

Business Unit	Parishes and Other Mission Agencies Commission
Parish / Commission	St Stephen's Anglican Church, Coorparoo
Location	343 Cavendish Road, Coorparoo, Qld, 4151
Employment Status	Part Time, 4 days per week (30.4 hours)
Stipend	Parish determined Rate. Schedule 2, Reg XV Canon
Reports To	Priest-in-Charge
Direct Reports	Children's ministry volunteers
Key Relationships	Internal: Children's ministry volunteer team, Senior Ministers, staff team.
	External: Children who are part of (or connected to) St Stephen's; parents/carers and families of children who are part of (or connected to) St Stephen's.

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, a theological college and a significant number of residential community and social service programs.

St Stephen's Coorparoo is an inner-city parish in the ACSQ. We are a thriving community of people from across the city of Brisbane and beyond with one thing in common: we love Jesus. For us, church isn't just about meeting on a Sunday — it's about living every day in the full knowledge that we have a Father in heaven who loves us completely and wants the best for us.

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 Children's and Families' Minister facilitates effective discipleship and care of children and young families by coordinating the Sunday children's program and other programs, providing pastoral care to children and families, and identifying and training leaders for children's ministry.

Key Accountabilities and Responsibilities

- Encourage the spiritual growth and discipleship of children and their families.
- Foster a welcoming and inclusive environment where children and their families feel valued, supported, and empowered to grow in their relationship with God and one another.
- Support the care and integration of children into the broader life of the church, where appropriate.
- Build relationships with children and their families, providing pastoral care and following up as required.
- Participate in Sunday worship services (apart from holiday and sickness, and by special arrangement with the Senior Ministers), regular church meetings and professional supervision and development.
- Oversee and coordinate Sunday service programs for children aged 0 to Grade 6 that draws them into an ever-increasing relationship with Jesus.
- Prepare children's material for Sunday programs.
- Recruit and train a strong team of volunteers to meet both the current and expanded needs of the ministry.
- Communicate to parents, volunteers, and staff clearly and regularly via email and other channels.
- Manage and oversee programs, events and activities for families within the church and wider community, including but not limited to:
 - Playgroup (twice per week during school term).
 - A "Connect Group" (small group) for families.
 - School holiday programs/activities.
 - Seasonal programs and events including: January summer program/activities; Palm Sunday water play activities; Easter activities; Mother's Day and Father's Day activities; Gingerbread house making Christmas event; and a Nativity Play and Carols event.
- Help lead the implementation of our church's vision and work in partnership with other ministry areas, staff and volunteers.

General

- Ensure safety and organisation of the children's ministry areas, equipment and materials.
- General administration and record keeping associated with the role.
- Undertake work in a safe manner and follow any reasonable health and safety instructions.
- Comply with ACSQ and St Stephen's policies, procedures and Code of Conduct.

Key Position Requirements

Essential knowledge, skills, experience and qualifications

- Well-developed communication skills including the ability to engage positively with adults and with children in an age-appropriate way.
- Capability to coordinate and lead others to deliver positive outcomes.
- Effective organisation and time management skills.
- Ability to manage, develop and recruit volunteers, recognising and developing people's skills and callings.
- Experience in working collaboratively in a team and contributing to shared objectives.
- A commitment to personal discipleship, an active prayer life, and a willingness to share your faith story with others.

Desirable

- Tertiary theological or ministry qualifications.
- Experience leading worship services and/or music ministry.

Mandatory requirements

- Satisfactory National Police Check.
- Right to Work in Australia check.
- Working with Children Blue Card.
- Successful Anglican Church Safe Ministry Check.
- Confirmed communicant member of the Anglican Church of Australia, or willingness to be received into the Anglican Church.
- Alignment with the vision, values and ethos of St Stephen's Church.

Acknowledgement

Signed _____

Name: _____

Date: _____

Appendix A: Organisation Chart

