



NZ Lay Preachers Association

Registrar Job Description

The Registrar is responsible for maintaining NZLPA's register of accredited lay preachers—one of its core functions. This includes keeping the register up to date, issuing certificates, assisting members with queries, and reporting on membership details.

As the primary conduit between members and the Association, the Registrar provides administrative and member support, ensuring smooth communication and efficient record-keeping.

Key Responsibilities

Working closely with the President and Executive Committee, the Registrar will:

- Maintain and update the NZLPA register when notified of newly accredited lay preachers by partner churches (Anglican, Methodist, Presbyterian, Christian Churches – formerly Associated Churches of Christ).
- Issue accreditation and long-service certificates, to be presented by partner churches and co-signed by the President.
- Update and correct personal details on the register upon request and with appropriate authorisation.
- Remove the names of deceased members or those ceasing their membership when requested and authorised to do so.
- Work with other executive members to maintain appropriate mailing lists for publications and other administrative purposes.
- Respond to member enquiries regarding membership status, certificates, and registration details in a timely and professional manner.
- Provide regular reports to the Executive Committee on membership updates and certificates, and present a membership report at each meeting and the AGM.

- Assist with the transition from an Excel-based membership register to an online system (Paid Memberships Pro).
- Maintain strict confidentiality of personal details, disclosing information only when authorised.
- Keep records of expenses for reimbursement and submit them as required.

Skills & Experience

The following would be advantageous:

- Proficiency in word processing, Excel, and basic database management.
- Experience in printing certificates and basic document editing.
- Strong administrative and organisational skills.
- Good communication skills and a commitment to member service.
- Familiarity with the structure and organisation of NZLPA's Partner Churches.
- Ability to respond to emails within 1–2 working days.
- Experience with membership databases or a willingness to learn (especially in relation to the upcoming transition to an online system).
- Being an accredited lay preacher and an active member of a partner church is desirable but not essential.

Reporting & Relationships

The Registrar reports to the NZLPA Executive Committee. Between meetings, key relationships will include the President (primary working relationship), Treasurer, Correspondence Secretary and Webmaster. A dedicated email address will be provided and listed on the website.

Please note: The Registrar does not handle inward payments.

Financial Delegation

Minor out-of-pocket expenses (e.g., printing, postage, purchasing certificate materials) up to \$40 per month can be reimbursed upon

providing receipts, subject to approval by the President or Treasurer. This must be reported and ratified at the next Executive Committee meeting. Any other expenditure requires prior approval from the Executive Committee.

Remuneration

This is an unpaid voluntary position.

Time Commitment

- Attendance at Executive Committee meetings every two months and the AGM. (estimated time: 4 hours per meeting including preparation)
 - Ongoing commitment to maintaining and updating the register, responding to member queries, and issuing certificates as needed. (Estimated time: 8 hours per month)
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Time Commitment

To express interest in this role or for further information, please contact the NZLPA President or Correspondence Secretary via the NZLPA website.

NZLPA is committed to supporting and celebrating the ministry of lay preachers across New Zealand.