



**Anglican  
Church of Noosa**  
Loving and serving you because of Jesus

## **Administrator, children's ministry – position description**

The Anglican Church of Noosa exists to glorify God by making disciples of the Lord Jesus. This lies at the heart of all we pray for and plan for.

As part of this overall vision, we long to see children and families come to know Jesus and those children and families who are already his, grow in their knowledge and love of him.

We have been blessed these past five years, from having as our full-time children's ministry leader, the Reverend Simon Keith. While funding for Simon's work is no longer sustainable, we *are* able to support a *part time administrator* who will act as *co-ordinator* of our various children's ministries.

God willing, this person will have

- a lively trust in the Lord Jesus
- a passion for Jesus and a heart for children
- a great ability to inspire children to know and love Jesus
- a great knowledge of the Bible and how to relate its message to children in a true, creative and engaging way
- good experience in coordinating children's programs, including Sunday and holiday ministry
- Be able to work with others and inspire our members to get excited about and become involved in children's' ministry

They will have a great ability to gather, inspire and direct the many volunteers who serve in our children's ministry, ensuring we comply with all the demands of *Safe Ministry*. They will have a current blue card, have a working knowledge of the all diocesan documents related to working with children and the ability to respond appropriately should any report or complaint of abuse be raised.

This role is for 3 days per week, including Sunday (reckoned as a ½ day).

Specifically, the role entails:

### **1 Sunday ministry**

- Working in conjunction with a volunteer coordinator to lead, guide and support the team of volunteers running children's ministry programmes at Peregian Springs on Sunday mornings including Crèche (0-3 year olds), Lower Primary (Ignite), and Upper Primary (Dynamite).
- Working in conjunction with a volunteer coordinator to lead, guide and support the team of volunteers running children's ministry programmes at Tewantin on Sunday mornings (Dynamite, Prep - Year 7)

- Attendance at Sunday mornings children's programmes should reflect a responsibility for both, but recognise Peregian Springs as a focal point
- Engaging with the children, encouraging the volunteer leaders, building community with the families.
- Seeking opportunities to strengthen and grow children's ministry.

## **2 Storytime**

- Working in conjunction with a volunteer coordinator to lead, guide and support the team of volunteers running Storytime at Sunshine Beach (Monday morning) and Peregian Springs (Wednesday morning)
- Attending on a weekly basis
- Engaging with children, encouraging the volunteer leaders, building community with the families.

## **3 Kids' Clubs**

- Leading a team of volunteers to deliver holiday clubs of negotiable frequency, but which are currently run at Easter time, in October (incorporating the student free day) and Christmas.
- Involves recruiting leaders, advertising, curation or development of teaching materials, co-ordinating with key leaders responsible for sub-areas such as craft, catering, games etc.)
- Gather a team for a weekly after-school club at Sunshine Beach

## **4 Religious Instruction**

- Teaching two sessions of religious instruction each week during school term at Tewantin State school
- *Possible* involvement in Religious Instruction at Sunshine Beach State School and/or Peregian Springs State school

## **5 General**

- Administration and preparation
- Ensure that all safe ministry protocols are followed