

**Anglican Parish of Hunters Hill**  
**Position Description - Assistant Minister (Lay or Ordained) for Families**

We are an Anglican community in Woolwich, Hunters Hill and Boronia Park in the Diocese of Sydney. We are a parish community of all ages and life experience. We treasure our connection with the local community and also in welcoming people from beyond our parish boundaries to gather and worship with us.

Our vision is to be a Christ-centred community, treasuring our diversity, accepting and supporting each other, reaching out to meet needs within and beyond our Parish, as we share the love of God.

We acknowledge the Wallumattagal as the traditional custodians of the land on which we are located.

**Safe Church**

The Anglican Parish of Hunters Hill is committed to ensuring the safety of all people who interact with the Parish, particularly children and other vulnerable persons.

**Governance**

The Anglican Parish of Hunters Hill operates in accordance with the constitution and ordinances of the Diocese of Sydney. The mission and ministry of the Parish is supervised by the Parish Council, with the Rector and the Church Wardens having responsibility for day to day management and oversight. The current Rector, the Reverend Michael Armstrong, has been in the Parish since 2015. He is responsible to the Archbishop of Sydney, who gives oversight of our Parish to his Regional Bishop, the Rt Rev'd Chris Edwards. The appointment, supervision and termination of all ministry staff and volunteers, subject to diocesan and parish regulations, in consultation with the Wardens, is conducted by the Rector.

**Position Summary**

The Parish is seeking to engage an Assistant Minister (Lay or Ordained) to nurture and resource our existing ministry with families, and to foster new opportunities and ministry. This is a fixed-term part-time appointment (24 hours per week or three days) for a period of three years from the date of commencement.

Responsibilities include:

- The conduct and coordination of programmes for children and young people during Sunday morning services of Holy Communion (traditionally known as Sunday School);
- Coordination and teaching of Special Religious Education (SRE) at Hunters Hill Primary School each Wednesday morning from 9:00am to 10:00am (teaching two classes);
- Representing the Parish on the RHEMA Board which has oversight for a person to conduct SRE at Hunters Hill High School and Riverside High School;
- Oversight of Parish Playgroups (Wednesday at St Mark's and Friday at All Saints'), and leadership of parts of the programme alongside volunteers;
- Pastoral Care for Families within the Parish;
- Develop opportunities for ministry with "Inspire After School Program";
- Develop and lead programs for youth within the Parish;
- Develop opportunities for families with children, and for youth to engage in the mission and ministry of the Parish;
- Responsibility for Baptism ministry, including programs to enhance the faith of families, children and youth associated with the Parish. If the person is ordained, this would include the conduct of Baptisms in association with the Rector;
- Work with the Safe Ministry Representative of the Parish of Hunters Hill to ensure all persons meet our requirements.

## **Knowledge/Skills/Experience**

### Essential Criteria

The successful candidate must meet the following criteria:

- A committed Christian who is willing to make a commitment to our Parish and this ministry;
- A person in good standing in the Anglican Communion or another compatible religious community, and with a demonstrated ability to work within an ecumenical context;
- Experience working with Families, Children, Youth and Volunteers in a Parish Ministry;
- Demonstrated knowledge and experience relevant to ministry in a K–12 school environment;
- Able to work independently and as part of the wider Parish team;
- Able to work with, lead and train volunteers;
- Good interpersonal and relational skills;
- Appropriate organizational and management skills;
- If ordained, the successful applicant must be eligible for licensing by the Archbishop of Sydney;
- A commitment to diocesan standards for safe ministry practices that respect and protect the safety and well-being of all people who interact with the Parish, particularly the young and vulnerable;
- Obtain and maintain all professional standards as set out in the Faithfulness in Service requirements and undertake all relevant requirements for a National Police Certificate, NSW Working with Children clearance as well as on-going 'Safe Church' training;

### Desirable Qualities

- Early Education Qualifications;
- Children's or Youth Ministry Qualifications;
- Theological Qualifications (essential if ordained).

### **Key Challenges**

- Working in flexible context with limited resources and ambiguous boundaries;
- Balancing the needs of a variety of different "groups" of people;
- Balancing time allocation and management of your diary;
- Relationships with a small team of paid and volunteer workers in the Parish, and beyond.

### **Work Environment**

- The Parish seeks to provide a safe and supportive environment for all staff and volunteers;
- Appropriate facilities will be provided within the Parish buildings, and there is also office space available at the All Saints' Hall;
- The duties of this position may require travel to locations outside of Hunters Hill, including regional meetings.

### **Remuneration**

The remuneration for this position will be according to the diocesan guidelines for remuneration (<https://www.sds.asn.au/guidelines-remuneration-parish-ministry-staff-2019>) for an Assistant Minister (up to four years) or Youth and Childrens Minister (up to seventh and subsequent years) or Advanced Diploma or Theological Degree (up to four years). This is negotiated depending upon the experience of the candidate.

Housing is available through a 2 Bedroom Unit located nearby the Parish, and allowances as specified within the Guidelines are included. The Parish can negotiate an alternate arrangement regarding a housing allowance should such housing not be required. Travel allowance is paid as per the remuneration guidelines. The Parish will also pay an allowance for mobile phone usage and internet to a home office.

## **Supervision and Performance Review**

- The position reports to the Rector who will be responsible for the induction, training, supervision and performance reviews;
- Upon first commencing in the position, there will be reviews at three months and six months to provide constructive feedback and to assist with the professional development of the Assistant Minister
- There will be an annual performance review on the anniversary of the appointment, with a focus on professional development, adjustment to workflows, and any changes to the primary responsibilities

## **Professional Engagement**

With prior approval, the Parish seeks to provide opportunities for ongoing professional development, and these will be negotiated between the Rector and Assistant and set out in a Ministry Development Agreement.

## **Leave**

You will be entitled to annual, long service, and personal/carer's leave, and other forms of leave, in accordance with the statutory entitlements applicable from time to time. However your attendance at key church services in the Advent, Christmas and Easter periods is expected.

## **Professional standards**

The Anglican Diocese of Sydney is evangelical and Bible-based. It is expected that, both during and outside your work hours, you will conduct yourself in a manner that is, at all times consistent with the teaching of the Bible, as understood and professed by the Diocese of Sydney, as well as the principles and values of the Diocese. This includes parish or diocesan policies concerning personal behaviour that may be in force from time to time, including Faithfulness in Service: A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers.

## **Termination**

After the probationary period of three months, your employment will automatically terminate at the end of the fixed term. However, opportunity exists for the term to be extended and negotiated, and this will occur in the final year of the fixed term.

Your employment may be summarily terminated before the end of the fixed term for serious misconduct by notice given to you effective immediately. Serious misconduct would include, among other things, gross dishonesty, violence, gross incompetence and pursuing a lifestyle which is inconsistent with the principles and values of the Anglican Church in the Diocese of Sydney or any other act which would entitle us to dismiss you summarily. On the termination of your employment you must return to us all parish property in your possession.

## **Special condition(s) of Engagement**

It is an ongoing condition of your employment that a valid Working with Children Check clearance remains in effect at all times during your employment. If the clearance were to expire and not be renewed by you or were it to be revoked by the relevant government authority, you will no longer be able to have direct contact with children in your position and we may immediately take action to terminate your employment.

We reserve the right to conduct camera surveillance and to access and monitor any communications sent or received via our communications systems in accordance with the enclosed Workplace Surveillance Policy.

***Applications: Are made in writing and sent to Rev'd Michael Armstrong ([revmichael@aphh.com.au](mailto:revmichael@aphh.com.au)).***

***We welcome questions, and the opportunity to meet and show you around prior to your application.***

*This statement is subject to amendment from time to time, as the needs of the Parish change. It will typically be reviewed as part of the annual performance review of the Assistant.*