**Anglican Parish of Korumburra & Poowong**

 P.O. Box 421, Korumburra Victoria 3950

 Priest in Charge: Rev. Dr. Frances Grimes

 stpauls.kpap@outlook.com

**FAMILY LAY MINISTER - POSITION DESCRIPTION**

**INTRODUCTION**

**The Korumburra Poowong Anglican Parish** comprises growing regional communities.

The town of **Korumburra** has a population of 5000 with a number of newly established housing estates. Surrounding our Parish church there are two Primary schools and there is a secondary school on the outskirts of town. Nearby Karmai children’s centre, offering Childcare to pre-school children, is full to capacity. Our church has run a ‘Mainly Music’ program for pre- schoolers since 2018. Over Christmas we have a popular Crib Service attended by many families from Korumburra and surrounds. We have a large hall ideal for activities for children and families. It has a well-equipped kitchen and two meeting rooms for smaller gatherings.

**Poowong** is 15km away and has a population of around 650 with an active primary school and kindergarten. We have established a Community Garden at the back of the church and have received funding from Anglicare for a children’s area with sandpit and shade sails – so we can involve more families. We also run a combined Christmas celebration for families with the Uniting Church.

At Korumburra we have a 9.30am service on Sunday which includes Communion, except on the 1st Sundays when we offer a more informal Family Service. At Poowong we have a communion service on first Sundays and a Family Service on the 3rd Sundays.

Several young families have started to come to church at Korumburra on Sundays and we are currently running Kid’s ministry and activities during the sermon time and would like to grow and enhance this program encouraging more families to join our church.

**Position Objectives:**

The Family Lay Minister’s primary role will be to encourage and support young families and cultivate their faith and desire to belong to the church. This will be done by developing strong links within the community and by establishing church activities/events suitable for children and families.

The employment of a Family Minister who would be mission oriented, would help to create greater connections with young families and would enhance our ministry as a Parish. We as a Parish see the need to move from maintenance to mission. We have good relationships in the surrounding community, and we now need support from someone to help move people towards belonging to our faith community.

It is hoped this position will help our church make an impact on the future by reaching out and bringing in families to become part of our faith community in Korumburra Poowong Parish.

**Accountability:**

The Family Lay Minister

-Will work alongside and report to the Priest in Charge.

- Prepare a short monthly report and attend Parish Council, if necessary, (held on second Thursdays of the month at 7.30pm by Zoom)

**Hours Conditions and Salary:**

The position is for 1-year fixed term (part- time 20 hours per week with a three-month probationary period0.

Salary is based on Gippsland Anglican Diocese advice:

For a stipendiary lay officer at 20 hours per week (0.6EFT) the rate is:

* For a person with up to 3 years’ experience: $29,763.60 per annum with up to 30% salary sacrifice. $0.87 per kilometre for work related travel. With salary sacrifice, this would result in most/all of this payment received below the tax-free threshold (assuming there is no other employment).
* For a person with over 3 years relevant experience the rate is: $33,481 per annum with up to 30% salary sacrifice. $0.87 per kilometre travel reimbursement.

**Responsibilities and Duties**

* Work with and assist in the planning and leading of intergenerational worship on Sundays, which will include children’s activities in the hall at sermon time.
* Help organise and invite families to seasonal celebrations- e.g. Christmas Crib Service at Korumburra and Poowong Combined Christmas Celebration, Pancake Tuesday, Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter Sunday, Pentecost Sunday at Korumburra. Harvest Festival, Pet Blessing, All Saints Eve/ Day at Poowong.
* Manage our existing ‘Mainly Music’ outreach program.
* Build up the faith of those families already connected through Baptisms and ‘Mainly Music’.
* Support Young Families’ Bible Study group.
* Initiate and Promote activities and events for the community utilising the Parish Resources,
* Possibilities might arise as the time in the job progresses and might include:-
* An after-school program for local primary aged children at Korumburra and Poowong, a holiday program for school aged children, messy church, movie or music nights, themed events, youth groups, involvement in Community Meal.

**THE POSITION OF FAMILY LAY MINISTER**

The person we are looking for is someone who:

* Has understanding, love and empathy for young families and the struggles they face
* Is passionate about leading children and parents to the Love of God
* Has a confident knowledge of Christian Scripture and experience of Christian faith
* Is willing to embrace Anglican traditions as practised in our Parish
* Is prayerful
* Has the ability to responsively engage with children and parents
* Has the ability to manage pastoral responsibilities with persons in a Christian context
* Will be a team player who would work alongside our Priest in Charge and Parish Council to particularly focus on bringing families into our church community
* Is reliable
* Can commit to work 20 hours/ week (with Sundays essential)
* Is contactable on workdays

**Key Selection Criteria**

The applicant should have demonstrated:

* experience of working with families
* Organisation and planning skills
* Competence in using Computers (Microsoft Office: Word/Publisher/Excel/PowerPoint programs, Gmail, social media)
* Some education, training or experience - either completed studies or currently training in the following areas Ministry, Theology, family ministry, counselling, or chaplaincy.

**Professional Licences / Certification Required**

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|  | **Required (Yes/No)** |
| Valid Driver’s Licence | Yes |
| First Aid Certificate | Yes(or willing to undertake at our expense) |
| Working with Children Check  | Yes |
| Police Clearance | Yes |
| Reference Checks | Yes |
| Commitment to upholding standards of behaviour in *Faithfulness in Service:* our National Church Code of Conduct | Yes |
| Diocesan Safe Ministry Approval | Yes |
| Vaccinated according to current State requirements | Yes |

**Further Information and Applications**

Please contact Korumburra Poowong Anglican Parish Priest in Charge Rev Fran Grimes 0356551007 (0428534396) for any further information or to discuss your application.

Applications must include a cover letter and CV. The cover letter should address key Selection Criteria. Your responses to the Key selection criteria should also consider the Position Objectives and Key responsibilities and duties and should be emailed to Anglican Parish Korumburra Poowong stpauls.kpap@outlook.com or sent via post to PO Box 421 Korumburra 3950.

**Applications close 18/4/24.**