

POSITION DESCRIPTION

Position Title:	Part-time Associate Priest
Department:	Parish Ministry Services This area of ministry falls under the Parishes and Other Mission Agencies Commission (PMC)
Location:	Dalby Anglican Parish
Employment Status:	Please refer to letter of employment
Reports To:	Priest in Charge of Parish and Parish Council
Direct Reports:	None
Key Relationships/Interactions:	Internal: Priest in Charge, Parish Admin, Wardens, and Parish Council
	External: Families and children attending Parish, congregations in Dalby and surrounding regional communities, Parish leadership, and clergy from wider deanery.

Position Statement / Overall Purpose:

This role's overall purpose is to provide leadership in the Parish, particularly with children and young families ministry and in the delivery of worship services to various parish centres. This position will oversee the coordination, preparation and support of the Kids' Church program, Ignite Youth Group, as well as help with pastoral care and delivery of services in various centres in our district.

The Associate Priest will work in accordance with the values and ethos of the Anglican Church, the Code of Conduct and support the operations of the Church through its Commission or Agency by providing guidance and advice within the parish.

Position Specific Requirements & Qualifications:

1. Be an ordained Anglican Minister licensed to the Anglican Diocese of Brisbane;
2. Hold and maintain a Blue Card (Working with Children Check), or ability to acquire;
3. Successful Anglican Church Safe Ministry Check;
4. Qualifications in Theology, Youth Work, Counselling or similar in accordance with licencing requirements;
5. Have an Open Driver's Licence to access regional parish centres;
6. Musical skills and ability and experience with computer Livestreaming services (desirable)

Key Selection Criteria:

Essential:

1. Evidence of working as a team leader, training others and supervising volunteers.
2. Experience, skill and competency in mentoring and leading young families, children and/or youth.
3. Ability to strategise programs around the parish mission plan, and coordinate and implement programs.
4. Ability to work effectively as a member of a team, maintain key relationships in all areas and contribute to a positive and successful work environment.
5. Ability to assess priorities, manage competing deadlines and work autonomously.
6. Ability to work with Parish Priest to coordinate development and delivery of teaching, worship, pastoral care and community outreach across whole of the Parish and regional centres

7. Excellent oral and written communication skills.

Key Accountabilities and Responsibilities:

1. Accountability: Leading worship services in parish

Work collaboratively and in partnership with Parish Priest to grow our community in line with our Parish Mission Plan.

Responsibilities:

- Preaching and leading worship services in the parish;
- Lead services in churches throughout the district;
- Participate in Small Group program leading and discipling others;
- Meet and follow up with new members;
- Equip, resource, and empower community members for care and evangelism.

2. Accountability: Prepare and deliver Young Families Ministry Programs

Undertake activities relating to the preparation and delivery of Young Families Ministry Programs.

Responsibilities:

- Lead and manage content delivery for Sunday Kids' Church;
- Incorporate volunteers in training and leading young family and children's programs;
- Help develop Ignite Youth group, assisting with the program;
- Help develop resources for use at home;
- Be energetic and creative in lessons and presentations;
- Practice and refine presentations to young families and children;
- Practice and refine presentations with children to Parish;
- Carry out activities requiring preparation of material for programs.

3. Accountability: Leadership

Lead and mentor young families, demonstrating qualities of a faithful Christian life.

Responsibilities:

- Mentor and lead young families and children through modelling Christ and through upholding the Anglican Church ethos;
- Attend Parish Council and help community achieve Mission Plan goals;
- Mentor and raise up team of leaders to assist with Kids' ministry.

4. Accountability: Part of Diocesan Team and Values

Contribute to a supportive team environment.

Responsibilities:

- Contribute to a missional approach to ministry, through the Parish and Diocese;
- Work supportively and constructively with the Parish and wider contexts; and
- Contribute wholeheartedly to the holistic growth of the young families and children.

5. Other Duties

- Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant Policies and Procedures; and
- Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

Delegation of Authority:

- In accordance with the Delegations of Authority Policy.