St John’s Diamond Creek is a growing evangelical Anglican church with members ranging in age from 0 to 99. Our mission is *know Jesus, make Jesus known*. We have three services onsite each Sunday (8am, 10am, 6pm) and a digital service. We are looking for someone to join our ministry team to be our Assistant Minister at the 10am service

The primary role of the Assistant Minister (10am) is to oversee operations at our 10am service, which has a large and growing number of children and families attending.

Areas of Responsibility:

* Oversee operations for the 10am service including recruitment and training of volunteers
* Oversee the welcome and integration of new people at 10am
* Assist with Pastoral Care with a special focus on the 10am congregation
* Assist the Senior Minister with baptism preparation with families

St John’s is committed to the safety of children and all vulnerable people. The successful applicant will need to obtain a clearance for ministry including a Working with Children Check and Police Check.

Please provide the following items in your application

* A cover letter
* A curriculum vitae or resume
* The names and contact details of at least two referees (including at least one from your current church)

Applications close on Wednesday 19 March

Submit your application via the ‘Apply to this Job’ button below.

# Position Description - Assistant Minister (10am)

**Job Title:** Assistant Minister (10am)

**Reporting to:** Senior Minister

**Supervised by:** Senior Minister

**Supervision:** Monthly

**Working time:** 2 days per week

**Duration:** Ongoing

**Job purpose:** The Assistant Minister (10am) shares pastoral and leadership responsibilities with the Senior Minister and other members of the staff team. The role includes specific areas of responsibility in the 10am service.

**Areas of Responsibility**:

* Oversee operations for the 10am service including recruitment and training of volunteers
* Oversee the welcome and integration of new people at 10am
* Lead services and intercessions at 10am as part of the rostered team
* Assist with Pastoral Care with a special focus on the 10am congregation
* Assist with baptism preparation for families

**Expectations**

* Embrace the Mission, Vision and Values of our church.
* Be an active worshipping member of our church.
* Appropriately fulfill the ‘Areas of Responsibility’ listed above.
* Be accountable to supervisor to build and develop ministry that releases others to serve God in this church.
* Fully participate in the staff team, working collaboratively with other staff.
* Abide by the ‘Code of Conduct’, including compliance with our Child Safety policies.
* Hold an appropriate license from the Archbishop of the Anglican Diocese of Melbourne (e.g. as an Authorised Stipendiary Lay Minister).

**Training & Christian Development:**

* Theological and pastoral training as needed.
* All training to be signed off by the Senior Minister.

**Remuneration:**

ASLM rate as per Anglican Diocesan Stipend Determination as agreed with Wardens.

**Working Days:** 2 Days including Sunday