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| Anglican Church SQ logo RGB | **POSITION DESCRIPTION** |
| Position Title: | **Stipendiary Minister Youth, Children and Family (YCF)** | |
| **Department:** | **Parish Ministry Services** This area of ministry falls under the Parishes and Other Mission Agencies Commission (PMC) | |
| **Location:** | St Andrew’s South Brisbane | |
| **Employment Status**: | Please refer to letter of employment | |
| **Reports To:** | Associate Priest | |
| **Direct Reports:** | None | |
| **Key Relationships/Interactions:** | **Internal:** Clergy, staff and volunteers. | |
| **External:** YCF attending Parish, and Diocesan Anglican Youth, Children & Families (AYCF) ministry staff. | |

**Position Statement / Overall Purpose**:

This role’s overall purpose is to provide leadership of Youth, Children and Family (YCF) Ministry to enable the Parish to achieve parish goals. The YCF Minister will oversee the coordination, preparation and support of YCF Programs and work with the volunteers.

The YCF Minister will work in accordance with the values and ethos of the Anglican Church, the Code of Conduct and support the operations of the Church through its Commission or Agency by providing guidance and advice within this position’s specialty area.

**Position Specific Requirements & Qualifications:**

1. Hold and maintain a Blue Card (Working with Children Check).
2. Successful Anglican Church Safe Ministry Check;
3. Confirmed communicant member of the Anglican Church of Australia, or be willing to be received into the Anglican Church;

**Key Selection Criteria:**

**Essential:**

1. Evidence of working as a team leader, training others and supervising volunteers.
2. Evidence of experience, skill and competency in leading and mentoring youth, children or families.
3. Ability to create strategic programs around parish goals, and coordinate and implement programs.
4. Ability to work effectively as a member of a team, maintain key relationships and contribute to a positive and successful work environment.
5. Ability to assess priorities, manage competing deadlines and work autonomously.
6. Excellent oral and written communication skills.
7. Knowledge of the Anglican Church and varying ministries of the church.

**Key Accountabilities and Responsibilities:**

1. **Accountability: Develop YCF Ministry Programs.**

***Work collaboratively and in partnership with Parish Rector and Associate Priest in developing YCF Ministry Programs that foster the Christian faith and are in line with parish goals.***

**Responsibilities:**

* Work and strategise with the Parish team;
* Provide advice and ideas to develop programs;
* Undertake research and consider ways to engage YCF especially the many young people living in accommodation near St Andrew’s.

1. **Accountability: Prepare and deliver YCF Ministry Programs.**

***Undertake activities relating to the preparation and delivery of YCF Ministry Programs.***

**Responsibilities:**

* Coordinate the Sunday Schools at our 8:30 am and 10:30 am services. This may mean leading but also includes training and encouraging new leadership. Prepare curriculum for Sunday Schools and Youth Group and other programs as needed
* Coordinate the Mainly Music, Playdate and Singing Mums groups.
* Coordinate mentoring of women especially those who have children or youth attending ministries at St Andrew’s.
* Coordinate the Youth Ministries. This may mean leading but also includes training and encouraging new leadership.
* Meet and connect with parents and families.
* Assess physical resource needs, catalogue available resources and ensure that each group has appropriate facilities and equipment.
* Manage and maintain records in Elvanto.
* Ensure that all volunteers have current Blue Cards and maintain records of Blue Card Applications, approvals and renewals due.
* Provide regular supervision of all volunteers
* Be energetic and creative in ways to include YCF in a discipleship program.
* Practice and refine presentations to YCF
* Encourage prayer support of one another amongst YCF leaders.
* Provide pastoral support and/or mentoring to volunteers.

1. **Accountability: Leadership**

***Lead and mentor YCF, demonstrating qualities of a faithful Christian life.***

**Responsibilities:**

* Mentor and lead YCF through modelling Christ and upholding the Anglican Church ethos.
* Establish goals for your ministry areas to be discussed in monthly meetings.
* Provide pastoral support and mentor helpers.
* Identify needs and priorities and define desired outcomes. Build on strengths and assets to accomplish desired change.
* Work in partnership with others to achieve agreed goals.
* Provide resources and opportunities for growth, development and leadership training of volunteers.
* Exercise self-management, including professional development.
* Prepare the YCF annual budget in conjunction with the Treasurer and manage expenses as per the parish budget.

1. **Accountability: Part of Parish and Diocesan Team and Values**

***Contribute to a supportive team environment.***

**Responsibilities:**

* Contribute to a missional approach to ministry, through the Parish and Diocese by working supportively and constructively with the Parish and wider contexts, and contributing wholeheartedly to the holistic growth of YCF.
* Facilitate communication between Children’s and Youth Ministry Groups and St. Andrew’s Ministry Staff, wardens and other groups in the parish.
* Attend at least one Parish Council meeting each term to present a report on the Children’s and Youth ministries.
* Communicate regularly to the Parish about one or more of the YCF activities either by speaking at services, or providing a video or article for weekly bulletin
* Prepare and regularly update YCF brochures and information on the website.
* Communicate relevant needs to other staff members.
* Develop Prayer Support for St. Andrew’s Children’s and Youth ministries.

1. **Other Duties**

* Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant Policies and Procedures;
* Do not, during or after employment, disclose information relating to residents, clients and staff or damage the reputation, viability or profitability of the Anglican Church Southern Queensland;
* Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

**Delegation of Authority:**

* In accordance with the Delegations of Authority Policy.