



# Beaumaris Anglican Parish St Michael & All Angels Church

## POSITION DESCRIPTION

**POSITION TITLE:** Families Minister

**CLASSIFICATION:** Permanent Part Time – 12 hrs pw with scope to increase

**REPORTS TO:** Priest-in-Charge

**KEY RELATIONSHIPS:** Priest-in-charge, Assistant Priest, Ministry Team, Parish Council, Parishioners, Parents, Children

**PERFORMANCE REVIEW:** conducted within 3 months from time of commencement, then annually

### **BACKGROUND**

The Families Minister is an established position that seeks to bring families to faith and nurture them. Contact is through specific programmes. During school terms the Families Minister will conduct weekly mainly music and Playgroups. The Families Minister will provide Christian nurture through weekly worship.

### **INTRODUCTION**

#### **Beaumaris Anglican Parish**

We are a small sized parish averaging 35 worshippers at our 10 am Sunday service. Beaumaris Anglican Parish cooperates with the neighbouring Mentone Anglican Parish. The current Ministry Team comprises the Vicar in charge of both parishes, a Priest who serves half-time in Mentone, a Priest who serves half time in Beaumaris, and a Families Minister at Mentone. Mentone Parish has established a strong family's ministry and Beaumaris Parish is seeking to do the same. Beaumaris Parish has a large, modern and attractive Worship Centre. Playgroups and mainly music operate out of the adjacent Parish Hall.

#### **Beaumaris Anglican Core Values**

**MISSION:** we are committed to local and global mission by our prayers, giving and serving

**COMMUNICATION:** by word and deed we share the good news of Jesus in relevant and winsome ways

**FRIENDSHIP:** we follow Jesus' commandment by being welcoming, accepting, compassionate and caring

**TEAMWORK:** our relationships are marked by respect, honesty and cooperation and shared purpose

#### **Beaumaris Anglican Purpose Statement**

"Making connections for life with God and others"

## **Accountability**

The Families Minister will be appointed by and report to the Priest-in-charge of Beaumaris Anglican Church. Bimonthly reports will be made to Parish Council.

## **KEY RESPONSIBILITIES**

- A. Pre-school Families Connection
  - 1. Conduct two, two-hour Playgroups a week during school term
  - 2. Conduct one Mainly music session weekly
  - 3. With these programmes
    - a. Welcome parents/carers
    - b. Develop relationships with above
    - c. Maintain records as required for safe operation of group, according to the Diocesan guidelines for OHS and Professional Standards
    - e. Organise the programme
    - f. Recruit, train and lead a team of helpers
    - g. Maintain records of attendance, collect fees and account for income and expenses according to auditable standards.
  
- B. School Age Families Connection
  - 1. Over the Easter, July and September school holidays the Families Minister will conduct a programme for school aged children.
    - a. Promote through local schools
    - b. Establish on-line registration
    - c. Plan and conduct a programme over three consecutive mornings
    - d. Recruit, train and lead a team of volunteers
    - e. Comply with highest standards of child safety according to the Diocesan guidelines for OHS and Professional Standards
    - f. Maintain records of attendance, collect fees and account for income and expenses according to auditable standards.
  
- C. Christian Nurture of Families
  - 1. Visit each family contacted and establish a caring, listening relationship
  - 2. Develop a ministry based on regular events
    - a. This will be based on the perceived needs and availability of families
    - b. Monthly Messy Church, weekly Sunday School or other relaxed styles of ministry
    - c. Work with the Beaumaris Minister to link families with the worshipping community.
  
- D. Communication with Families
  - 1. Use social media, website and texting to connect with families and promote A,B and C above
  - 2. Resource families for Christian nurture at home in the areas of prayer, bible stories and faith-growing activities.

## **SELECTION CRITERIA**

- Christian maturity, with an exemplary lifestyle
- High degree of initiative and flexibility
- Baptised, communicant member of a mainstream Christian church
- Knowledge of the Bible and adherence to the Apostles' Creed
- Appreciation and willingness to participate in Anglican worship and spirituality
- Ability to communicate well with all ages
- Ability to recruit, train and lead a team of volunteers
- Musical ability at a basic level
- Willingness to undertake Police Check, Working With Children certificate and Professional Standards of the Anglican Church
- Willingness to actively participate in fortnightly Ministry Team meeting and work in the Team
- Basic ability to correctly handle finances

## **Qualifications**

- The worker will have a qualification in Christian ministry from a recognised college or is currently undertaking such a qualification having already completed one year
- As part of the appointment process the successful applicant will be required to be licenced by the Anglican Diocese of Melbourne as an Authorised Lay Minister prior to commencement
- This position is only open to Australian citizens or residents.

## **Experience**

Prior experience in ministry to families, paid or volunteer

## **GENERAL TERMS AND CONDITIONS**

Hours: 12 hours a week with scope to increase

Location: Beaumaris Anglican Church

Remuneration: according to the minimum for Authorised Lay Ministers of the Anglican Diocese of Melbourne.

## **TO APPLY**

Email: Rev Rob McUtchen at [beaumarisanglican@westnet.com.au](mailto:beaumarisanglican@westnet.com.au)