



Playgroup Ministry Co-ordinator

Revised December 2017

Role Summary

The playgroup co-ordinator is responsible for the co-ordination and development of children's ministry in playgroups at St John's Anglican Church Bentleigh in order to encourage and grow the faith of children and families connected to St John's.

Background/Context

St John's Anglican Church is a community of faith which seeks to be inclusive and progressive in the broadly catholic tradition, led by the Vicar Revd Rachel McDougall and a parish staff team.

Job Description

1. Maintenance and Co-ordination of the Playgroups held on Tuesday, Wednesday and Thursday
2. Preparation and planning for play group sessions.
3. Co-ordination of playgroup volunteers.
4. Pastoral Care of parents and their children.
5. Maintenance and updating the database of parents and children who attend playgroup.
6. Regular meetings with the Vicar and reference group.
7. Regular communication with the parish regarding Playgroup ministry

Competencies

The applicant will demonstrate competencies in the following areas:

1. Christian Faith: the applicant will be a committed Christian, with a theologically sound and firm understanding of the faith
2. Teaching and Spiritual Development: The applicant will demonstrate the ability to work enthusiastically and creatively with children in encouraging faith development.
3. Communication and Relationships: The applicant will be able to communicate effectively in working as part of a team, demonstrating the ability to build and maintain relationships with others.
4. Proactive and Organized: The applicant will be focussed and reliable, able to take initiative, self-motivated, and organized in planning and co-ordinating work.
5. Pastoral Care: The ability to respond and show appropriate care to children and their parents

Experience

The applicant will be a committed Christian preferably of the Anglican tradition. Previous experience of Children's ministry programs such as Messy Church, Godly Play would be helpful.

Tenure

The position would be a contracted position for 12 months for 16 hours per week consisting of Tuesday 9.00am – 2.00pm, Wednesday 9.00 - 3.00pm and Thursday 9.00 - 2.00pm. You will have a probationary period of six months with reviews at two months and four months and further quarterly reviews.

Salary

The Salary would be paid according to the Melbourne Anglican Diocesan Stipend Determination no 28 for Lay Ministers, 33% of Stipend \$15, 887.62. Work related travel expenses would be reimbursed according to Diocesan rates.