



Position Description

Children's Ministry Director – Ryde Wesley International Congregation

Wesley Congregational Life
February 2023

Agreement

Signed – Manager

Signed – Employee

Date

Date





Children's Ministry Director – Ryde

Wesley International Congregation

1. Overview of Wesley Mission

Wesley Mission delivers services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

2. Overview of Wesley Congregational Life

Wesley Congregational Life is the spiritual heart of Wesley Mission and seeks to grow Christ-centred communities through:

- Worship services and our diverse and vibrant congregations across Sydney
- Connecting and empowering our community service 'Deed' ministry through Chaplaincy
- Establishing and growing the presence of the church in Sydney

3. Overview of role

The primary focus for this role is to proactively cultivate a safe, organized, and fun atmosphere where children in our Kingdom Kids ministry can encounter God and grow in a personal relationship with God.

4. WCL Relationships and beyond

4.1 Reports to the Senior Pastor, Wesley International Congregation

4.2 Accountable to the Senior Minister, Wesley Congregational Life

4.3 Works with:

- Wesley Congregational Life staff including Ministers, Pastors, Chaplains and Administration Staff;
- Members and leaders of Wesley's congregations
- Functional Head Office areas including accounting, legal, fundraising, property development, HR and other Mission staff;
- External stakeholders including the Uniting Church, government departments, service providers, industry associations and corporate partners



5. Primary Duties

- 5.1 Coordinate and provide leadership to the WIC Children's Ministry of the Wesley International Congregation in the Ryde area
- 5.2 Leading the members of the Kingdom Kids' Core team in Ryde
- 5.3 To proactively cultivate a culture of unity and team work, encouraging teachers and helpers to reveal Christ in Spirit, Word and Deed
- 5.4 Casting vision, give direction, pastorally supporting Kingdom Kids' team leaders and class organisers
- 5.5 To rally and inspire Kingdom Kids' volunteers to excel by encouraging, recruiting and training
- 5.6 Oversee the administration of the WIC Ryde Children's ministry (Child safety administration is the first priority)
- 5.7 To encourage parents to build faith in their children's lives
- 5.8 Working collaboratively with the WIC City Children's Ministry Director.

6. Associated Functions

- 6.1 Conduct and lead regular Core team meetings, team meetings and parent meetings
- 6.2 Facilitate planning sessions and feedback opportunities for both teams and parents
- 6.3 Actively support and represent WIC vision and ministry on a grass roots level
- 6.4 Attend WIC team meetings and participate in prayer gatherings, reviews, retreats, and general team activities, as required
- 6.5 To oversee or/and organise money collections and fund raisers
- 6.6 Preparing a Children's Ministry budget
- 6.7 Coordinate and oversee the participation of children in church events such as Mother's Day, Easter Mission, Father's Day, Christmas, Missions' Month, and other activities
- 6.8 Oversee the WIC Children's Ministry email groups and databases
- 6.9 Develop an annual Children's Ministry plan in consultation with the Pastoral team and other Kingdom Kids' core leadership teams
- 6.10 Working with the WIC City Children's Ministry Director and both core teams to coordinate annual Kingdom Kids Camp



7. Professional Responsibilities

- 7.1 Participate as a member of the WIC Ministry Team in activities not inconsistent with normal responsibilities as might reasonably be required by the Senior Minister, Wesley Congregational Life
- 7.2 Contribute to, implement and maintain, policies, practices, and standards that adhere to Wesley Mission, Church and Government legislative and regulatory standards and requirements for effective pastoral care, especially with regards to children and families
- 7.3 Participate as appropriate in the development and outworking of the Wesley Congregational Life strategic plan, providing active input on behalf of children and families
- 7.4 Attend significant social/ministry events, worship services and formal meetings within Wesley Mission and the Uniting Church as required.
- 7.5 Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- 7.6 Adhere to established financial policies and procedures of Wesley Mission
- 7.7 Participate at least annually in Wesley Mission's Employee contribution and development process;
- 7.8 Participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures
- 7.9 Practices within the guidelines described in the Code of Conduct and ethics and other statutory requirements.
- 7.10 Demonstrates an understanding and strict compliance with the protocols, policies and procedures concerning privacy, dignity and confidentiality.
- 7.11 Participate in ongoing training, staff satisfaction surveys and recognition activities as required;
- 7.12 Take responsibility for personal development and training to enhance the skills required for the work of ministry in which he/she is engaged.
- 7.13 As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- 7.14 To participate in Wesley Mission's Orientation Program so as to gain an understanding of the application of the EEO, Affirmative Action, Privacy Act, Workplace Health and Safety Act, and other relevant legislation
- 7.15 Abide by the relevant requirements of the Uniting Church Regulations
- 7.16 Maintain confidentiality at all times



8. Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- commitment to and trust in the Lord Jesus Christ together with suitable knowledge and understanding of the Christian faith
- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and Deed ministry
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relate well to a range of people with sound listening and problem-solving skills
- highly organised, flexible and adaptable
- displays emotional maturity and resilience
- a high level of energy and drive
- creative, takes initiative and has a willingness to try new things

Essential skills/knowledge

- demonstrates experience in Children's ministry with relevant qualifications, particularly children with mental or physical impairment
- outstanding interpersonal skills and rapport building including children and parents that come from a wide demographic
- proficient stakeholders management that may also coincide with the ministry including ministry teams, congregation members, professional staff
- proficient in basic computer skills in Microsoft Outlook and Excel

Desirable skills/knowledge

- not for profit or cause-related experience
- possess a current NSW Driver's Licence.

Other requirements

- Hold and continue to hold a WWCC issued by the NSW Office of the Children's Guardian
- Hold and continue to hold an entitlement to work in Australia