

Business Unit	Dalby Anglican Parish
Commission	Dalby Anglican Parish,
Location Details	153 Cunningham St, Dalby Queensland
Employment Status	Permanent Part-time
Reports To	Parish Council
Direct Reports	Nil
Key Relationships	Internal: Dalby Anglican Ministry Team, Priest in Wardens and Parish Administrator
	External: Children, Youth, and Families of Dalby and district

Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. The Diocese works to care for and improve the life of the community through our network of parishes, schools, community services, ministry education, and social justice and advocacy. We operate 134 parishes, 14 schools, 19 Education and Care Services, a theological college and a significant number of residential community and social service programs.

ACSQ Purpose

Our Vision

Flourishing faith communities: proclaiming and serving, worshipping and learning

Our Mission

The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

Our Values

We aim to be:

- Faithful** – steadfast in love for God and each other and steadfast in purpose to undertake God’s mission
- Imaginative and creative** – being intentional about reforming culture and traditions for God’s world
- Courageous** – to risk new things and where necessary to make bold decisions
- Authentic** – being genuine and confident in living and speaking about what we believe as followers of Christ
- Comprehensive** – being welcoming and respectful of a broad range of ideas, people, and approaches, and open to dialogue and learning

Position Purpose

The role of the Youth and Children's Ministry Coordinator is to help young people in our community to know Jesus and make Jesus known. In this position you will help plan and implement Kids' Church activities alongside our volunteer team, as well as Youth Group activities alongside our Ignite Youth Team.

The role of Youth and Children's Ministry Coordinator is designed to foster ministry skills and provide opportunities to learn about youth ministry and grow. It's also intended that the coordinator will encourage people to serve in our church. The Youth and Children's Ministry Coordinator will work alongside volunteers and staff in our church to help our church grow and thrive.

The position will involve 16 hours per week of paid planning and follow-up time as well as volunteer contact hours serving the young people and families in our parish.

Key Outcome Areas / Responsibilities

You are expected to carry out these duties in compliance with the policies and procedures prescribed by the Canons of the Anglican Diocese of Brisbane *and the decisions of the Parish Council*.

Follow all lawful directions of your supervisor in an efficient and timely manner.

Outcome Area: Sunday Kid's Church Program

Objectives

- Alongside the Ministry team and Volunteer team you will help plan and resource our weekly Kids' Church program.
- You will build relationships with families of Kids' Church members helping our whole church to know Jesus and make Jesus known.

Outcome Area: Ignite Youth Group Program

Objectives

- Alongside the Ministry team and Volunteer team you will help plan and resource our fortnightly youth program, looking to help this ministry grow and become more frequent.
- You will build relationships with families of Ignite Youth members helping our whole church to know Jesus and make Jesus known.
- You will work with the Parish Administrator to ensure all Child-safe policies and procedures are complied with and that all volunteers have current Blue Cards and Safe Ministry Checks.

Skills and Experience

- Ability to create healthy relationships with children, teenagers, and their families.
- Desire to see young people grow spiritually and an active prayer life to see young people disciplined and growing in faith.
- Experience with Bible study and leading groups of young people.
- Excellent organisational ability with capacity to manage multiple and varied tasks.

- Understanding of safety management systems and methodologies so that inspections, audits, hazard identification, risk assessment and investigations are seamlessly managed and performed.
- Appreciation of Child Safety policies and procedures of ACSQ and Dalby Parish.

Qualifications and Licenses

- Theological and Youth Ministry qualifications helpful but not essential.
- Blue Card or willingness to obtain a Blue Card.
- Christian faith, lifestyle, and character.

Decision-Making Authority

- Policy: The Youth and Children’s Ministry Coordinator will help plan policies and procedures related to Youth, Children, and families ministries in our parish.
- Financial: The Youth and Children’s Ministry Coordinator will have access to the Young Families Ministry Account in consultation with the Priest in Charge or Wardens and Parish Council.

Our Team

The staff and leadership team is a small and friendly group of paid workers and volunteers.

Our church is lead by a group of volunteers who make up our Parish Council. The group is lead by our Churchwardens whose role it is to make sure the church runs smoothly. They do this alongside the Parish Council who are group of elected members of the parish who meet once per month to plan the direction of our church and serve our people.

On staff at Dalby Anglican there is a full-time paid Priest in Charge (currently vacant) as well as a part-time paid Parish Administrator.

Our Team Values

As a church we’re all about knowing Jesus and making Jesus known. We do this through worship, education, outreach, and caring.

We value healthy relationships, faithful stewardship, and diligent work for the Lord. In taking on this role, we will commit to resourcing you and supporting you for the duration of your employment with us.

Disclaimer

You are expected to undertake your own work practices in a safe manner and comply with the instructions given for workplace health and safety within the relevant Policies and Procedures.

This role description is designed to cover only the most important and prevalent job functions. However, your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager or supervisor, provided that those new job requirements are safe, efficient, relevant, legal, and within your abilities.

Other Information

ACSQ is an equal opportunity employer, and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.

Successful applicants are expected to acknowledge and comply with the ACSQ Code of Conduct.

Approved

Signed _____

Name: _____

Date: _____

Acknowledgement

I have read and understood the requirements of the role as outlined in this Position Description.

Signed _____

Name: _____

Date: _____