



Brunswick Moreland Catholic Community

POSITION DESCRIPTION

Position Title:	Stewardship Coordinator
Location:	Brunswick Moreland Catholic Community (incorporating the parishes of St Ambrose and Our Lady Help of Christians (Brunswick & Brunswick East), St Joseph's (Brunswick West), St Fidelis' (Moreland)
Employment Status:	Part-Time – Ongoing (0.8FTE)
Days:	Tuesday to Friday
Reports to:	Parish Priests

POSITION PURPOSE

The Stewardship Coordinator enhances the quality of service provided by the Brunswick Moreland Catholic Community (BMCC), local communities, wider stakeholder groups and the Archdiocese.

The purpose of the Stewardship Coordinator is to actively steward BMCC and take responsibility for the day to day financial and asset management for the collaborating parishes.

The role of Stewardship Coordinator is a facilitating one between the Priests, parishioners, schools & CAM Support Service Departments including administration, information technology, finance, building & property and human resources.

The aim is to support the Priests by identifying and addressing strategic and operational needs of BMCC.

KEY ACCOUNTABILITIES

1. Financial

- Oversee the BMCC Thanksgiving/Stewardship Programs
- Oversee end to end accounts payable and accounts receivable, including ensuring a process in place for managing debtors
- Coordinate and work together with the BMCC Accountant
- Prepare reports/budgets for Stewardship Council and attending Stewardship Council meetings
- Managing the payroll payments and payroll record keeping
- Overseeing the PACEM system
- Any other financial/payroll related task as directed by the Parish Priest

2. Property & Asset Management

- Oversee planning, development, and maintenance for all Parish assets
- Strategically plan for the best use of parish property, including maximising income opportunities aligned with and enabling realisation of BMCC mission and values
- Convene and support the work of BMCC Maintenance Committee to support the implementation of maintenance planning across all properties and assets of BMCC
- Oversee and manage Parish assets, including support for the BMCC Facilities Manager

3. Administration

- Oversee and support the continuous improvement of BMCC administrative systems, including support for BMCC Secretary/Finance Administrator(s)
- Develop and maintain BMCC's risk management framework, risk register and oversight all risk mitigation plans and actions, reporting same to the Stewardship Council on regular basis
- Oversee and ensure that BMCC meets all OHS and other legislative requirements in relation to staff, volunteers, ministries and properties/assets

- Convene and support the work of BMCC’s Communications Committee to ensure a strategic and practical approach to continuously maintaining and improving communications across BMCC and to the broader community (including BMCC newsletter, website(s), social media, etc)

4. People

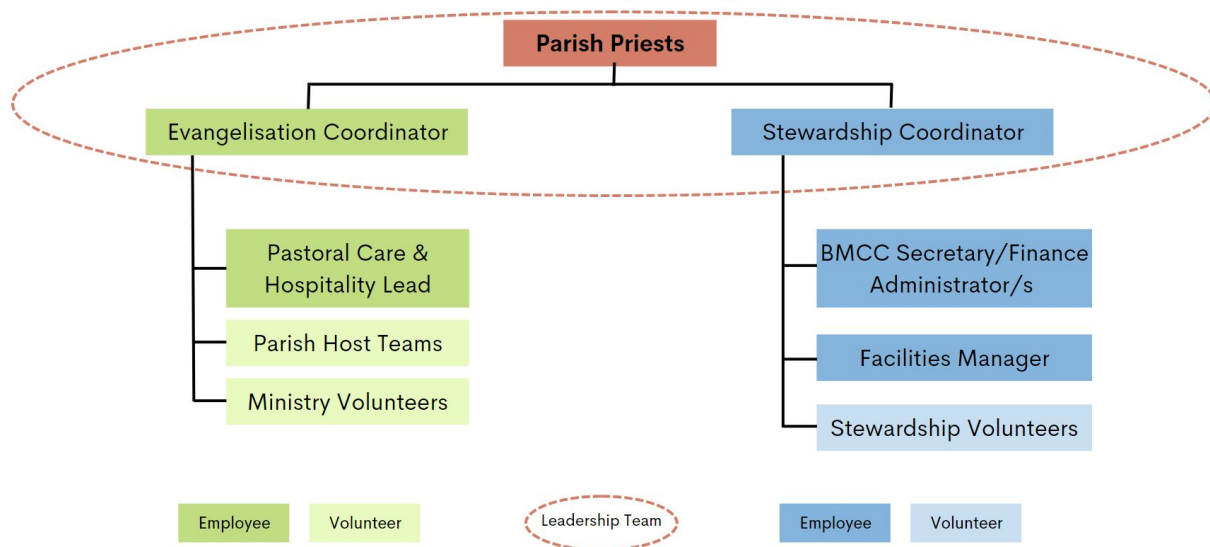
- Convene and support the work of the BMCC Safeguarding Committee, ensuring a culture of zero tolerance to all forms of abuse of children and vulnerable adults is continuously built and reinforced across all aspects of BMCC’s activities
- Provide supervision/support, leadership and performance guidance to a small staff team, including BMCC Secretary/Finance Administrator(s) and Facilities Manager
- Work closely with Parish Priests and Evangelisation Coordinator as the BMCC Leadership Team.

5. Other Responsibilities

- Attend and regularly report to the BMCC Stewardship Council
- Participate actively in professional/pastoral supervision
- Guide the recruiting, training, and support for staff and volunteers
- Attend regional and diocesan conferences for continuing education and spiritual formation
- Other duties as assigned

REPORTING STRUCTURE

**Brunswick Moreland Catholic Community
Staff/Volunteer Reporting Structure**



SKILLS FOR SUCCESS

- Experience in managing accounting and proficiency in accounting software packages (Xero preferred)
- Experience in Property management
- An understanding of the function of payroll and the relationship to industrial legislation such as Awards, National Employment Standard, Superannuation Guarantee etc.
- Experience in managing payroll records using a dedicated payroll software package such as Xero and Employment Hero
- Familiarity with the Software package PACEM

PERSONAL ATTRIBUTES

- Respect for and identification with the mission, identity and core values of the Brunswick Moreland Catholic Community, hospitality and service to all who engage with the parish

- Understanding of the Catholic Church’s teachings and ability to incorporate in their daily activities
- A welcoming, “can do” attitude
- Professional personal delivery and appearance
- Ability to see when something needs to be done and proactively address the area of concern
- An enjoyment of continuous improvement – always looking for better ways of doing things
- A strong sense of pride in efficiency and quality (accuracy) of delivery
- The ability to build positive and collaborative relationships with other employees and parishioners
- Openly seek feedback on own performance with a willingness for personal and professional development
- A strong focus on ensuring all employees at BMCC work in a healthy and safe environment both physically and psychologically
- A high level of integrity, honesty and confidentiality

OTHER REQUIREMENTS

- Victorian Working with Children Check
- National Criminal Records Check

INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. **Are committed to justice and equity**
2. **Uphold the dignity of all people and their right to respect**
3. **Are committed to safe and supportive relationships, and adherence to the Code of Conduct**
4. **Reach out to those who are poor, alienated and marginalised**
5. **Strive for excellence in all their work**

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Stewardship Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____