

**Position Title:**

Children's Ministry Worker

**Reporting Relationship:**

The position reports to the Rector

**Terms of Employment:**

This is a contract position commencing (date) and concluding (date 16 months later). There will be a four month 'trial period' lasting until (Four months after start date), at which point either party can cancel the contract. If the contract continues, there will be a position review in (review date 12 months after start date) with a possibility of a renewal of the contract for 12 months at a time.

This is an award free position. The terms and conditions of your employment will be governed by the National Employment Standards (NES) unless specified otherwise in this Contract.

**Roles and Responsibilities:**

1. Sunday ministry (5 hours)
  - a. Prepare lesson and activity for Primary-aged children for the 10am service (allow 2 hours)
  - b. Coordinate volunteers (if any) who help with the Children's ministry (allow 1 hour)
  - c. Welcome and encourage parents and communicate with them about the program
  - d. Lead the children's ministry during the 10am service (allow 2 hours)
  - e. Ensure the safety of children during the program and moving to and from the program
2. Playgroup (6 hours)
  - a. Support the Church Playgroup, including gathering resources for activities, finding volunteers to assist, promoting the Playgroup, administering the family details, planning sessions.
  - b. Forming links with local schools to offer the program to children in the area
  - c. Assist with preparing the activities and teaching for the program from week to week (allow approx. 1 hour)
  - d. Attending the program each week in school terms (allow approx. 2 hours)
  - e. Ensuring the safety of children during the program
  - f. Forming relationships with the parents where possible, including time outside Playgroup (allow approx. 2 hours)
  - g. Inviting parents and children to Sunday ministry and special events (eg. Christmas, Easter Messy Church) as appropriate opportunities arise.
3. Messy Church or Kids Club Family Outreach (9 hours)
  - a. Developing a Monthly Messy Church, including gathering resources for activities, finding volunteers to assist, promoting the Messy Church, administering the family details, planning sessions.
  - b. Forming links with schools to offer the program to children in the area
  - c. Preparing the activities and teaching for the program (allow approx. 3 hours per week)
  - d. Leading the program once a month (allow approx. 1 hour per week but will be used all together in a 3-4 hour occasion)
  - e. Ensuring the safety of children during the program
  - f. Forming relationships with the parents where possible, including time outside Messy Church (allow approx. 2 hours)
  - g. Inviting parents and children to other Sunday ministry and special events as appropriate opportunities arise.
  - i. Time volunteering in a local Primary school (allow approx. 2 hours — 1 hr prep, 1 hour deliver)

### **Hours of Work:**

20 hours per week (5 hours for Sunday ministry, 6 hours for Playgroup, 9 hours Kids Club/Messy Church)

As a casual employee, you will be paid per hour. You will be engaged to work for an average of up to 20 hours per week on a fortnightly basis. Your hourly rate of pay will include a casual loading which will compensate you for the non-payment of annual leave, personal leave, notice of termination, redundancy and other entitlements normally afforded to permanent or full-time employees

Your hours of work will be negotiated with your manager.

There will be four Sundays per year of annual leave.

### **Location of Work**

This position is based on the premises of the Parish of Christ Church North Adelaide, with preparation time able to be done at home.

### **Remuneration:**

The position will pay a wage depending on qualifications and experience plus superannuation.

Superannuation will be paid in accordance with the appropriate rate as specified in the Superannuation Administration Act 1992. You may nominate a Superannuation Complying Fund of your choice for the payment of the employer contribution. In the event that you don't nominate a fund the employer contribution will be paid to the Diocese' default superannuation fund.

### **Special Conditions:**

- to be an active member of the Anglican Church, or to be empathetic to the values of the Anglican Church
- to comply with the conditions of any ethical and behavioural standards of conduct required by the Diocese as set out in the document "Faithfulness in Service".

The terms and conditions of your employment are also governed by the policies, procedures and rules of the Diocese that do not form part of this contract of employment and may be amended from time to time.