



## SEEDS KIDS COORDINATOR – SEEDS UNITING CHURCH POSITION & PERSON DESCRIPTION

---

<b>Position:</b>	Seeds Kids Coordinator – Seeds Uniting Church
<b>Tenure:</b>	0.4 FTE
<b>Term:</b>	12 Month Contract, commencing 3 <sup>rd</sup> September 2018

### **Our Church**

Seeds Uniting Church is a mature church situated in the suburb of Aberfoyle Park, located in the south of Adelaide. The church offers a variety of community programs through its congregation, which currently number over nine hundred regular worshippers. The church has a strong community presence and is supported by a large number of committed people, including paid pastoral and administrative staff and a network of volunteers in leadership and support roles.

### **Reporting Relationships**

The position is accountable to the NextGen Children & Family Pastor.

### **The Role**

Requires a committed Christian who has a heart for Jesus and a heart for children and wants to see children live passionate lives committed to Christ. The position requires an individual who has a call to share the gospel and a strong sense of community.

### **Position Purpose:**

The Seeds Kids Coordinator will be a committed Christian who brings energy, creativity and enthusiasm to:

- Resource the Children and Families ministry area
- Facilitate the development and implementation of innovative and dynamic ministry
- Assist in the pastoral oversight for children and their families within the congregation
- Encourage and model best practice in the area of children and families ministry

### **Key Ministry Outcomes:**

- Oversight and administration of the Sunday Children's Programs
- Leadership of Children's Core Team including organising and governance of regular meetings
- Plan, present and evaluate gatherings with the Children's Ministry Team

**Core Duties:**

- Collaborate with NextGen Pastor to plan curriculum with a focus on discipleship
- Support team leaders with resources and activities for lesson plans and themes
- Develop the quality and growth of volunteer numbers through team-based rostering
- Support the NextGen Pastor to identify and support emerging leaders;
- Collaborate with NextGen Pastor in regard to recruitment and training of volunteers
- Ensure ministry team adheres to the UC Called to Care policy, and that all volunteers obtain a UC Police Screening
- Maintain regular communication with Team Leaders and Small Group leaders regarding information relevant to Sunday children's programs
- Collaborate with NextGen Pastor to implement regular connection with home
- Collate new contact details at the beginning of the week for follow up by the Next Gen team
- Meet weekly with NextGen Team for evaluation, planning and pastoral needs
- Ensure ministry supplies and resources in cupboards are stocked and allocated for all age groups

All responsibilities in this Position Description are supportive of the vision of Seeds Uniting Church including:

- Belief Statement, Mission Statement and Core Values
- UCA Called to Care policies and procedures (<http://sa.uca.org.au/called-to-care/>)
- Code of Ethics and Ministry Practice - Uniting Church in Australia

**Person Capabilities:**

The Seeds Kids Coordinator will be a Christian who:

- Is committed to Jesus Christ, is open to the leading of the Holy Spirit, and whose life evidences the fruit of the Spirit (Galatians 5:22-23)
- Has a strong and genuine desire to see children and youth, young adults and families become disciples of Jesus Christ
- Has a developing personal devotional life
- Accepts wholeheartedly the vision, mission and values of Seeds Uniting Church

**Personal abilities, gifts and skills:**

- Has a proven capacity to work and communicate effectively as part of a team
- Has the ability to network within the church community and has the ability to communicate effectively with all generations
- Has the capacity to fulfil a role requiring a high level of personal management and organisation
- Is available to work flexible working hours on site at the Seeds Church Offices
- Is willing to participate fully in the life of the Seeds Community, attending and supporting Sunday service
- Has highly developed IT and technology skills
- PC and software skills and the ability to manage databases and internet site updating
- Highly developed written and verbal communication skills with the ability to present to the church community
- First Aid Certificate or a willingness to complete a First Aid Course within 3 months of commencement of role

- Evidence of a satisfactory Police Check
- Capability to organise and manage events on a large scale

**Knowledge and Experience:**

- Actively practicing Christian with a solid biblical knowledge and understanding
- Demonstrated administration and organisational skills

**Salary Package**

The position is paid at 0.4(FTE) in line with the current Award. The successful applicant is expected to reside within a reasonable distance of the administrative hub of the Church.

**Working Hours**

The position is for 15 hours per week. Working weekends and some evenings will be required on occasion. Regular time off in lieu of extra ordinary hours worked is available.

**Work Location**

The Seeds Kids Coordinator is expected to work from an office at the administrative hub of the Church.

Web: [www.seedschurch.org](http://www.seedschurch.org)

**Application Process**

Please provide a resume and cover letter of up to 2 pages introducing yourself and outlining your experience relating to the role and why you would be well suited to this position. Please email your application to [business.manager@seedschurch.org](mailto:business.manager@seedschurch.org)

**Applications close at 5 pm on Monday 6<sup>th</sup> August 2018.**

If you would like further information, please contact Helene Bentley, on [0434201401](tel:0434201401)