

Church Name	<i>The Parish of St Luke, Toowoomba</i>
Location Details	<i>St Luke's, 152 Herries Street, Toowoomba, QLD 4350</i>
Employment Status	<i>Part time. 4 hours p.w. plus other services and events as required</i>
Reports To	<i>The Rector, The Reverend Canon Paul Mitchell</i>
Direct Reports	<i>Volunteers for AV assistance</i>
Key Relationships	Internal: <i>Rector, volunteers, Parish Council.</i>
	External: <i>AV providers, Peer networks in similar positions.</i>

Who We Are

Church Mission – Focussed in Christ. Joyful and Inclusive. Compassionate in Witness.

Church Values – We base our life in the acknowledgement that the Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God. We are seeking to be a 'flourishing faith community', inspired by the Gospel values contained in the Diocesan Vision. We aim to be Faithful, Imaginative and Creative, Courageous, Authentic and Comprehensive as we engage in Worshipping, Proclaiming, Serving and Learning.

Church Overview –

The Parish of St Luke has served the eastern side of Toowoomba for 165 years. We have three centres, St Luke's and St Mark's and All Saints. Since March 2020 we have developed an online presence, invested significantly in our capacity to reach an online audience and continue to develop our Audio Visual infrastructure for ministry in the parish.

Anglican Church Southern Queensland

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. ACSQ works to care for and improve the life of the community through our network of parishes, schools, education and care services, community services, ministry education, and social justice and advocacy. We operate 133 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

Your Role and Purpose

As Audio Visual Assistant you will be responsible for the operation of the AV system within the church building, in other locations as required, and as broadcast online.

The Audio Visual Assistant will report directly to the Rector and, as requested, to the Parish Council, and prepare an annual report to the church community at the Annual General Meeting (AGM) on our online engagement and development of our capacity in this area. The role of Audio Visual Assistant is an important one in this parish as we seek to serve Christ faithfully and to ensure that we use the best of available technology, within our capacity, to serve the community who gather and those who connect with us online.

It is expected of the Audio Visual Assistant to work in accordance with the values and ethos of the Parish of St Luke supporting the operations of the Church; including the Anglican Church, working within the Code of Conduct and contributing to the Anglican Church of Southern Queensland Mission.

Key Accountabilities

General Responsibilities

- ▷ Manage Audio-Visual operations for the main service on Sundays at St Luke's within the service and online, including Christmas and Good Friday/Easter services;
- ▷ Manage Audio-Visual operations for occasional special services/events within the service/event and online (up to 4 per annum included);
- ▷ Assist with the preparation of AV resources and educational resources for parish;
- ▷ Assist with ongoing development of the audio-visual system;
- ▷ Recording of extra visual media for inclusion in services, events and ongoing use for the parish.;
- ▷ Assist in maintaining and developing the online and digital presence for the parish.

Responsibilities specific to Baptisms, Weddings, Funerals and other Events

- ▷ Manage Audio-Visual operations for the service as required within the service, online if required and preparation of a recording if required;
- ▷ Payment for Weddings - \$100 minimum for 3 hour call including some post production of video. \$30 per hour for additional time spent;
- ▷ Payment for baptisms, funerals and events as negotiated through the Parish Office, depending on the length and complexity of the service or event.

Church Wide Participation

You are expected to carry out these duties in compliance with the policies and procedures prescribed by the Canons of the Anglican Diocese of Brisbane and the decisions of the Parish Council. Follow all lawful directions of the Parish Priest in an efficient and timely manner.

Key Skills and Experience

- ▷ Positive appreciation of the Christian faith;
- ▷ Commitment to high quality AV production;
- ▷ Good verbal and written communication skills;
- ▷ High level computing skills;
- ▷ High level audio visual technology skills;
- ▷ Comfortable working with people of all ages;
- ▷ Capacity to build up and work with volunteers and teams;
- ▷ Capacity for taking initiative and planning for development of the AV capacity for the church community;
- ▷ Strong Emotional Intelligence (EQ);
- ▷ Open, trustworthy and friendly manner.

Role-Specific Requirements

- ▷ Availability on Sunday mornings and other days when services or events are offered;
- ▷ Current Positive Notice (Blue Card) for Child Related Employment;
- ▷ Ability to pass an Anglican Church “Safe Ministry Check”;
- ▷ Police Check;
- ▷ Demonstrated experience in audio visual production.

Decision-Making Authority

Staffing: *Working as part of the Ministry Team the Audio Visual Assistant will*

- ▷ *prepare content and delivery of the services and events for the Parish of St Luke;*
- ▷ *be responsible for recruiting, training and supporting volunteers for assisting with AV production.*

Financial: *Working as part of the Ministry Team the Audio Visual Assistant will*

- ▷ *liaise with suppliers of software and hardware, following the Parish Purchasing Policy protocols;*
- ▷ *prepare a projected budget submission for the Parish Council to consider for forward budget allocations.*

Appointment

An appointment will be made for an initial trial period of three months.

Successful completion of a review will result in appointment for two years including an annual process of review.

To be provided

- ▷ Workspace and computer in the church building;
- ▷ Dedicated email for parish use;
- ▷ Remuneration at an hourly rate as negotiated for regular and occasional service.

Disclaimer

You are expected to undertake your own work practices in a safe manner and comply with the instructions given for workplace health and safety within the relevant Policies and Procedures.

This role description is designed to cover only the most important and prevalent job functions. However, your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager or supervisor, provided that those new job requirements are safe, efficient, relevant, legal, and within your abilities.

Other Information

ACSQ is an equal opportunity employer, and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.

Successful applicants are expected to acknowledge and comply with the ACSQ Code of Conduct.