



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA



South Port Uniting Church Parish Mission Children & Families Ministry Coordinator

Position Description

Reporting to:	Parish Mission Council
Congregation	South Port Uniting Church Parish Mission
Location:	325 Dorcas St South Melbourne and 144 Bridge St Port Melbourne
Terms of employment	Interim Children & Families Ministry Coordinator, 1 year contract
Hours per week:	11 hours per week (0.3 EFT)
Date:	April 2018

Background

The Uniting Church in Australia, and South Port Uniting Church Parish Mission (SPUC), is committed to a ministry that involves children and families in the life of the church and in the local community. Refer to www.spuc.org.au for more information about SPUC

The Children and Families Coordinator will work with the minister and congregations to facilitate ministry with children and families at SPUC in both Port Melbourne Congregation and South Port (Paul the Apostle) Congregation. The Coordinator will administer, implement and refine the program of activities for children and families ministry.

The responsibilities of the Coordinator include a range of both pastoral/ theological, and administrative activities, which are detailed below.

The role is not a “ministerial placement”, but is open to lay or ordained people who are capable of meeting the requirements for a Uniting Church “Pastor” role (see Uniting Church Vic/Tas Synod website for an overview, and specific details below)

Who you will work with

- Pre-school children and their families
- Primary school children and their families
- SPUC Ministry Team including Minister of the Word and Children's Ministry Team

The Role

- The Children and Families Coordinator will work 11 hours per week
- As a pastoral position, the Coordinator will be advised to attend ethics training, including Safe Church Culture training
- It is a requirement of this role that the Coordinator attend at least 3 out of 4 Sunday Worship services (as an average). Up to two hours of this time may be included in the 11 hours per week allocation for this role.

Key Pastoral/ Theological Responsibilities

The Children and Families Coordinator will:

- Work in three main areas of Children and Families Ministry: Sunday school, Playgroup and Messy Church.
 - Sunday School - working with Children's Ministry Team, provide leadership and weekly curriculum at Port Melbourne Congregation.
 - Playgroup - working with Playgroup volunteers, foster faith development opportunities and activities weekly during school terms
 - Messy Church – work with the Children's Ministry Team to plan and run Messy Church approximately 10 times per year.
- Work with the Minister, congregations and the Children's Ministry Team in the pastoral care of children and their families.

Key Administrative Responsibilities

The Children and Families Coordinator will:

- Assist/Facilitate congregation volunteers to develop their ministry to children and families.
- Maintain craft and activity supplies and provide hospitable spaces for children in worship and other activity spaces.
- Link with Synod children and family ministry programs to provide better resources and learning opportunities for Sunday School teachers and volunteers

Management, Reporting and Review

- The Worker will report to a Children's Ministry task group, which will report to the Church Council
- The Minister of the Word will exercise day-to-day pastoral care and oversight of this role.
- There will be an initial review after 3 months, and ongoing annual review

About you

To secure this role you will have:

- Commitment to Christian Education for children and families ministry.
- A strong desire to listen carefully to the needs of our children and their families, in order to shape and to continually improve the ministry.
- Experience in developing Christian programs for children and young people is desirable.
- Ability to cooperate and work in a team.
- An understanding of SPUC vision, goals and ministry, aligned with the ethos of the Uniting Church.
- An understanding of Safe Church Principles, Requirements and implementation.
- Commitment to your own professional development
- Ability to meet Pastor Competencies (two core competencies, and other general competencies assessed as relevant to this role) as described on the Uniting Church Assembly website¹. These may be met either at the time of application or within an agreed period of time after appointment (through attendance at educational sessions or through on-the-job learning as directed)
- Membership (or membership in association) of the Uniting Church, either at the time of application or within an agreed period after appointment
- A current Working With Children Check

¹ <https://assembly.uca.org.au/education-for-ministry/resources/ministry-pastor> or go to the UCA Assembly website and follow the navigation to Ministries: Education for Ministry: Ministry of Pastor.