



SAINT JAMES

ANGLICAN CHURCH

Kid's Ministry Coordinator Position Description

St James is a Gospel-Centred Anglican Church that longs to share the good news of Jesus with the people in and around Glen Iris, Melbourne. Established in 1920, we are in a season of growth, answering God's call and seeking his blessing as a community that knows the truth, beauty, and relevance of Jesus and makes Him known among our neighbours.

Our vision is to **be a church that unchurched people want to belong to.**

Our mission is **to know Jesus and make Jesus known.**

We seek to achieve this by **building a disciple-making culture, creating an accessible, welcoming and edifying worship gathering, reaching young people and young families, and improving systems and financial viability.**

POSITION TITLE	Kids Ministry Coordinator	AWARD	ASLM stipend determination*
POSITION REPORTS TO	Priest-in-Charge	LEVEL	12 Hours pw [0.3 EFT],
DATE CREATED	24.11.2021	PARISH	St James Anglican Church Glen Iris
Date Amended	20.12.2021	Approved by	PiC and Wardens

***Remuneration:** in line with the Diocesan of Melbourne ASLM Stipend determination

Term of Employment: Initially 1 year (6-month exit clause), with a view to a 3-year contract

Starts: January 2022

Position Purpose

The Kid's Ministry Coordinator assists the Vicar and Parish Council in the discipling of our young people and building connections with our community. The focus of this role is our third strategy of reaching young people and young families, which connects with our strategies of building a disciple-making culture and creating an accessible, welcoming, and edifying worship gathering as they relate to children and families. The kid's Ministry Coordinator will need a passion for children and people, and seeing them come to know Jesus and make Jesus known.

RESPONSIBILITIES	PERFORMANCE INDICATORS
Outreach and Community Building	
<ul style="list-style-type: none"> ● Grow outreach ministries from the existing two playgroups ● Connect community families with the good news of Jesus and to our church community ● Work collaboratively with Kid's Club families, key leaders and volunteers to create appropriate pathways from outreach ministries to discipling relationships 	<ul style="list-style-type: none"> ● Effective administration of outreach ministries ● Regular review and refinement to ensure they are accessible, engaging and relevant to children and families ● Increased community connections and relationships with parishioners ● Increased faith engagement by the community
Discipling Children and Families	
<ul style="list-style-type: none"> ● Collaboratively implement our discipling culture among children and families of St James. ● Lead, build and adapt programs and curricula that entice and teach children/families about faith in a fun and engaging way 	<ul style="list-style-type: none"> ● Effective administration of programs ● Seeing growing faith in children and young families ● Seeing more families and church members engage in discipling children
Building Team of Volunteers	
<ul style="list-style-type: none"> ● Recruit, resource, train and lead volunteers in outreach ministry and Kid's Club ● Ensure in conjunction with the Pastor, that all ministry involving minors is done in line with Government and Diocesan standards for Safe ministry to Children and the Vulnerable 	<ul style="list-style-type: none"> ● Volunteer teams are grown, equipped and resourced ● Volunteers and ministry among young people are child safe
Other	
<ul style="list-style-type: none"> ● Other duties as assigned by the Vicar 	<ul style="list-style-type: none"> ● Response to requests
KNOWLEDGE, EXPERIENCE AND SKILLS	
<ul style="list-style-type: none"> ● Pursuing or willing to pursue, appropriate theological or ministry training as it relates to the ministry of children ● Ability to write and resource curriculum and programs for children's ministry and being able to start new things ● Ability to connect with stakeholders within the church and the community ● Previous children's ministry experience preferred ● Compliance with Diocesan requirements, including: 	

- A current Police Check and Working with Children Check
- Being screened prior to appointment
- Maintain Safe Church Communities endorsement and appropriate license from the Bishop

PERSONAL QUALITIES

- Ideally, a gospel-centred disciple of Jesus committed to growth in grace and godliness and a member of St James Anglican Church
- Commitment to the mission and values of St James Anglican Church
- An understanding of and willingness to serve within the doctrinal commitments of our church
- Show an affinity or calling for ministering to children and families
- Friendly, outgoing personality committed to being a life-long learner
- Diligent, organised, and self-motivated with the ability to set own priorities and deadlines
- Able to take direction, work in a team and lead others
- Excellent people and communication skills on all levels within and outside the Parish
- Ability to maintain confidentiality
- Pursuing a deepening daily relationship with the Lord through the reading of scripture and reliance on the Holy Spirit through an active prayer life

SUPPORT STRUCTURES

- Regular supervision with the Priest-in-Charge
- Monthly Coaching with a Diocesan Coach or equivalent
- Professional development opportunities
- Ridley Community of Practice
- Annual Review

WORKING RELATIONSHIPS		POSITION DIMENSIONS	
INTERNAL	EXTERNAL	STAFF REPORTING	FINANCIALS
Vicar/ Priest-in-Charge Clergy Church Council Church Volunteers Church Staff	Other parishioners Community families Visitors to the Parish Local childcare/ children centres Community of Practice	N/A	N/A

How to apply:

Send your resume, 2 referees, and a cover letter to sam@sj.org.au. Or email sam@sj.org.au for further information or to have a conversation about your application.