

St Luke's Anglican Church Vermont - Parish Minister Role Description 2025

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

St Luke's is a healthy, growing evangelical Anglican church which has benefited greatly from a partnership with St Alfred's Blackburn North since Nov 2016. In the first five years of the partnership, a \$500,000 building project was completed, giving St Luke's new carparking, toilet and accessible entrance facilities. The building project loan is fully paid off. Over the last three years, St Luke's has grown from an average Sunday attendance of around 60 adults and children to over 120 adults and children. There is a thriving children's ministry led by two children and families ministers (casual roles, filled by young adults who are members of St Alfred's, averaging 3-4 hours work per week) and 10 volunteer church members. There are 8 active growth groups which meet weekly or fortnightly. There is a playgroup, monthly men's breakfast, a camera club, and book club – creating links to the local community.

The goal of the partnership with St Alfred's was to see St Luke's revitalized and able to function as an independent parish once more. That goal is largely fulfilled. There is sufficient budget for a full-time minister and support staff. There is a strong team of lay leaders on parish council.

The Senior Minister of St Alfred's is also the Vicar of St Luke's, but in other respects St Luke's functions as a separate parish: St Luke's has its own Wardens, Parish Council and finances. The goal in appointing a Parish Minister for St Luke's is to continue St Luke's growth and pathway towards being an independent parish.

Character

Over the years St Alfreds and St Luke's have concluded that the first requirement of any staff member is that they have the right character.

This person will be:

1. Someone who knows Jesus Christ as their Lord and Saviour;
2. With a genuine prayer life;
3. Seeking to honour God in all they do.
4. Someone who sees Christian ministry as a vocation, something God is "calling" them into, not simply a job.
5. Able to maintain the strictest confidentiality;
6. Able to respond compassionately and intelligently to those in need;
7. Someone who maintains the highest level of propriety and integrity in the areas of sexual and financial matters;
8. Someone who supports the rest of the staff team
9. and protects the reputation of the church by not doing anything to bring disrepute on the gospel or the church;

10. Someone who can receive feedback and sees this as assistance to growth;
11. Someone who is willing to learn and will actively pursue appropriate professional development;
12. Someone committed to getting counsel or healing in areas of personal struggle.

Competency

Main role: oversee St Luke's 9.30am congregation and plan for continued outreach and growth (which could include starting a youth group and/or establishing a second congregation).

This person will be responsible for:

1. the overall life and organization of St Luke's (with the support of the St Alfred's Senior Minister and other clergy)
 - preaching and leading services
 - occasional services (weddings, funerals, baptisms, confirmation, thanksgivings, commissioning)
 - administration and organization
 - pastoral care
 - welcome of new members and incorporation into the congregation
 - growth groups (small groups)
 - mission & evangelism initiatives
 - leadership training
 - growth of the congregation
 - participation in Parish Council,

This person will also:

2. contribute to leadership and strategy discussions for St Luke's

Direct reports to the Parish Minister:

- St Luke's Children and Families Ministers – casual paid roles
- St Luke's Volunteer Coordinator – casual paid role
- St Luke's volunteers

This person will be able to:

- communicate well in public and in writing
- preach biblically sound, expository sermons and apply them to people's lives
- train and equip members of the church and build teams to achieve ministry goals
- work with gifted and competent staff and volunteers and not feel threatened
- be well organized, proactive and intentional
- take responsibility for their own continued growth as a minister

Chemistry

This person will:

1. be able to work with, and under, the supervision of the Senior Minister
2. be loyal to the Senior Minister and willing to work in such a way as to release the Senior Minister to lead St Alfred's
3. be able to work with, supervise and support other staff members,
4. be able to work with teams of volunteers and encourage others to use their gifts
5. be committed to the ministry goals of the entire church not just their own areas of ministry
6. seek resolution and reconciliation when disputes arise.

Diocesan Issues

This person will be an ordained Anglican who will be licensed by the Archbishop of Melbourne and need to obtain a Clearance for Ministry by Kooyoora, a police clearance and Working with Children Check.

As an ordained Anglican, this person will take a role in the wider Diocese of Melbourne, attending Deanery, Synod, Ministry Conferences, and other Diocesan activities as appropriate. Adherence to "Faithfulness in Service", as the Code of Conduct for the Anglican Church is required. Commitment to Safe Ministry frameworks and participation in regular professional supervision is also required.

Accountability and Communication

The Parish Minister is accountable directly to the Senior Minister. Supervisory meetings will be arranged by mutual agreement, initially fortnightly.

Attendance at staff meetings is important. These are normally held on Mondays starting at 10.30 a.m.

The Parish Minister will be supported in this role by the Senior Minister, other staff, Wardens, Parish Council, and many other key leaders. The role is a collaborative ministry.

Terms

Remuneration is determined by the Diocese of Melbourne Stipend Determination. This is reviewed annually. The present remuneration package is available from the Diocesan payroll department. The remuneration package for clergy includes superannuation, car allowance and long service leave.

Housing can be provided by (a) payment of a housing allowance, or (b) provision of vicarage accommodation in the street behind St Luke's.

This is ideally a full-time position, although it may be possible to structure it as 4 or 5 days per week role by negotiation (and adjustment of the duties).

Annual Leave is the equivalent of 4 weeks per annum (i.e. you would normally be available to work 48 Sundays in the year). Annual leave is arranged by making a written request to the Senior Minister.

The church facilities will be available for use of phone, internet, photocopying and holding meetings. There is an office at St Luke's for the Parish Minister.

This position will initially be for two years (which aligns with the current end point of the partnership with St Alfred's), and at the two-year mark, there will be pathways to further ministry at St Luke's.

St Luke's Anglican Church, Vermont

Parish Minister Application

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. How would you help St Luke's grow?
4. What strengths and weaknesses do you have?
5. What concerns would you have about taking up this role?
6. 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. , referee details and completed questions to Rev Dr Mark Simon, Senior Minister, St Alfred's Anglican Church and St Luke's Anglican Church, P.O. Box 1076, Blackburn North, Victoria 3130.

mark.simon @ stalfreds.org (remove the spaces to make this email address valid)

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