

# Position Description: Youth Ministry Coordinator (Youth Minister)

<b>STATUS</b>	Part-Time (20 hrs / week) (with possible extension to Full-Time if combined with other responsibilities)
<b>REMUNERATION</b>	As per ACSQ Diocesan MRS Scales (Locally: as a <i>Ministry Coordinator</i> )
<b>LOCATION</b>	Toowoomba, Australia
<b>REPORTS TO</b>	Director of Children, Youth, and Families
<b>PROBATION</b>	3 Months

## Purpose of Role

*The purpose of this role is to: (a) to oversee and grow the youth ministry at St Bart's, assisting (within that age group) to fulfil our mission to make and mature disciples of Jesus Christ for God's glory; and (b) identify and train leaders for youth ministry, and (c) lead the Sunday CHARGE discussion group, participate in Kids Club, and lead our weekly Youth Group, CHARGE.*

## Responsibilities

### Specific

- **CHARGE Youth Group:** This includes:
  - To oversee and coordinate the weekly Youth Group (being the primary leader/facilitator).
  - Recruit, train, care for, and develop Youth Group leaders and team.
  - Connect with the families of youth involved with CHARGE.
  - Help facilitate the 'Friday-Sunday' connection.
  - Where possible, contribute to the Youth Components of 'All Church Camp'.
  - Facilitate an annual youth camp.
- **Kids Club (Weekly):** To assist with the older kids who are part of our Friday Kids Club. Also to connect with the families of youth involved with Kids Club.
- **Sunday Ministry:** This includes:
  - To be present at the 9.30AM Contemporary (apart from holiday and sickness, and by special arrangement with the Minister).
  - Prepare small group materials and facilitate (with assistance of a team) the weekly discussion group for Youth.
  - Actively enable Youth to serve and share in aspects of our 'Life Together'.
  - Actively work to ensure smooth transitions from primary to youth, and youth to adulthood.

## General

- **VISION 2025:** Help lead the implementation of our VISION 2025;
- Communicate clearly through internal channels (including social media);
- General administration associated with the role, including accurate records using our systems (e.g., elvanto);
- 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.

## Prerequisites

To be appointed to this role, employees must:

- *Hold a valid driver's licence;*
- *Have a current (or eligibility for) QLD Working with Children's Check ("Blue Card")'*
- *Have a current (or eligibility for) Australian Criminal History Check;*
- *At least 1-3 years experience in a similar ministry role;*
- *Desirable: tertiary theological or ministry qualifications;*
- *Meet all requirements for Diocesan Safe Ministry Check and Blue Card; and*
- *Meet requirements to be licensed as Lay Minister in the Diocese of Brisbane.*

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