

POSITION RESULTS DESCRIPTION – CHILDREN’S MINISTRY COORDINATOR

This position description outlines the key roles and functions associated with the Children’s Ministry Coordinator role within the ASBC, including anticipated measures of key expected results where the role is being successfully performed.

OVERVIEW	
POSITION TITLE	Children’s Ministry Coordinator
POSITION GRADE and TYPE	Level 3 – Pay Point 1
EMPLOYMENT AWARD	Social, Community, Home Care and Disability Services Award 2010 (Federal Modern Award)
REPORTS TO	Lead Pastor Church Membership through the Church Leadership
TENURE	Permanent Part Time – 16 hours per week (includes 3 Sunday hours per week)
CHURCH and MINISTRY/ DEPARTMENT OVERVIEW	<p>Alice Springs Baptist Church</p> <ul style="list-style-type: none"> • ASBC is committed to the promotion of God’s Glory and the advancement of the Lord’s Kingdom by promoting the spread of the Gospel, the fellowship of believers and the study and understanding of God’s Word. • At ASBC, we value inspiring worship, practical teaching and genuine relationships. As a church community we are committed to encouraging all who are a part of our community to discover what role they play. The church’s commitment is to train, equip and encourage followers of Jesus to be fully who he wants them to be. • The mission of ASBC is to see the lost saved and integrated into the life of the church so that together, as a community of believers, we might live and serve to worship God, growing more and more into the people He has created us to be. <p>Church Values</p> <ul style="list-style-type: none"> • Gathered: we are gathered by God for His glory • Desert: we strengthen the health of Christian desert networks • Equipped: we spiritually equip people toward maturity in Christ • Scattered: we are sent by Christ to be on mission every day

<p>POSITION SUMMARY</p>	<p>The Children’s Ministry Coordinator will - under the day-to-day supervision of the Lead Pastor and oversight of the Deacon for Administration:</p> <ul style="list-style-type: none"> • Provide strategic leadership for the delivery of Children’s Ministry programs and events • Recruit, train and develop leaders for deployment within Children’s Ministry • Ensure the Church is maintaining legal compliance in the area of Child Safety • Partner effectively with families and support the participation of children in the life of the Church
<p>KEY CHALLENGES</p>	<ul style="list-style-type: none"> • Engaging children who are at various stages of spiritual growth • Developing a relational discipleship culture in young people and leaders given the transient nature of Alice Springs • Developing volunteers so their capacity matches their responsibility • Ensuring compliance in a highly regulated setting (child safety)
<p>KEY CONTACTS</p>	<p><i>Internal:</i> ASBC Staff, Eldership, Full Leadership Team, Volunteer Teams</p>
<p>DECISION MAKING AUTHORITY</p>	<p>Use of Children’s Ministry budget within agreed limits, overseen by Lead Pastor and Operations Coordinator</p>
<p>ACCOUNTABILITY AND REPORTING</p>	<p>The Children’s Ministry Coordinator will:</p> <ul style="list-style-type: none"> • Work under the direct supervision of the Lead Pastor and Church Operational Leadership Team • Provide regular reports on Children’s Ministries of the ASBC to the Leadership and Membership • Actively conform to and enforce the church’s “Duty of Care” policies • Participate in an annual Performance Review/Appraisal against the Position Results Description
<p>SPECIAL FEATURES</p>	<ul style="list-style-type: none"> • Intrinsic to this position is the acceptance of the Biblical principles and requirements outlined in the Constitution of the Alice Springs Baptist Church • The successful applicant must be, or be eligible to become, a member of the ASBC • The successful applicant must hold, or be prepared to obtain, a Northern Territory Working with Children (Ochre Card) prior to commencing in the position • The position is required to work a roster that includes Sunday work and will be paid penalty rates for this work • The successful applicant must hold a current First Aid Certificate and be prepared to act as a designated First Aid Officer • The successful applicant must complete as soon as possible an approved Child Protection and Safety Training program and maintain currency in this.

KEY RESULT AREAS

KRA 1: Provide strategic leadership for the delivery of Children's Ministry programs and events

Performance Measures:

- Work effectively with and under the direction of the Lead Pastor to develop a culture and environments where children feel safe, connected and grow in their faith experience
- Act as the primary leader of the Sunday morning Kids Church program
- Build a team to prepare and deliver events and programs for children to participate in the life and celebrations of the Church
- Assist leaders with a curriculum selection and lesson preparation to ensure a cohesive and engaging program across all age ranges
- Prepare, manage and communicate the Children's Ministry roster as appropriate, including through Elvanto

KRA 2: Recruit, train and develop leaders for deployment within Children's Ministry

Performance Measures:

- Develop pathways to effectively orientate new and existing Children's Ministry leaders to the vision and values of ASBC Children's Ministry
- Participate in and support ministry renewal processes as required
- Provide appropriate training opportunities and advocate for emerging leaders
- Ensure volunteers are being heard and supported
- Communicate effectively with the volunteer team and maintain a team-player attitude

KRA 3: Ensure the church is maintaining legal compliance in the area of Child Safety

Performance Measures:

- Use Elvanto to regularly report on, update and maintain records of Ochre Cards, First Aid and Child Protection training
- Maintain a sound, current understanding of legal and best practice child safety compliance requirements
- Communicate legal and best practice compliance requirements to volunteers as required
- Maintain own currency in First Aid, Child Protection and Mandatory Reporting training, including acting as a First Aid representative

KRA 4: Partner effectively with families and support the participation of children in the life of the church

Performance Measures:

- Communicate effectively with families, Children's Ministry participants and volunteers
- Engage with families as appropriate, and refer to other services or higher tiers of pastoral care as required
- Develop and implement strategies for partnering with families in their children's safety, faith experience, and connection to the life of the Church
- Implement feedback measures for families and children, ensuring their voices are heard and communicated to the leadership of the ASBC

KEY CHARACTER AND COMPETENCIES

Attributes/Qualities:

- Committed to the values, mission and vision of Alice Springs Baptist Church
- Able to work independently and follow broad direction in coordinating the Children's Ministries and activities of the ASBC
- Demonstrated respect in loving others through caring, listening, encouraging and coaching
- Be committed to continued personal spiritual growth through prayer, worship, bible study, fellowship and personal holiness
- Excellence in work and in service, maintaining a clear understanding and approach to seeing best outcome of the ministry

Experience/Qualifications:

- The Children's Ministry Coordinator will have experience in Children's Ministries and working with young people
- Experience in compliance or administration in a highly regulated industry is desired
- It is desired that the Children's Ministry Coordinator has completed relevant tertiary qualifications in either theology, childcare, education, or social work

Knowledge:

- Compliance and risk management with regards to child protection
- Event and program planning and coordination

Skills:

- Effective and sensitive communication to various demographics across the church and wider community
- Demonstrated, high-level competence in engaging with children and families
- Time management and organisational abilities

