

Temporary Assistant to the Director of Christian Education (Youth & Children)

Presbyterian Church of Queensland

Status	Up to 18-month contract until 27/03/2025. Negotiable start date from 29/09/2023 but must commence by 5/01/2024.	Employment type	Temporary – Full Time (Parental Leave Cover)
F/N Salary	Home Missionary Stipend, as per PCQ Stipend Schedule	Annual Salary	Home Missionary Stipend, as per PCQ Stipend Schedule
Location	Brisbane, or as approved	Contact	Stuart Hoadley (stuart@pcq.org.au)
This position reports to	Director of Christian Education	Indirect Reporting	Committee on Outreach and Nurture
Job Reference	2023TADCEYC	Closing date	31 August 2023

The position

You have the opportunity to join the Presbyterian Church of Queensland (PCQ) in a position of responsibility where you will contribute to better outcomes for the denomination by carrying out the day-to-day operations of the Committee on Outreach & Nurture's Department of Christian Education.

Presbyterian Church of Queensland

The Presbyterian Church of Queensland (PCQ) is a Christian organisation committed to making known the good news of Jesus Christ and His Claim on our lives, encouraging and supporting individual churches to grow followers of Christ.

PCQ is part of the national Presbyterian Church of Australia which holds to the Bible as its rule of faith and life. As a church, our love for God (Father, Son, and Holy Spirit) and for people expresses itself through our ministries and activities.

Lead by his Word and Holy Spirit, we seek to bring glory to God in all our endeavours. We are dedicated to proclaiming the gospel of Jesus Christ to those who are lost. In doing so, we remain firmly committed to the Reformed faith as the most consistent presentation and outworking of Biblical Christianity. A summary of our beliefs can be found in the Westminster Confession of Faith.

Outreach & Nurture

The Committee on Outreach & Nurture's (O&N) Department of Christian Education (PCE) supports Presbyteries and local Charges in the PCQ in the following key areas:



1. Christian Education for all ages, with strategic emphasis on Presbyterian Youth & Kids (PYK) ministry, to:
 - a) Assist churches and presbyteries to fulfil their responsibility to reach, disciple and engage young people in Christian service within the context of the Church;
 - b) Promote and facilitate outreach, mission, discipleship, learning, leadership development and fellowship among young people and foster an ongoing concern for these things within the context of the Church;
 - c) Facilitate training and support for youth and children's ministry leaders and workers;
 - d) Support and assist the state-wide Christian camping ministry;
 - e) Assist the Church to develop effective strategies for ministry to young people, including supporting family discipleship.
2. Evangelism in appropriate age and/or cultural contexts;
3. Stewardship as it relates to the response to the Good News of Jesus Christ in every area of life.

Find out more about us, and what we do on the PCQ website: pcq.org.au

Reporting and Accountability

Relationship with the PCQ Church Offices

This position is within the O&N Department of Christian Education. The Assistant to the Director shall work co-operatively with the Director of Christian Education in fulfilling the duties of this role as outlined in the description below.

Accountability

The appointee will be directly accountable to the Director of Christian Education and report through them to the committee of O&N.

The Appointee will be expected to work in close cooperation with the Presbyteries and local Charges.

The appointee will have experience in a children's and/or youth ministry role. Ideally this experience will be within a Presbyterian Church of Australia context however such experience within a theologically aligned church/organisation will be considered.

The appointee must be Accredited as a Ministry Worker by the PCQ Committee on Ministry Resourcing.

The appointee will be a member or adherent of the Presbyterian Church of Queensland or willing to join a PCQ congregation as a member or adherent as a condition of their employment.

Pastoral responsibility for matters relating to the appointee's doctrine and character will come under the jurisdiction of their local PCQ Session in partnership with the Director of Christian Education.



Job Description

The focus of the Assistant to the Director's role is to equip, support, and encourage the Department of Christian Education's ministry of Presbyterian Youth and Kids (PYK) across Queensland, to support the PYK Vision, and to assist the Director of Christian Education.

The main responsibilities of the **Temporary Assistant to the Director of Christian Education (Youth & Children)** are:

1 – Event management (e.g., camps, conferences, training days)

- i. Train, support and encourage event directors in setting vision and strategy;
- ii. Assist event directors in planning event logistics and administration;
- iii. Liaise between event directors and church office in matters regarding risk management, finances, and bookings;
- iv. Compile details of events for approval by the Committee on Outreach and Nurture;
- v. Direct and speak at events (e.g., camps, conferences, training days) as required.
- vi. Attend/facilitate camps, conferences, and training days within Queensland as directed.

2 – Connecting key partners

- i. Act as an information and relational hub for the ministry of Presbyterian Youth and Kids (PYK);
- ii. Connect churches for mutual resourcing and support, with particular attention to shared training or camping events;
- iii. Connect paid and volunteer ministry leaders with those who can provide advice and training for youth and children's ministry;
- iv. Provide an accessible point of contact for paid and volunteer ministry leaders.

3 – Presbyterian Youth and Kids Ministry Consultant

- i. Assist the Director of Christian Education with tasks relating to Youth and Children's Ministry Consultancy.

4 – PresSafe and Risk Management

- i. Provide advice and assistance to churches and event directors regarding compliance with the PresSafe system;
- ii. Connect event directors with administrative support for PresSafe compliance.

The appointee will be subject to a six-month performance review conducted by the Director of Christian Education, in consultation with the Committee on Outreach & Nurture.

Qualifications:

We are looking for an Assistant to the Director who is driven by and personally changed by the gospel of Jesus Christ, and who desires to see the same change in others through the ministry of local churches and the wider PCQ.



Your suitability for the role will be based on:

- Your prior ministry experience and willingness to learn.
- Biblical and theological convictions which align with PCQ beliefs.
- Ministry convictions which align with the PYK vision for outreach and discipleship of children and youth.
- Demonstrated ability to articulate gospel truths with young people.
- Evidence that your character is shaped by these theological and ministry convictions.

Furthermore, you will also be assessed on the following skills:

- Responds to change and uncertainty in a positive and flexible manner.
- Shares information with others and assists them to adapt (i.e., a team player).
- Shows initiative and proactively does what is required to enable ministry outcomes.
- Exhibits clear, concise, and articulate verbal and written communication.
- Builds and sustains relationships with key people, internal and external to the organisation.

Recognised theological qualifications or training will be looked upon favourably.

Interested in applying?

To enable us to assess your merit, your application should include:

- your **current resume**.
- a **brief letter** (1-2 pages) telling us why you are interested in this role along with a brief background about your ministry experience and what you believe qualifies you for the position.
- **References:** please provide details of two referees.

If you have any additional questions regarding the role, please contact Stuart Hoadley (stuart@pcq.org.au).

The selection process will start with short-listing, where we assess the information provided in your application. Based on this, we will select applicants to proceed to the next phase of assessment, which could involve interviews or other selection techniques.

Pre-employment checks

Referee checking will be undertaken, and other pre-employment checks may occur prior to any offer of employment. Checks will include:

- **Criminal history screening:**
 - Criminal history screening will be undertaken on the preferred applicant(s). A criminal conviction or charge may exclude an applicant from consideration for appointment with the Presbyterian Church of Queensland
- **PresSafe Selection Process (including Positive Blue Card Notice)**
 - A Blue Card will be required where an employee carries out regulated employment under the *Working with Children (Risk Management and Screening) Act 2000*
- **A serious discipline history disclosure.**



Additional information

PCQ promotes respectful relationships and equality within the workplace and demonstrates a culture of zero tolerance of violence or bullying against anyone.

Employee development is supported by a mobile and agile workforce. You may seek or may be required to work in alternative locations or undertake alternative duties on a temporary or permanent basis.

A non-smoking policy is effective in PCQ buildings, offices, and vehicles.

All information submitted by an applicant for this role is subject to the PCQ Privacy Policy.

Applicants appointed to this position may be subject to a probationary period of six months in accordance with the *Fair Work Act 2009*.

Terms of Appointment

As a PCQ employee, you will be provided access to generous leave entitlements and flexible work options as outlined in Regulation 110 of the PCQ Code, and salary packaging as per the PCQ Stipends Schedule.

You would be a replacement employee performing the work of an employee who is on parental leave. Please note that:

- the role is temporary;
- the employee on leave has a right to their pre-parental leave job back when they return to work; and
- the employee and the employer may have a right to cancel or end the leave early in certain circumstances.

In applying for the position, you acknowledge and understand that this is a temporary replacement position and you may not have continuing employment with PCQ beyond the initial contract.