

GBC PD15 – Serve Team Leader

Gymea Baptist Church Ministry Role Description

GBC Serve Team Leader

We are looking for someone to join our team who is passionate about helping people find their place in God's mission here at GBC.

This is a one-day-a-week permanent part-time paid role to lead our Serve Team whose purpose is to help people find their place in God's mission here at GBC and to make their volunteer experience as simple, enjoyable, and fulfilling as possible.

Skills Required

The successful candidate will have strong interpersonal skills especially the ability to work with and lead a team, as well as strong administrative skills. Experience with Elvanto/Tithely is desired but not essential.

Key Tasks

To lead the Serve Team to create a unified, personalised system to facilitate volunteering at GBC. This includes: Recruitment; Selection (applications, interviews, safe church checks, etc); Equipping (onboarding of volunteers in cooperation with the ministry leaders); Resourcing (of both volunteers and leaders), and Development (ongoing leadership development). Initially, the focus will be on the first three of these teams.

To create and implement a consistent recruitment strategy for all ministries in GBC that is simple and personal.

To oversee the application process of all volunteers taking into account our Safe Church policies and the needs of our ministry areas.

To work with ministry leaders to develop training programs for volunteers, to build a culture of Yes in our volunteers, to create consistent rostering systems to be used, and to support ministry leaders and volunteers.

Line of Responsibility

The Serve Team Leader will be supported by and report to Matt Willis.

Term of Appointment

An initial six-month probation; and then an ongoing role of one-year appointment.

Requirements

Shortlisted applicants will need to undertake a Safe Church Screening Questionnaire and Reference Checks. The successful applicant will need to have a Working with Children Check, pass a Police Check, have or be working towards a Creating Safe Spaces certificate and will be required to sign a Code of Conduct.

Expressions of Interest including an up-to-date curriculum vitae are to be submitted to Matt Willis via matt.willis@gymaabaptist.org.au by 5:00pm Friday, 25 September 2020.