

Church Administrator Application Process

To apply, please send the following to Martin Slack: martin@westlakechurch.com

- an up-to-date CV
- a description of what you think you will bring to the job

The closing date for applications is **Monday 16th July**. Interviews will take place thereafter. It is our hope to have the successful applicant in place from September 2012.

Job Description

Hours:

5 half-day sessions/week. These will be arranged in co-ordination with the pastoral staff.

Objective:

To work with the pastoral staff to ensure the smooth running and administration of Westlake Church Lausanne.

Personal requirements:

Essential:

- member of Westlake Church Lausanne, or be willing to become a member
- must have excellent written and spoken English
- in agreement with our Statement of Faith, without reservation
- have good computer skills (see below)
- be able to work with others and on own initiative
- be artistically creative

Roles:

Administration

- Website:
 - Ensure the website is kept up to date e.g. Venue change, sermon documents, audio, video, events etc.
 - Design (or organize design) of website content.
- Advertising/Publicity:
 - Maintain Google Adwords; distribute posters/flyers for events. Liaise with printers.
 - Design (or organize design) of posters and flyers for events
- Produce weekly bulletin
- Sunday School: Produce and maintain SS rota; photocopy/file Sunday school materials.
- Produce/send out sermon power point and summary sheet.
- Welcome Desk: maintain existing resources and develop new ones as required.
- Bookstall: Maintain stock list. Keep balance. Order new books
- Database: Maintain up-to-date database
- Church Offices: Maintain calendar and church office booking
- Future Intern program: advertising, helping recruit, and organizing intern program.

Co-ordination

- Newcomers: Co-ordinate with welcome team and pastoral staff to ensure newcomers followed up.
- Sunday services: Liaise with pastors, elders and worship team in organizing Sunday worship. (For example: Sunday service leading rota; Master rota; finding and instructing communion servers.)
- Special Events: co-ordinate the details of special events and courses run by the church: for example, teaching weekends; marriage courses; baptism classes etc
- Youth, Students/20s and 30s/Church Retreat: co-ordinating program, staff, volunteers and speaker/s.
- Recruitment of volunteers: to work with leaders of ministries to recruit appropriate people to service areas.