowerment for true service is intimacy with Jesus Christ through prayer, obedience to His Word, and dependence on the power of the Holy Spirit within (Matthew 20:28, Philippians 2:4).
3. **Authentic:** We seek to honestly journey as a faith community celebrating our strengths and aware of our imperfection. We seek to walk in integrity as honest and reliable individuals choosing to trust and forgive one another (Proverbs 11:3, Psalm 25:21, Matthew 18:15-16).

All Riverlife employees are required to:

- Work under the authority of Christ, the Church Eldership and Senior Pastor in seeking the growth and development of Riverlife Baptist Church.
- Be a good role model in all areas of personal and spiritual life, seeking to put Riverlife ahead of personal gain.
- Comply with the requirements of the Working with Children's Policy and Procedures, Workplace Health and Safety (WH&S) legislation and related WH&S procedures developed for Riverlife Baptist Church.

Other Duties

As directed by the Reach Pastor or the Senior Pastor.

Acknowledgement

I acknowledge that I have read and understood the key result areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description.

NAME: _____

SIGNED: _____

DATE: _____

WITNESS: _____

DATE: _____