

Position Description

POSITION IDENTIFICATION

Position title:	Ministries and Communications Co-ordinator
UCA Queensland service area:	Toowong Uniting Church
Employment status:	Award free part-time employee – 24 hours per week
Salary:	To be negotiated
Date reviewed	September 2021

BACKGROUND INFORMATION

The Organisation:

The Toowong Uniting Church (TUC) is a congregation within the Uniting Church in Australia. The Uniting Church in Australia is the third largest Christian denomination in Australia. In Queensland, the Uniting Church has around 250 congregations and has a number of schools, colleges and community services (such as Uniting Care Queensland and Wesley Mission Brisbane).

TUC is a contemporary, mission focused church in the western suburbs of Brisbane. We value dynamic biblical, spiritual and practical preaching and teaching. Multi-generational, caring and motivated, we are a congregation of approximately 150 members, with a strong commitment to ministry with young families.

We are trusting that God will grow the fellowship of believers at Toowong and to that end in our Vision Process we are preparing for this in prayer and by discipling and equipping the congregation for ministry.

Toowong Uniting Church is situated on Sherwood Road, 500m from Toowong Shopping Centre.

JOB DESCRIPTION

Position Purpose:

The purposes of this role are to:

- 1) Help enable ministry growth within the church by creating clearly accessible pathways, particularly for new ministry volunteers, to meet TUC culture and mandatory training requirements for safe ministry and service in our church.
- 2) design, create and implement strategies to enhance TUC's capacity to communicate with the congregation and to connect with its local community,

Reporting, work and church relationships:

This position is part of the TUC Office team which works closely with, and reports directly to the Lead Minister.

The Ministries and Communications Coordinator will work closely with the office staff, Families Pastor, and, at times, assist the leaders of the TUC mission and pastoral care teams, council and congregation.

Key Responsibilities

Ministries and Volunteer Coordination

- Encourage, develop and enhance serving at TUC for continuing ministry volunteers and new people.
- Networks relationships within the congregation to engage members in activities in a way which encompasses the values and vision of TUC.
- Optimise growth in ministry through:
- Working with the Lead Minister to identify lay ministry roles for volunteers and to equip people in those roles
- Creating pathways for all volunteers to meet training requirements and ensure they are supported through review processes-
- Maintain the register of volunteers in accordance with Synod guidelines:
 - Oversee appointment process and training requirements
 - Prepare and submit the register for annual audit
- Maintain blue card portal and in liaison with Families Worker and Risk Management Council delegate
 - Oversee application and renewal documents for Blue card and volunteer records and agreement.
- Attend on site at TUC training sessions for Safe Ministry.

Communications Coordination

- Assists the office team and church council by designing and creating promotional and communication strategies which support the vision and values of TUC.
- Maintains the church's profile within the congregation, and in the community by:
 - designing, preparing and utilising various media including webpages, Facebook platforms, or similar
 - preparing and distributing a printed or on-line newsletter, e-News, and a prayer list at regular intervals.
- Works with a team to create, collate and edit material for livestreaming services.
- Assists and liaises with the minister, pastors and the ministry team leaders appointed by the Council, [eg Worship, Mission and Pastoral Care] to create and distribute information in various mediums as required for specific items and activities in these areas
 - may include creating flyers, and other input for various communications, activities and events for TUC which fit with its values and vision.

Activities and events:

Specific tasks may include:

- Assisting and co-ordinating with the Lead Minister and pastors and the ministry team leaders appointed by the council, [eg Worship, Youth and Pastoral Care] to co-ordinate key church events in line with vision and values.
- Attendance at monthly Community Morning Tea to support co-ordinator and build relationships.
- Attendance at all Church events is not required; however, the Ministries and Communications Coordinator will required to attend on occasions in consultation with the Lead Minister.
- Participate in set up for Sunday worship when necessary.

Data base management:

- Works with the Office Coordinator to maintain the detail in a database of congregational members and regular visitors in liaison with other staff.
 - Work with the Office Coordinator and the Pastoral Team to fully utilise data base capabilities.

Attend Training:

- Attend Safe Ministry Training as required.
- Attend Fire Drill and Fire extinguisher training.
- Optional: Attend First Aid Training

General:

- Carry out duties in an appropriate, respectful manner.
- Take an active role in Toowong Uniting Church congregation.
- Liaise, support and work with the Ministry team, attending weekly staff meetings as required.
- Work within the policies and procedures of the Toowong Uniting Church, the UCAQld Safe Ministry with Children Policy and the provisions of the Workplace Health and Safety and other relevant legislation.

REQUIREMENTS AND SPECIFICATION

Personal Qualities:

- a) A devoted follower of Jesus Christ.
- b) Willingness to be an active member of the Toowong Uniting Church.
- c) A prayerful person with a calling to serve God in their local Church and community.
- d) A team person capable of directing a small team, as well as being a capable member of one.
- e) Able to carry out duties in an appropriate and respectful manner.

Skills and Knowledge:

- a) Ability to coordinate change to support a growing lay ministry structure and regulatory processes associated with this growth
- b) Ability to use initiative and be innovative.
- c) Interpersonal skills with a capacity to relate to a diverse range of people within a Christian context.
- d) Excellent organisational skills.
- e) Ability to work as part of a team as well as autonomously.
- f) Well established and demonstrated written and verbal communication skills.
- g) Capacity to maintain confidentiality.
- h) Proven experience in the use of MS Word, Excel, PowerPoint, Publisher, and social media systems.
- i) Capacity to grow a warm, friendly and welcoming culture at TUC.

Other Requirements:

- a) Suitability Card for Child Related Employment (Blue Card) - All adults who work with people under 18 years in QLD are required to undergo a "Working with Children Check" under the screening provisions of the Commission for Children and Young People Act (2000) - Presentation of a current Suitability Card must be made before appointment to the position can be confirmed.
- b) Attendance at relevant training courses, events and ad-hoc meetings may be required as part of the overall performance of this role.
- c) Be eligible to legally work in Australia.

**Applications close Friday October 15, 2021.
Send applications to**

Toowong Uniting Church
Attn The Minister
11 Grove Street, Toowong, 4066

Applications via Email: info@toowongunitingchurch.org.au

For further enquiries,
Rev Matthew Smith
matt@toowongunitingchurch.org.au
0409 917 729