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|  | **The Anglican Church of Australia**  **Diocese of Wangaratta**  PO Box 457  Wangaratta 3676  Phone 03 5721 3484  registry@wangaratta-anglican.org.au |

**Position Description**

Position Title: **Children’s Ministry Worker**

Parish: ####

Employment Status: Volunteer / Full time employment / Part time employment

Term of Employment: ## months from commencement / Fixed term to \_\_\_ / Ongoing

Reports to: Incumbent (Rector/Priest in Charge)

Appointee: #### *(to be entered once appointment is made)*

Date Commenced: ##/##/#### *(to be entered once appointment is made)*

PD Prepared by: ####

PD Approved by: #### *(name of authorising person)*

Date PD Approved: ##/##/####

Date of Revision (if applicable): ##/##/####

**Position Overview**

The Children’s Ministry workers are members of the Church and Parish with the responsibility to nurture the spiritual lives of our children who are at the very beginning of their Christian journey. Teachers will teach their students to know who God is, and disciple them into a loving, growing relationship with Jesus, recognising always that it is the work of the Holy Spirit, to convince a child to respond to the gospel message in a manner acceptable to and in keeping with the Mission and Vision of The Parish. Those involved in Children’s Ministry require the highest levels of clearance to ensure they are trustworthy and suitable for the role. They are appointed by the Incumbent (in accordance with PAA S. 126) and must also be licensed by the Bishop.

**The Diocese of Wangaratta**

The Diocese of Wangaratta is set in regional NE Victoria and extends up into the Albury border area of NSW. There are now 23 parishes or districts incorporating some 65 places of worship. The diocese is divided into two territorial archdeaconries with three rural deaneries, the Cathedral and registry are located in Wangaratta.

*Our Diocesan Vision:*

*Inspired by God’s love, through worship, prayer and scriptural reflection, we seek to live by our Christ-centred values by meeting the needs of our communities through serving and accepting others.*

**The Parish**

Parish Overview:

*insert here*

Parish Vision and Mission:

*insert here*

**Key Responsibilities and Duties**

* Children’s Ministry Workers must at all times comply with National, State, and Local Govt requirements, follow the Parish Administration Act and Professional Standards Act.
* Adhere to Safe Church Policy and Codes of Conduct and uphold Ethos of the Diocese at all times.
* Children’s Ministry should be a vital component of the work of the parish or church. It’s a program that provides one of the best means of nurturing faith and so will require people willing to be “God’s instrument to speak out for him”.
* Children’s Ministry Workers serve as role models to the children in leading them in Bible lessons and activities.
* Tell God’s precious story to impressionable hearts.
* Love God and what he has done in your life.
* Be passionate about God’s story of salvation.
* Build a relationship with your class and let them know you as a person, not just a teacher.
* Share your own faith journey with your students.
* Be committed to your church, its core values and long-term goals.
* Be dependable, consistent and committed to your task.
* Be willing to grow spiritually.
* Have fun and enjoy the children God has entrusted to your care.

**Requirements for a Children’s Ministry Worker**

To be eligible a person must:

* be a Parishioner in a Church in the Parish, of at least 6 months standing.
* have up to date Police Check and Working with Children certificate.
* have the character to be able and love for working with children.
* have or be prepared to learn techniques and skills that will enhance the effectiveness of their ministry.
* meet all professional standards clearance requirements as applicable to Children’s and Youth Ministries.

As someone who is nurturing children in their faith, it’s vital that a Children’s Ministry Worker takes care of their own spirituality, spending time in scripture, prayer and worship. Additionally, they should be team players, flexible, open to learning, have a positive attitude, love working with children and know how to have fun, laugh and enjoy life.

You are not eligible for this role if you are:

* A prohibited person as defined by Child Protection or Professional Standards Act.

Note: No person shall have privileges of a Parishioner in more than one Parish or in more than one church in the same Parish, or in more than one congregation in the same Parish.

**Training**

* Children’s Ministry Workers must attend endorsed Safe Church training and attend a refresher every 3 years.
* Must be willing to undertake training to develop skills in Children’s Ministry, as required.

**Evaluation**

* All volunteers will have an initial evaluation after two months, then an annual review thereafter.
* Evaluation will be conducted by the Incumbent.

**Time Commitment**

* *(insert hours and work days as agreed)*

**Terms of Appointment**

This position will be appointed by the Incumbent and will be subject to the clearance requirements as set out in the Diocese of Wangaratta Lay Authorisation Guidelines and associated documentation. Children’s Ministry roles also require licensing by the Bishop.

**Declaration of Appointee**

*I have reviewed the above position description. I understand the nature of the work and confirm that I do not have any pre-existing injury or illness that may affect my capacity to undertake this work.*

**Name of Appointee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Appointee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Incumbent (Rector/Priest in Charge):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Incumbent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**