

**Children and Families Minister
Job Description 2017**

St Luke's Anglican Church, Vermont

The mission of St Luke's is to help people become mature followers of Jesus Christ.

St Luke's is an Anglican Church in the eastern suburbs of Melbourne. In 2017 St Luke's formed a "partnership in mission" with St Alfred's Anglican Church in Blackburn North. Rev Peter MacPherson is the Senior Minister of both churches.

At present there is one Sunday service at 9.30am during which a program for primary and secondary school children occurs. A playgroup and kids club happen during the week.

We are looking for a person who has a heart for children and who will help St Luke's grow.

Character

Over the years we have come to the conclusion that the first requirement of any staff member is that they have the right character.

This person will be:

- Someone who knows Jesus Christ as their Lord and Saviour;
- With a genuine prayer life;
- Seeking to honour God in all they do.
- Someone who sees Christian ministry as a vocation, something God is "calling" them into, not simply a job.
- Able to maintain the strictest confidentiality;
- Able to respond compassionately and intelligently to those in need;
- Someone who maintains the highest level of propriety and integrity in the areas of sexual and financial matters;
- Someone who supports other staff members
- and protects the reputation of the church by not doing anything to bring disrepute on the gospel or the church;
- Someone who can receive feedback and sees this as assistance to growth;
- Someone who is willing to learn and will actively pursue appropriate professional development (as appropriate);
- Someone committed to getting counsel or healing in areas of personal struggle.

St Luke's abides by "Faithfulness in Service." This is a nation-wide code in the Anglican Church which explains the appropriate standards of behaviour and practices of pastoral ministry for all church workers.

St Luke's is governed by the Professional Standards regime of the Anglican Diocese of Melbourne. Consequently this person will have or be able to get

- a Working With Children Check
- an appropriate Police clearance.

Competency

Key Task: leading the children's ministries at St Luke's

This person will be able to:

- lead & develop the Lighthouse Sunday morning program for children;
- assist and help develop the youth discipleship program on Sunday mornings;
- help develop children's involvement in Sunday services;
- lead Kids Club on Wed afternoons;
- lead special services for children at Christmas & Easter;
- support volunteer leaders of Playgroup on Tuesday mornings and give leadership as required;
- connect with parents;
- help incorporate children and families into the life of the church;
- help raise up new leaders and provide training.

This person will have training and experience in either

- teaching
- children's ministry or
- Christian ministry.

Chemistry

This person will be:

- Able to work as part of a staff team under the leadership of the Senior Minister, Rev Peter MacPherson.
- Able to work under the direct leadership and supervision of the Associate Minister, Rev Brian Westaway.
- Able to work with St Luke's volunteers.
- Committed to the vision of St Luke's
- Willing to seek resolution and reconciliation if and when disputes arise.

Accountability and Communication

The Children and Families Minister will report to and be supervised by the Associate Minister.

Supervisory meetings will be arranged as required.

The St Alfred's staff meeting is held on Mondays starting at 10.30 a.m and the St Luke's staff are invited to attend when practical.

Terms

This is a 12-hour per week position. The position is available from Sep 1 2017.

Remuneration will be according to the Diocese of Melbourne Stipend Determination #31 at the “Lay Minister” rate for an Authorised Stipendiary Lay Minister. Statutory Superannuation as required by law. Potential to salary sacrifice up to 30% of package and use of corporate credit card. Travel costs for ministry purposes can be reimbursed (this does not include travel from home to work).

Pro rata annual leave will be worked out with the church treasurer. Annual leave is arranged by making a written request to the Senior Minister. Other leave is according to Work Choices legislation.

The church facilities will be available for use of phone, internet, photocopying and holding meetings. There is also desk space in a shared office.

A review will be conducted after a three-month probation period with further reviews to happen annually.

Application Process

On a separate piece of paper please answer the following questions about yourself.

1. What past experience have you had that would make you suitable for this role?
2. What experience do you have of leading teams?
3. What strengths and weaknesses do you have?
4. What concerns would you have about taking up this role?
5. Christian experience: When did you become a Christian? What have been some of the significant points in your spiritual journey? (dot points will suffice).

Please attach a C.V.

Please provide the names and contact details of two referees – one professional or academic, one personal.

Please send your C.V. , referees and completed questions to Rev Peter MacPherson, Senior Minister, St Alfred’s & St Luke’s Anglican Churches, P.O. Box 1076, Blackburn North, Victoria 3130.

You may email them to peter.macpherson@stalfreds.org

Many thanks for applying. We are praying for God’s guidance in the process of appointment.