

POSITION DESCRIPTION

Position Title:	Children and Youth Ministry Coordinator
Department:	Children and Youth Ministry
Location:	St. Andrew's Springfield
Employment Status:	13
Reports To:	Rev. Charlie Lacey
Direct Reports:	None
Start Date:	
Review Date:	
Key Relationships/Interactions:	Internal: Parish Council, volunteers, helpers, children and families attending parish
	External: Anglican Youth Children and Families (AYCF)

Position Statement / Overall Purpose:

To facilitate the effective discipleship of our children and young people.

Position Specific Requirements & Qualifications:

1. Hold and maintain a Blue Card (working with children), or ability to acquire
2. Successful Anglican Church Safe Ministry Check
3. Up-to-date first aid cert. or willingness to obtain
4. Confirmed communicant member of the Anglican Church of Australia, or willingness to be received into the Anglican Church
5. Minimum two years' experience of working with children
6. Some theological training preferred

Key Selection Criteria:

1. Robust and lively Christian faith, with an evangelistic outlook
2. An effective communicator who is able to engage positively with the broad demographics of the parish
3. Ability to manage volunteers (including training and supervision)
4. Adept at devising children's programmes and activities that are innovative, imaginative and engaging
5. Capable of assisting with the development of a 'Kids Church' syllabus
6. Highly organised and proactive, with excellent interpersonal skills

Key Accountabilities and Responsibilities:

1. Accountability: Kids Church (Sunday, am)

Responsibilities:

- Comply with St. Andrews Children's Ministry Responsibilities doc.
- Ensure that Kids Church is a safe and wholesome environment
- Ensure age-appropriate activities for junior and senior age groups
- Manage a team of volunteers (including training and supervision)
- Work towards continued growth of the children's ministry team
- In conjunction with Parish Priest and Parish Administrator: ensure that all volunteers are Safe Ministry Checked, hold a current Blue Card and have completed Child Protection Training
- Undertake administration associated with each session
- Select/ create a weekly teaching syllabus from pre-existing resources
- Identify resources for use in Kids Church

2. Accountability: 3:16's (Alternate Fridays during school term time, pm)

Responsibilities:

- As with Kids Church (1-7), but in relation to 3:16s
- Create a varied programme of activities that ties in with the Kids Church themes from the previous Sunday
- In conjunction with Parish Administrator, develop a marketing strategy that promotes growth

3. Accountability: All Age Services

Responsibilities:

- Provide assistance for All Age Services when required

4. Accountability: Special Events

Responsibilities:

- Organise some aspect of Special Events (for example, games for Carnival of Light or stage side assistance for the Nativity)
- Engage the children's ministry team in special events (including delegation of tasks, briefing and supervision)

5. Accountability: Positive Church Culture

Responsibilities:

- Model Christlike behaviours that shape the culture of St. Andrew's Springfield
- Actively participate as a member of the team and foster positive, life-giving relationships within the team
- Attend church each week, not including 4 Sundays for annual leave.
- Actively live out our mission statement: *Love Jesus. Love the Church. Love the World.*

6. Other Duties and Requirements

- Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant Policies and Procedures
- Do not, during or after employment, disclose information relating to clients and staff or damage the reputation, viability or profitability of the Anglican Church Southern Queensland.