

POSITION DESCRIPTION
PART TIME (0.5 FTE)
ASSISTANT MINISTER ORDAINED OR ASLM
ANGLICAN PARISH OF BANYULE

Banyule Anglican Church is an evangelical Church with a rich tradition of both formal and informal liturgy.

Our parish consists of two Churches (St John's Heidelberg, and Holy Spirit Watsonia) about 15km north of Melbourne CBD.

We have Sunday Services at both centres most weeks (9:30am and 5pm) but we meet for a Combined Parish Service on the third and fifth Sundays of each month at 9:30am at Heidelberg.

Our parishioners are mostly older retired folk, with some young families with school aged children.

The assistant minister assists the Vicar in the provision of the cure of souls for the Parish of Banyule. This includes, but is not limited to, the provision of:

- Leading Sunday Worship Services in both centres
- Preaching
- Assisting with monthly services in the parish and in aged care homes
- leading a weekly or seasonal Bible study
- leading an evangelism program (Alpha) once per year
- children's ministry - monthly
- participation in Parish council meetings (3rd Monday of each month)
- meeting weekly with the Vicar for staff meetings and prayer
- pastoral care and encouragement for parishioners
- taking pastoral services (Baptism, Wedding, Funerals)

The **parish provides** a stipend and housing allowance at the Diocesan rate for 3 days per week. The parish will pay for the minister's utilities in accordance with the diocesan guidelines. Any 'out of pocket' ministry related expenses will be reimbursed by the parish.

The parish **does not provide** a laptop, so it is expected that the Assistant Minister will use their own Laptop.

PROFESSIONAL CONDUCT & AVAILABILITY

Diocesan Clearances as mandated from time to time.

In line with the expectations of the Anglican Diocese of Melbourne, the assistant minister will take her/his part in the life of the Church, including attendance and participation in:

- Area Deanery Meetings (2nd Wednesday of each month) – if possible
- Annual Clergy Conference as advised by the Bishop of Oodthenong
- Synod

All clergy are encouraged to have a Spiritual Director, Mentor, or Coach. Times set aside for this purpose are during 'work' times.

All clergy are given the opportunity to make an annual spiritual retreat.

It is expected that the Assistant Minister will be on duty and available:

- all day Sundays
- for other Christian celebrations (Easter and Christmas)
- 2 other days - negotiable (09:00 – 17:00) usually working in the Church office. This is flexible depending upon the amount of noise coming from the church hall
- The minister is not expected to reply to emails or take calls after 19:00, except in the case of emergencies.

Clerical collar is worn for worship on Sundays as well as for significant pastoral engagements (eg funerals, hospital visits, etc). Cassock and Surplice or Alb and stole are also worn for worship on some Sundays.

Other roles and duties as arranged with the Vicar.

What could YOU bring to the ministry of this Church which has been serving God in this area since 1849?

Please contact the Vicar, Rev Canon Denise Nicholls

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