



## Position Description and Person Specification

### Congregation – Woodville Uniting Church

<b>TITLE OF POSITION:</b>	Family Ministry Worker
<b>APPOINTED BY:</b>	Woodville Uniting Church
<b>RESPONSIBLE TO:</b>	Chair of Church Council or their delegate
<b>INDUSTRIAL INSTRUMENT:</b>	Pastoral Support Worker
<b>TYPE OF APPOINTMENT:</b>	15 hours per week (0.4 FTE) 12 month part-time fixed term contract

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#### 1. Summary of the broad purpose of the position in relation to the Church's goals

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Woodville Uniting Church is a welcoming community sharing life together at the crossroads of western Adelaide. We seek to share the good news of God's acceptance, compassion and love with the diverse medical, educational, business and neighbourhood communities we serve.

We are a generous, gifted and resilient congregation who are connected to the wider community. We are outwardly focussed, diverse, developing together, multi-generational and multi-cultural. We seek to follow God and serve in God's work and are always looking for new steps forward.

The Family Ministry Worker's position has been created to facilitate our ministries with families from birth to adulthood.

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#### 2. Reporting and working relationships

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- The Family Ministry Worker is responsible to the Chair of Church Council.
- The Family Ministry Worker will work closely with the Minister, volunteers and the Family Ministry Support Team

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#### 3. Statement of key outcomes and associated activities

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The Family Ministry Worker is responsible for facilitating all aspects of the church's ministry to children and their families including established weekday and Sunday groups and other opportunities as they develop.

This includes:

##### **Leadership**

- Leading volunteers' teams for established and new family ministry activities
- Planning, facilitating and evaluating regular meets for volunteers of family ministry activities

- Working as part of a team with the Minister and Family Support Team, provide support for current activities and develop new options for encouraging children, teenagers and young adults and their families to explore spirituality.
- Further develop links to families, including connections with neighbouring schools and kindergartens.
- Liaise with Uniting Church SA and other churches/organisations regarding church events for children and young people.

### ***Governance and Administration***

- Regularly reporting to Church Council according to an agreed schedule and format
- Administration of children's ministry (including attendance records and required screenings).
- Ensure that this ministry is consistent with:
  1. The Duty of Care Policy of the Uniting Church in Australia, Synod of SA.
  2. The Privacy Policy of the Uniting Church in Australia, Synod of SA.
  3. The Code of Ethics of the Uniting Church in Australia.
  4. Work Health and Safety legislation and policies.
- Other duties within the scope and responsibilities of the role as developed in consultation with the Minister and the Family Ministry Support Team.

## **PERSON SPECIFICATION**

### **Qualifications**

#### ***Essential***

- Current Mandatory reporting qualification (or able and willing to obtain one)
- Hold or willingness to complete a First Aid Certificate

#### ***Desirable***

- Qualifications in any of Pastoral Care, Early Childhood Education, Youth Work and/or equivalent experience in a similar role.

### **Personal abilities, aptitudes and skills**

#### ***Essential***

The Family Ministry Worker will demonstrate:

- A strong and genuine desire to create a safe and respectful environment where children, young people and their families can grow and explore spirituality.
- A sound understanding of Christian faith formation for children, young people and their families.
- Ability to identify, develop and facilitate new expressions of ministry e.g. holiday programs, Messy Church and after-school programs
- A capacity to fulfil a role requiring a high level of personal management and organisation.
- Financial management and delegation skills
- Ability to be a "self-starter" and use initiative
- A proven capacity to work and communicate effectively as part of a team.
- An acceptance of the vision, mission and values of Woodville Uniting Church.
- A commitment to the Uniting Church ethos.
- Ability to network within the wider community.
- Can demonstrate a background as an active member of a Uniting Church congregation or another mainstream Christian denomination or faith community
- A willingness to participate fully in the life of Woodville Uniting Church including attending and supporting Sunday services.
- Availability to work flexible working hours.

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## **Knowledge and Skills**

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### ***Essential***

- Effective interpersonal and communication skills.
- Presentation skills
- Computer skills
- Social media skills
- Clear understanding of Safe Church principles and practices
- Evaluation skills

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## **Experience**

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### ***Essential***

- A proven ability in leadership of children within a church context.
- A background in working with volunteers, including experience in appropriately directing and motivating them
- Demonstrated administration and organisational skills.
- Capability to manage activities and to promote them within the community.

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## **Conditions**

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- The successful applicant will be required to submit to the appropriate Department of Human Services screening and authority checks prior to commencement of employment. Current satisfactory clearances are required at all times during employment.
- Working weekends and some evenings may be required
- Regular time off in lieu of extra-ordinary hours worked is available

### ***Work location***

The Family Ministry Worker is expected to work from a shared office at Woodville Uniting Church