

## Position Description for Community Lay Pastor position

<b>Job Title:</b>	Community Lay Pastor	<b>Role Commencing</b>	
<b>Location:</b>	St Johns Co Op Parish - 245 Bucklands Beach Road, Bucklands Beach 2012	<b>Position Type (Circle one)</b>	Part Time 20hr increasing to 22.5 hours in year 2 and 25 hours in year 3

**Purpose of Role:** The Minister is the preaching and directional leader of the church, and the Community Lay Pastor is the organizational leader.

The Community Lay Pastor implements the Minister’s directions along with the Parish Council with the support of the church. The Community Lay Pastor manages oversight of the various teams running ministries in the church as well as alignment between them. The Community Lay Pastor will actively engage with the wider community to establish needs in the community and work with the church to help create ministries to fill these needs in relation with the community.

### Job Description

#### ROLE AND RESPONSIBILITIES

1. Implementing the Vision of “Being the Gospel to all People” as decided by the Minister and Parish Council
2. Oversight of ministries in the church to work with the current leadership structures and give support to these teams.
3. Supporting the intergenerational and intercultural aspects of St John's Parish
4. Preparing and Implementing Health and Safety documentation for these ministries
5. Providing training and support for teams running these ministries
6. Coordinating with the Parish Treasurer to create budgets for these ministries
7. Pastoral care and relationship building of those involved in these ministries
8. Connecting with local Schools, Resthomes and Key Community stakeholders to identify needs and create new ministry opportunities
9. Social media and website updates and promotion

#### POSITION REQUIREMENTS

- A heart for St Johns Parish and the Bucklands Beach community
- A strong desire to help St Johns achieve their goal of “Being the Gospel to all people”
- Great organizational skills, capable and willing to learn.
- Experience running events/ ministries
- Ability to work with stakeholders within the congregation and wider community to identify ministry needs.
- Experience completing Health and Safety documentation
- Experience working with budgets and planning
- Great relational and pastoral skills.
- Experience working with people of different ages, cultures and beliefs.
- Relevant ministry qualifications
- Relevant ECE, child, youth or intergenerational qualifications is a must.

#### REPORTING TO

- Minister (Rev Jeff Odhiambo)
- Parish Council

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date