

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Young Families Ministry Leader</b>
<b>Department:</b>	<b>Parish Ministry Services</b> This area of ministry falls under the Parishes and Other Mission Agencies Commission (PMC)
<b>Location:</b>	Please refer to letter of employment
<b>Employment Status:</b>	Please refer to letter of employment
<b>Reports To:</b>	Priest in Charge of Parish and Parish Council
<b>Direct Reports:</b>	None
<b>Key Relationships/Interactions:</b>	<b>Internal:</b> Volunteer Helpers.
	<b>External:</b> Families and children attending Parish, and Diocesan Anglican Youth, Children & Families (AYCF) ministry staff.

### Position Statement / Overall Purpose:

This role's overall purpose is to provide leadership of Young Families Ministry to enable the Parish to achieve parish goals. This ministry leader will oversee the coordination, preparation and support of the Young Families Program and work with the voluntary helpers.

The Young Families Ministry Leader 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 this position's specialty area.

### Position Specific Requirements & Qualifications:

1. Hold and maintain a Blue Card (Working with Children Check), or ability to acquire;
2. Successful Anglican Church Safe Ministry Check;
3. Confirmed communicant member of the Anglican Church of Australia, or be willing to be received into the Anglican Church;
4. Musical skills and ability (desirable);
5. Qualifications in Youth Work, Counselling or similar (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 parish goals, 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. Excellent oral and written communication skills.
7. Knowledge of the Anglican Church and varying ministries of the church (or ability to acquire).

## Key Accountabilities and Responsibilities:

### 1. **Accountability: Develop Young Families Ministry Programs.**

***Work collaboratively and in partnership with Parish Priest in Charge in developing Young Families Ministry Programs that foster the Christian faith and are in line with parish goals.***

#### **Responsibilities:**

- Work and strategise with the Young Families Ministry Task Group;
- Provide advice and ideas to develop lessons and programs;
- Undertake research and consider ways to engage with young families;
- Develop rosters for Family Service Volunteers;
- Meet and follow up with new families;
- Equip, resource, and empower parents in discipleship of children.

### 2. **Accountability: Prepare and deliver Young Families Ministry Programs.**

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

#### **Responsibilities:**

- Incorporate volunteers in training and leading young family and children's programs;
- 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:**

- Be present on Sundays and designated days where Young Families services require presentation or participation;
- Mentor and lead young families and children through modelling Christ and through upholding the Anglican Church ethos;
- 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.