

# Position Description: Associate Minister

<b>STATUS</b>	Permanent Full-Time (1FTE = 76 hrs per fortnight) for an initial two-year period.
<b>REMUNERATION</b>	As determined and negotiated according to ACSQ Diocesan Diocesan Scales (including housing, vehicle, and telephone allowances)
<b>LOCATION</b>	Toowoomba, Australia (at least in initial period)
<b>REPORTS TO</b>	Senior Minister
<b>PROBATION</b>	6 Months

## Background to Role

Over the past decade, St Bart's has experienced significant growth under God as we seek to *make and mature disciples of Jesus Christ for God's glory*. More recently, with the launch of our VISION 2025, we're seeking to expand our mission, particularly with regard to becoming a multi-site church (either through parish partnerships/revitalisation and/or church planting). With this in mind, we're seeking an additional Assistant Minister to join our (cross-disciplinary) ministry leadership team, working closely with the Senior Minister and other Assistant Ministers. The right candidate will be willing to come on a journey with us, as we seek to step where God is leading us in this next chapter of our vision.

## Purpose of Role

*The purpose of this role is to take primary leadership responsibility for one of our sites (i.e., in Toowoomba) and a department portfolio (which would be negotiated based on the candidate's skills, passion, and our local need). As a minister, the role would also be active in Sunday service leading, preaching, pastoral care, and general ministry responsibilities.*

## Responsibilities

### Specific

- **Site Leadership:** working with the Senior Minister, the assistant minister would oversee the ministry and services at one of our sites in Toowoomba.
- **Departmental Leadership:** lead one department or portfolio of St Bart's, including supervision of staff and volunteers (where appropriate).
- **Sunday Gatherings:** regularly lead and preach at our (current) three Sunday services (7.30am, 9.30am, and 6PM) with the possibility of also participating in new services in Toowoomba or further afield.
- **Vision 2025:** help drive and lead at least one mission area of our strategic plan.
- **Pastoral Care:** be an active member of our St Bart's Care team, helping to care for and pastor members of our church nearby, online, and further afield. This includes pastoral services (e.g., funerals) and potential services outside of the church where appropriate.

## General

- Participate in line management, professional supervision (where relevant), and professional development;
- Participate in meetings that may include staff meetings, working groups, service briefings, leadership development workshops, and departmental meetings;
- Comply with St Bart's policies and procedures (including the Workplace, Health, and Safety Framework).
- Ensure the efficient use and maintenance of employer-provided materials and equipment;
- Perform other duties and responsibilities from time to time that you are competent and trained to do.

## Key Selection Criteria (Required Skills and Experience)

- *Mature Christian* with a passion for making and maturing disciples of Jesus.
- *Commitment* to the mission of St Bart's and VISION 2025 (particularly our mission goal of *extending reach*).
- *Experienced (expository) preacher and teacher* of God's Word.
- *Mature leader* with experience in leading and building large and diverse teams and/or departments.
- *Excellent organisational and communication skills (including project management and building systems)*.
- *Demonstrated ability to organise, train, equip, and deploy others*.
- *High digital literacy and experience with various forms of technology within a ministry context*.
- *Tertiary theological or ministry qualifications*.
- *Ordained Anglican Minister*.
- *Team player* who can inspire and work collaboratively with other staff and volunteers as they *together* take their part in building up the body of Christ and proclaiming the Gospel.

## Prerequisites

To be appointed to this role, employees must:

- *Hold a valid driver's license;*
- *Have a current (or eligibility for) QLD Working with Children's Check ("Blue Card")'*
- *Have a current (or eligibility for) Australian Criminal History Check;*
- *Be eligible for licensing as an Assistant Minister in the Diocese of Brisbane;*
- *Meet all requirements for Diocesan Safe Ministry Check and Blue Card.*

## Application Process

Applications addressing the key selection criteria accompanied by your CV (including two referees), should be submitted to either:

**Adam Lowe** (Senior Minister) by email ([adam@stbarts.com.au](mailto:adam@stbarts.com.au))

**Bishop Cameron Venables** (Bishop for the Western Region) by email ([cvenables@anglicanchurchsq.org.au](mailto:cvenables@anglicanchurchsq.org.au))

St Bart's Anglican Church Toowoomba  
103 Stenner Street,  
Rangeville, 4350  
[stbarts.com.au](http://stbarts.com.au)

