INNER WEST
CHURCH

Position Description: **Associate Pastor**

About Inner West Church

Inner West Church is a growing Anglican church plant in Melbourne's inner west. We are a warm, gospel-centred community committed to following Jesus together, living deeply as family, and loving our neighbourhoods.

We gather on Sundays at 9:30am and throughout the week in Missional Communities, creating a space where people of all ages can encounter Christ and grow as his disciples.

We are looking for an **Associate Pastor** who is passionate about seeing people come to know Jesus and experience the transformative power of the gospel, as well as serving, equipping and building up the local church community for God's glory.

Overview

The role of the **Associate Pastor** is to help develop the ministry and mission of Inner West Church and in particular, to develop a strong culture of discipleship to and among women. The successful applicant will work closely with the Priest-In-Charge to develop and implement the church's strategic plan, as well as proactively responding to areas of pastoral need. The role is supervised by the Priest-In-Charge, but with a significant amount of freedom to develop the role in a way that suits the gifts and abilities of the applicant.

About the Role

Working Hours & Remuneration

- This position is a fixed term maternity leave cover for an initial period of 12 months, with the possibility to extend at the end of that period.
- Ideally 0.6 FTE (2.5 weekdays + Sundays paid as a half day). Hours/days open to negotiation, with a minimum of 0.5 FTE required.
- Extra hours may be required around Easter, Christmas, and other events; time off may be requested in lieu.
- Paid at the standard ASLM rate set by the Anglican Diocese of Melbourne.
- Annual leave: 4 weeks pro rata; Study leave: 2 weeks pro rata

Time Commitment & Rhythm

- Active presence during Sunday services from approximately 8:00am to 12:00pm.
- Expectation to attend weekly staff meetings and fortnightly supervisor check-ins.

- Preparation and planning during the week.
- Participation in occasional evening events and church-wide celebrations.

Key Responsibilities

- **Vision and Strategy**
  Be involved with Priest-in-Charge and Church Council in developing and facilitating church vision.
- **Leadership**
  Be primarily an equipper of people for ministry and mission (Eph. 4); develop leaders by providing training, coaching, mentoring and resourcing; set an example to others by doing the work of ministry and evangelist; create resources (written and visual) as necessary that can be used repeatedly for training purposes.
- **Discipleship & Pastoral Care**
  Proactively engage in discipling relationships with women in the church, with particular emphasis on potential leaders and non-Christians/new Christians, and respond to pastoral care needs as they arise from female church members.
- **Sunday Gatherings**
  Be 'on duty' at every Sunday gathering (except those taken as annual or study leave), beginning from set up time (8:00am) to end of pack up (around 12:00pm):
    - Work with Priest-in-Charge and other volunteers to prepare the physical space for the Sunday service
    - Take a lead role in the welcoming of newcomers
    - Have a significant 'up front' presence through preaching, service leading, prayers, and other roles as per the skills and gifting of the candidate
- **Administration**
  Assist the Priest-In-Charge by taking a portion of the weekly administrative tasks (negotiable), manage church rosters and coordination of volunteers; other administration as required for the completion of main tasks.
- **Events**
  Assist in planning and running events such as church camps, women's events, Easter/Christmas events, and outreach activities.

Key Relationships

- **Internal:** Reports to the Priest-in-Charge. Investment in relationships, particularly with women, within the church community.
- **External:** Proactive engagement with local community.

Expectations

- Committed and mature follower of Jesus with a life of devotion and discipleship.
- Passionate about seeing people grow as disciples of Jesus.

- A strong leader who is also a team player.
- Be organised, dependable and proactive.
- Fully engaged member of Inner West Church, participating in church life beyond the designated role.
- Serve at each 9:30am Sunday service, arriving at 8:00am and staying until close (usually 12:00pm).
- Aligned with Inner West Church's Eight Commitments (https://www.innerwestchurch.com.au/our-vision)

Requirements

- Previous experience working in pastoral ministry, in a paid or unpaid capacity.
- Willingness to become a member of the Anglican Church of Australia and be nominated as an Authorised Stipendiary Lay Minister.
- Clearance for Ministry via Kooyoora Professional Standards:
    - Valid Working With Children's Check
    - National (or International) Police Check
    - Referee Checks
    - Completion of Safe Ministry Training

  Support will be provided to help guide the successful candidate through the clearance process.
- Theological training (completed or in progress) preferred but not essential.

Professional Development & Growth

- Support and mentorship provided by senior staff.
- Opportunities to attend conferences, workshops, and training programs relevant to children's ministry and leadership development.

Success Indicators

- Women in the church are well-supported, growing in faith and equipped to use their gifts for God's kingdom.
- Volunteers and lay leaders are equipped, confident, and flourishing as they serve.
- Ministry contributes positively to the overall health and culture of Inner West Church.

Please contact Chris Swann (chris@innerwestchurch.com.au) with any questions. To submit an application, please send Chris your CV and a cover letter addressing this Position Description by November 6, 2026.