



POSITION DESCRIPTION

Children and Youth Worker

1. PRIMARY PURPOSE: Lead, coordinate and build the High Street Uniting Church ministry and outreach with children, youth and their families as a member of the Ministry Team.

2. EMPLOYMENT DETAILS:

(a) EMPLOYER: High Street Uniting Church, Frankston

(b) TIME FRACTION: 0.5 EFT (2.5 days a week), inclusive of participation in Sunday Activities. (This position could be combined with the Somers Chaplaincy position or can stand alone) See separate position for Somers Chaplaincy

(c) DURATION OF CONTRACT: Until 31 December 2024

(d) DIRECT ACCOUNTABILITY: The Children and Youth Worker is accountable to the Minister and Church Council of the High Street Uniting Church (HSUC). It is expected that a written report be submitted to the Church Council at least every six months, and to the Contemporary Oversight Group (COG) at least once per quarter. Attendance at COG meetings (held no more than monthly) is an expectation.

(e) ACCOUNTABILITY AS A PASTOR: As this position is an appointment within the scope of UCA Regulation 2.2.2 (a), HSUC will consult with the Uniting Church Presbytery of Port Phillip East in making the appointment, making reference to the matters listed in Regulation 2.3.3(b) about suitability for the ministry of Pastor. A person may be recognised as a Pastor for the duration of this appointment after satisfying the conditions listed in Regulation 2.4.6, including demonstrating willingness to develop any necessary competencies in accordance with Regulations 2.4.3 and 2.6.9.

(f) PAY RATE: If the successful applicant is not an ordained minister, the remuneration will be as a Level 3 Non-Placement Pastor. *This rate is \$37.25 per hour with relevant provisions and allowances applied. See the NON-PLACEMENT TERMS AND CONDITIONS.*

3. SPECIAL REQUIREMENTS OF THE POSITION

(a) Christian faith, with capacity and willingness to work within the ethos of the Uniting Church

(b) A large component of the role will be pastoral care of children, young families and young women at risk.

(c) All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe; the Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

Employment in this role is subject to a current Working With Children Check, and other relevant safe-church requirements including having received current full Covid 19 vaccinations.

(c) The Children and Youth Worker must abide by the Uniting Church in Australia’s *Code of Ethics and Ministry Practice*.

(d) The role requires most Sunday mornings; the timing of the remaining time can be negotiated but clear “work hours” need to be agreed, with sufficient flexibility to allow for variations in evening work.

4. JOB COMPETENCIES

(a) QUALIFICATIONS AND EXPERIENCE

- Active involvement in the running of church-based children’s and youth activities
- People undergoing study towards youth ministry and/or theology are encouraged to apply
- An understanding of the structure of the Uniting Church is an advantage

(b) SKILLS AND ABILITIES

- Ability to recognise and respond to the needs of children and youth, and develop a rapport with them
- Ability to offer pastoral care to children, young families and young women at risk.
- Ability to use initiative
- Demonstrated organisational skills
- Diverse communication skills including proficiency with social media
- Ability to work as a part of a team and to be collegial
- Ability to source relevant and useful resources
- Ability to relay Christian concepts and encourage the development of faith among children and youth

5. KEY RESPONSIBILITIES, TASKS AND OUTCOMES

Key responsibilities	Tasks	Outcomes
Coordination of children’s and youth activities	Organise regular youth activities/events (see notes below)	School aged children and youth have opportunities to be involved and grow in friendship and connection with the church.
	Encouragement of faith and personal development	Youth and young adults have the opportunity to grow in discipleship
	Organise materials for Sunday morning children’s and youth	Children under second grade are provided for on Sunday

	<p>program (note: resources for this are provided)</p> <p>Organise a roster for helpers and develop others in leadership</p>	<p>mornings, and older children have program opportunities to grow in friendship and explore faith.</p> <p>All activities have adequate numbers of adults/leaders</p>
Development of Intergenerational worship	Organise opportunities during worship and at other times for Intergenerational sharing.	Children/Youth will develop positive relationships with other members of the congregation and opportunities for reciprocal learning/sharing will be offered.
Outreach to young people on the streets	Liaise with ecumenical partners in Frankston to develop and support ministry among the young people 'at risk' on the streets (see note below)	The churches provide an active pastoral caring presence for young people at risk.
Pastoral	Maintain safe and appropriate pastoral contact with children and families, and referring people to other supports as required	<p>Families experience positive welcome and pastoral care from the church</p> <p>Boundaries to protect the safety and integrity of all are clear</p>
Child safe environment	Maintain a child safe environment in which children are cared for, nurtured and sustained.	Safety for children is assured.
Administration	Ensure, in conjunction with the Child Safe Coordinator and the Secretary, that emergency contact information is available and appropriate indemnity forms are used.	Records are accurately kept and accessible when necessary.
Promotion	Promote youth activities and events by multiple means	School aged children and youth and their families are well informed about activities.
Networking	Connecting with other youth ministry opportunities in the region and wider.	Opportunities for working with other youth groups, particularly UCA youth groups, are explored.

Personal Development	Connecting with personal development opportunities and networking with other Children and Youth workers.	The Children and Youth Worker's ministry is enhanced.
Team	<p>Working within the ministry team at HSUC.</p> <p>Member of the Contemporary Oversight Group (COG) with an expectation of a written report at least quarterly.</p> <p>Six monthly report to Church Council</p> <p>Negotiating role boundaries for other activities in the congregation.</p>	<p>Participates regularly in team meetings</p> <p>COG is equipped to provide leadership directions for the contemporary service and Youth and Children's ministry.</p> <p>Church Council will be informed about the Youth and Family work in High Street Uniting Church</p> <p>The ministry of the whole body of Christ is encouraged and the priorities of the Children and Youth Worker are clear</p>

6. NOTES:

6.1 FOCUS

Funding for this position includes funding from grants which are based on ministering with "children in necessitous circumstances", "disadvantaged youth", and "young women at risk". The ways in which the ministry addresses these foci must be included in a written report to the church council at least every six months.

Excerpt from our grant:

Craig, WJ Memorial Trust	Children in necessitous circumstances	30% being portion children (0-12y) at risk
Kilmany Trust Fund	Disadvantaged youth	20% being portion youth (13-19y) at risk
Sisterhood Bequest	Young women at risk	20% being portion young women (13-19y) at risk

(Note that "necessitous circumstances" means financial need.

6.2 YOUTH GROUP AND YOUTH WORSHIP

- The possibility and effectiveness of a weekly youth group should be trialled and encouraged.
- The Children and Youth Worker will be responsible for organising quarterly youth services.

(c) The Children and Youth Worker will work with COG to create space for fresh expressions of worship, faith exploration and discipleship for young people as opportunities allow.

6.3 SUNDAY MORNING PROGRAMS

It is envisaged that the Sunday morning children's program will include the provision of materials for young children (say, under grade 2); and shared learning, worship and discipleship activities for older children.

6.5 STREET MINISTRY

There are currently two initiatives in the early stages of development among the churches of Frankston through the Frankston Ministers Association: "Street Peace", which is particularly aimed at school aged youth on the streets; and "Street Pastors". It is envisaged that the Children and Youth Worker will liaise with the organisers and assist in the development of ministry such as these and be open to embracing future opportunities that might arise. The Children and Youth Worker will not be required to undertake active street-based work, but rather to encourage and coordinate volunteers.

6.6 REVIEWS

Aspects of the program included in these notes will be reviewed at least annually, as the particular shape of programs will vary according to the development of the ministry. This will include at least an annual review of the way in which the Children and Youth Worker approaches the Key Responsibilities and Tasks. Such reviews are to be overseen by the Contemporary Oversight Group.

[Originally endorsed by Church Council: 19/11/2019; amended and reendorsed by Church
November 2021]