**Health & Community Chaplaincy Committee**

**Presbyterian Church of Victoria**

**POSITION TITLE: HCCC Administrator & Camp Co-ordinator**

**DATE OF EFFECT: 1st July 2017**

**TYPE OF EMPLOYMENT: Contract position, 2 days per week (15 hours)**

**REPORTING TO: Chaplaincy & Pastoral Care Coordinator, HCCC**

**LOCATION: HCCC office, Heathmont House**

**GENERAL RESPONSIBILITY STATEMENT**

Administrative support for Health and Community Chaplaincy Committee, its Chaplains and projects within the PCV plus administrative co-ordination of the annual PCV/HCCC Ministry Family Camp.

**LIAISES WITH:** HCCC members, HCCC staff and voluntary chaplains, PCV pastors and other ministry personnel,GAV committees, PCV office and outside service providers.

1. **HCCC Administrative and Support Tasks:**
	* Preparations for payment or reimbursement of HCCC operating expenses – receive invoices/receipts, obtain authorizations and forward to PCV office as necessary
	* Preparation of HCCC Minutes of bi-monthly meetings: February, April, June, August, October and December each year.
	* Preparation of action lists to HCCC members and others as noted.
	* HCCC bi-monthly meetings: call for Chaplaincy reports/circulate agenda & meeting papers/meeting arrangements
	* Assist Co-ordinator in preparations for HCCC Chaplains Commissioning and other services and functions as necessary.
	* Assist in preparations for annual PCV Ministry Wives conference.
	* Assist in preparations for Chaplain’s Training Days and other relevant chaplaincy seminars as necessary
	* December HCCC meeting: assist with arrangements for Chaplains Appreciation/Christmas function.
	* Updating of HCCC Chaplains Contact Information; The Key (as requested)
	* HCCC: End of financial year arrangements- processing of grants expenses/invoices/reimbursements to 30th June
	* Preparation of salary advice letters (new financial year) for HCCC employees.
	* Contact with Chaplains as necessary- information, updates etc
	* Pastors’ Retreat groups- airfares reimbursement processing for attendance at annual Facilitators training.
	* Filing of meeting papers and HCCC reports and ongoing maintenance of files/archives.
	* Purchase of office supplies as needed
	* Responding to queries as necessary on behalf of the HCCC, including in relation to the HCCC Ministry Family Assistance program (MFA).
	* Updating of relevant documentation and contact information in relation to the HCCC Ministry Family Assistance Program.
	* Providing general support for the HCCC Chaplaincy & Pastoral Care Co-ordinator and other duties as negotiated with the HCCC and Co-ordinator.
2. **HCCC Good Friday Appeal Administration (March/April annually):**
* Photo calls from all Chaplains and co-ordination of Appeal Poster and video
* Preparation of 2 mailouts (date claim & poster/appeal information/ remittance forms.
* Ongoing email reminders on PCV loop as necessary
	+ Thank you letters to all participating congregations.
* Provision of feedback to the Committee on Appeal process and congregational responses.
1. **PCV/HCCC Administration: Ministry Family Camp (Ongoing & September/October annually)**
* Debrief with HCCC of most recent camp noting necessary changes, suggestions or inclusions
* Liaise with camp site/ HCCC Convener/Co-ordinator re payment of bills, ongoing bookings etc
* Administrative assistance with finalisation of camp budget (February as part of regular HCCC annual budget)
* Communication with prospective camp speakers (as designated by the HCCC)- contact and arrangements
* Liaise with Convener HCCC and Co-ordinator, plus HCCC regarding overall program and timetabling needs
* Collate and summarise Camp feedback and report to HCCC
* Date claim memos to be circulated to all PCV ministry personnel as directed
* Camp mail-outs- basic information, costs and admin forms, specific info to those attending
* Handling of queries
* Maintenance of records- camp forms coming in, special needs, accommodation arrangements etc
* Deadlines for camp payments/accommodation communicated
* Liaison with camp site and off-site accommodation providers if necessary
* Co-ordination with PYV (crèche/children’s/teenagers programs) re arrangements and special needs
* Receipt of camp payments & processing receipts. Forwarding to PCV office and reconciliation processes.
* Purchase of welcome supplies (eg gift bags)
* Prepare welcome packs (HCCC sub committee to assist) including timetables, info sheets, maps, listings and gifts.
* Attend the camp each year to assist with welcome, programming, requests and overall facilitation.
* Organise payment of all invoices and timely reimbursement of all expenses.

**Position Pre-requisites:**

Well organised

Good presentation skills

Responsive to queries and admin needs in a timely fashion.

Can work to deadlines

Email literate, able to absorb admin calendar and develop helpful and timely admin processes.

Familiarity with Microsoft Word/ Outlook and Excel: letters and reports, email attachments, spreadsheets and preparation/editing of HCCC documents

Good written and verbal communication skills

Calm and courteous

Thorough and good attention to detail

Sensitive to need for confidentiality at various times

A good memory

Good stress handling skills

Good understanding of PCV structures, processes and polity

Prayerful approach to work

An interest in Chaplaincy ministries and their place in the wider context of the PCV and its ministry.

**Last updated: KJ 30th May, 2017**

**HCCC reviewed :**