

<b>Church Name</b>	<i>The Parish of St Luke, Toowoomba</i>
<b>Location Details</b>	<i>St Luke's, 152 Herries Street, Toowoomba, QLD 4350</i>
<b>Employment Status</b>	<i>Part time. 16 hours p.w.</i>
<b>Reports To</b>	<i>The Rector, The Reverend Canon Paul Mitchell</i>
<b>Direct Reports</b>	<i>Volunteers for various groups and activities</i>
<b>Key Relationships</b>	<b>Internal:</b> <i>Children and families, volunteers, Parish Council.</i>
	<b>External:</b> <i>Children and families in the wider community, Diocesan and Ecumenical peer networks.</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 (Toowoomba), St Mark's (Rangeville) and All Saints (East Toowoomba). The parish has some families who are regularly involved and a large number of families who connect with us for baptism. Over the past 12 months we have begun several initiatives to connect and reconnect with the children and families in our church community and beyond.

### 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 the Intergenerational Minister, you will be responsible for engaging with children and families within the parish and wider community to help support, foster, and inspire their faith in Christ. You will be responsible for the preparation and implementation of programs, in collaboration with our volunteers and families, which enable connection with God and growth in relationship with God and the Church community, across generations. You will be an advocate for our families to ensure that as we continue to build our church community into the future, they are part of this growth in ways which invite belonging and welcome.

The Intergenerational Minister will report directly to the Rector and, at least quarterly, to the Parish Council, and prepare and present an annual report to the church community at the Annual General Meeting (AGM). The role of Intergenerational Minister is an important one in this parish as we seek to serve Christ faithfully and pursue the vision which the Church community has chosen to express our life in Christ in this time in this place.

It is expected of the Intergenerational Minister 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*

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- ▷ Assist with leading and developing intergenerational activities, beginning with the established pattern and extending to new initiatives;
- ▷ Assist with preparation of children and families for baptism;
- ▷ Maintain regular clear communication with, and develop relationships with, families in the Church community;
- ▷ Recruit, Train, and Support a team of volunteers for the intergenerational activities.
- ▷ Develop a regular Families Newsletter;
- ▷ Develop and maintain a parish web presence for children and families;
- ▷ Develop resources for use by children when present in church and at home;
- ▷ Explore opportunities to engage with local community for potential opportunities for outreach, engagement and sharing faith;
- ▷ Share in the Parish Ministry Team;
- ▷ Liaise with Diocesan and Ecumenical networks for Children and Families Ministry;
- ▷ Liaise with Intergenerational networks locally and across Australia;
- ▷ Manage Annual Budget including collection of any program fees or event payments.

### *Child Safety Management*

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- ▷ Working together with the Parish Administrator, oversee compliance to ACSQ policies and procedures, and legislative requirements
  - Ensure all volunteers and leaders are screened including safe ministry checks and blue cards;
  - Ensure all volunteers and leaders are appropriately trained in ACSQ Child Safety Policies and Procedures;

- Ensure compliance with Risk Management requirements and forms.
- ▷ Ensure relevant information is collected and stored for participating children and families in programs and events, including permissions for data collection and use of photographs where necessary.

### *Church Wide Participation*

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- ▷ Advocate for Children’s voices and opinions in church wide decision-making processes;
- ▷ Encourage and provide opportunities for children and families to serve in the wider church community;
- ▷ Help foster opportunities for families and children to connect with different generations of parishioners to help develop connections and relationships.

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

- ▷ Active, committed and mature Christian faith;
- ▷ Membership of the Anglican Church (or preparedness to be welcomed into the Anglican Communion);
- ▷ Commitment to Intergenerational Family Ministry;
- ▷ High level verbal and written communication skills;
- ▷ High level computing 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 ministry;
- ▷ Good conflict management skills;
- ▷ Strong Emotional Intelligence (EQ);
- ▷ Open, trustworthy and friendly manner.

### Role-Specific Requirements

- ▷ Availability on Sunday mornings and other weekdays when programs are offered;
- ▷ A qualification in Teaching (early childhood) or other relevant field is preferred but not essential;
- ▷ Current Positive Notice (Blue Card) for Child Related Employment
- ▷ Ability to pass an Anglican Church “Safe Ministry Check”
- ▷ Police Check
- ▷ Current Driver’s Licence
- ▷ Demonstrated experience in ministering to children and families
- ▷ Formal ministry education or qualifications/degree (i.e. Youth ministry, Theology etc.) is preferred but not essential;
- ▷ Strong Teaching Skills (Highly Desirable)
- ▷ Experience in Childcare or Primary School Education (Desirable)
- ▷ Interest or experience in Intergenerational Ministry (Desirable)

## Decision-Making Authority

Staffing: *Working as part of the Ministry Team the Intergenerational Minister will*

- ▷ *prepare content and delivery of the Intergenerational Ministry programs in the Parish of St Luke;*
- ▷ *be responsible for recruiting, training and supporting volunteers for the programs.*

Financial: *Working as part of the Ministry Team the Intergenerational Minister will*

- ▷ *oversee the expenditure of the allocated annual budget for Intergenerational Ministry, 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 a probation period of six 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 Parish Centre;
- ▷ Mobile phone for parish use;
- ▷ Dedicated email for parish use;
- ▷ Remuneration and allowances according to the Diocesan guidelines and requirements, based on the level of experience of the successful applicant.

### *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.