

Playgroup & Children's Ministry Co-ordinator
Revised Dec 2017

Role Summary

The playgroup & children's ministry co-ordinator is responsible for the co-ordination and development of children's and families' ministry (including 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. Children's Ministry: Maintenance and Co-ordination of the Basekids education program for children during church on Sundays.
2. Maintenance and Co-ordination of the Playgroups held on Wednesday and Thursday
3. Preparation and planning for play group sessions with other playgroup leader if applicable.
4. Co-ordination of playgroup volunteers.
5. Planning the ongoing development of children's ministry with other playgroup leader if applicable.
6. Pastoral Care of parents and their children
7. In conjunction with the vicar and other staff to develop the relationship between playgroup families and other groups in the parish
8. Maintenance and updating the database of parents and children who attend playgroup and other parish activities.
9. Co-ordination of other children's and families activities
10. Regular attendance at the 9.30am service on Sundays.
11. Regular meetings with the Vicar and reference group.
12. Regular communication with the parish regarding Children's ministry

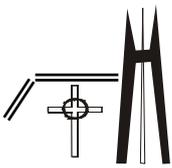
Competencies

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.



St John's Bentleigh

Tenure

The position would be a contracted position for 18 months for two days per week consisting of Tuesday 9.00am – 2.00pm, Wednesday 9.00 - 2.00pm and Thursday 9.00 - 2.00pm. Sundays 9.00-11.00am. 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.