



POSITION DESCRIPTION

Family & Children's Minister

Living for Jesus | Sharing Jesus | in Emerald and beyond

Work Type: 3 days per week

Location: Emerald, Victoria

Salary: \$41,000 p.a.

Role Summary:

- Develop, promote, lead and deliver programs and events for children and families.
- Work under the leadership of the vicar in partnership with the pastoral team.
- Ministry covers families at St Mark's and the wider community of Emerald and the Hills.
- The position is an ASLM (Authorised Stipendiary Lay Minister) role within the Anglican Diocese of Melbourne and requires a licence from the Archbishop.

Key Responsibilities:

- Participate and lead initiatives related to children and families. These include:
 - Sunday morning children's programs with a possible playgroup
 - School holiday program
 - After school program
 - Inter-generational worship activities
 - Occasional outreach events (e.g. Christmas & Easter celebrations)
- Coordinate with the vicar or the preacher every week to align teaching with current sermon series to include children into the service as much as possible.
- Partner with parents as key people discipling their children and caring for them.
- Recruit, train and develop a volunteer leadership team.
- Act as one of the Child Safety Officers for St Mark's.
- Manage the budget, facilities and resources allocated to children and families ministry, including oversight of the St Mark's Children's Centre.

Requirements and Expectations:

- Be a committed follower of Jesus Christ taking the Bible seriously and embrace the vision and the mission of the church in order to work *with us* and not *for us*.
- Be missional and have a heart for the lost.
- Work well in a team.
- Attendance and participation at the Sunday morning service is expected as part of this role.
- Commitment to personal and professional development by using opportunities and support to engage with these areas as appropriate.

- Provide ministry reports as requested by the vicar and Parish Council.
- Work in conjunction with the Youth Minister and as part of the leadership team at St Mark's and be accountable for positive participation in team meetings and shared initiatives.
- All relevant governance requirements (WWC, National Police Check, Safe Ministry Training and Clearance for Ministry) and serve under the Anglican Diocese of Melbourne Safe Ministry protocols and codes of conduct.

To Apply:

To apply for this position please complete the application including:

- A letter addressing the position description
- Your resume
- The names and contact details of three referees
- Any relevant qualifications, training or experience

All applications should be emailed to Ally Thompson:

ally.thompson@stmarksemerald.org.au

Applications Close: Monday 4 May 2026

Further Information:

St Mark's Anglican Church

1-3 Church Street

Emerald VIC 3782

(03) 5968 4046