



St Marks Yarraville Anglican Church at Spotswood: Children's Ministry Coordinator: position description

Purpose:

The purpose of this role is to both enable and empower children and their families to grow in their Christian faith through their association with St Mark's by leading and coordinating a ministry program for children at St Marks Anglican Church Spotswood; and disciple and equip members of the congregation in this program.

The Coordinator will, on an on-going and part time basis, assist the Priest-in-Charge (PIC) and leaders and volunteers of St Marks in all aspects of children's ministry including interaction with the local and wider community.

Reports to:

1. Priest-in-Charge or delegate (for supervision).
2. Monthly written reports to Parish Council.

Remuneration & time fraction:

This is an on-going ten hour per week position. The allocation of the ten hours across the week can be negotiated.

Remuneration is on the basis of on-going ten hours per week, at a level guided by the Authorised Stipendiary Lay Minister (ASLM) rates determined by the Anglican Diocese of Melbourne.

The salary range is: \$25-\$30 per hour, depending on levels of previous experience.

Leave entitlements include pro rata four weeks annual leave.

Responsibilities:

- In conjunction with the PIC, develop and implement a program of learning for children of the congregation.
- Lead and resource a team (members of the Congregation / Volunteers) to deliver a program of learning for the children of the congregation on Sunday mornings; and participate in the children's learning roster on at least two Sundays per month.
- Coordinate and lead, in conjunction with the PIC, and a small team of volunteers the monthly scheduled 10am Sunday All Age Service, and the occasional Messy Church Sunday morning Service (two to four times per year).

- Under the direction of the PIC and the Parish Council appointed Child Safety Officer, participate in the implementation of the Anglican Diocese of Melbourne Code of Conduct for Child Safety Policy.
- If requested by Parish Council, and under the direction of the PIC, investigate and recommend opportunities to develop relationships with families in the immediate and wider Spotswood community.

Personal Attributes:

- A desire to see children grow in Christ at St Mark's.
- Capacity to coordinate and encourage a small volunteer team.
- A high level of integrity and ability to uphold confidentiality

Education & Experience:

Essential

- Expressed Christian faith
- Ability and interest in creative approaches to bring the Bible alive
- Willingness to undergo a mandatory National Police History check.
- Willingness to undergo a mandatory Working With Children check.
- Nomination of two referees, one of whom is a Church leader.

Desirable

- Previous involvement in Children's or Youth ministry would be welcomed but not essential.
- Formal qualifications in childhood learning and development would be welcomed but not essential.
- Formal qualifications in teaching or caring for children with additional needs would be welcomed but not essential.
- Experience in Godly Play and/or Messy Church, or a willingness to undertake training in these methodologies, is welcomed.