

**ANGLICAN CHURCH OF AUSTRALIA  
PARISH OF WYNYARD**

**POSITION DESCRIPTION  
Assistant Community Minister**

<b>Position Title:</b>	Assistant Community Minister
<b>Last Revised:</b>	26/6/2023
<b>Employment Conditions:</b>	Fixed term part time for two years with a review after each year.
<b>Remuneration:</b>	Assistant Minister 0.5FTE
<b>Objective</b>	<p>This position is responsible to the incumbent for a broad variety of outcomes. This includes,</p> <ul style="list-style-type: none"> <li>• Establishing and coordinating the COACH community family mentoring program</li> <li>• Building connections with the local community and services.</li> <li>• Encouraging and expanding the newly planted afternoon service.</li> <li>• Developing and implementing discipleship pathways for the afternoon service.</li> </ul>
<b>Level of Responsibility</b>	<p>This role reports to the incumbent of the Parish.</p> <p>The incumbent is available for consultation, support and assistance on a day to day basis.</p> <p>Level of responsibility and oversight will vary from high level oversight to hands on mentoring depending upon applicant's experience.</p>
<b>Conditions:</b>	<p>Required to maintain Safe Church Communities endorsement level of coordinator, including a Working with Vulnerable People card.</p> <p>Additional reasonable hours may be required by arrangement.</p>

## **Knowledge / convictions**

This role is for someone who loves making disciples of Jesus and building new ministry. A core component of this role is the establishment of a brand-new mentoring program. So, you will need the ability to build and implement systems, with a high focus on safety and capacity for engaging people from a wide variety of backgrounds.

It is hoped that this will provide pathways for further community engagement and connection. This means we are looking for someone with a deep understanding of God's word and the ability to communicate the good news of Jesus in culturally contextual ways.

As we are seeking to serve vulnerable and or often overlooked people. You can expect to be engaging people who have been or are currently experiencing a crisis. So, we're looking for someone who is able to maintain a non-anxious presence when confronted with hardship and crisis. Someone who is able to be a person of peace and assurance, sharing Jesus' love with the vulnerable and the overlooked.

## **Skills and experiences**

### **Essential**

- Ability to work independently and in a team environment with a high administrative capacity.
- Experience sharing Jesus with people of different ages, stages, and ability,
- Able to build positive connections within the community especially parents/ caregivers of teenagers and primary school aged children.
- 3 or 4 year theological degree and a willingness to be ordained in the Anglican Church.

### **Desirable**

- Experience in church planting and or establishing new ministries.
- A non-anxious presence
- Familiarity with rural ministry and the challenges and joys of serving people from low-socio economic backgrounds.

## **Duties and Responsibilities**

1. Community Mentoring
  - a. Develop mentoring program including recruitment of mentors follow the COACH Community Network model.
2. Community Engagement
  - a. Build avenues of connection with community groups and services

- b. Facilitate partnerships between community groups and St Stephen's
  - c. Facilitate the after-school kids club.
  - d. Coordination of community outreach events
3. 3pm congregation
- a. Coordinate 3pm service.
  - b. Undertake a leadership and development role in the service which involves participating in the service and training service leaders, prayers, and Bible readers.
  - c. Develop and implement evangelistic discipleship pathways for 3pm congregation.
4. General parish involvement
- a. Participate and be involved and/or lead in general parish activities (e.g. Easter/Christmas, outreach events, general parish events)
  - b. Preach at least 4 times per year.
  - c. Participate in relevant parish working groups.