

# **MENAI** **BAPTIST** **CHURCH**

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**Children's Coordinator**  
Part time, 3 days

**Youth Coordinator**  
Part time, 3 days

# MENAI BAPTIST CHURCH

## Who we are – Vision & Values

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### **VISION**

Love God  
Love Others  
Serve the world in Jesus' name

### **VALUES**

#### **Christ**

We value loving God and so knowing him through Jesus Christ. We are committed to living a Christ-centred life informed by the Word and the Spirit.

#### **Community**

We value seeing the Kingdom of God flourish in people's lives and influence their relationships. We want to welcome every individual as made in the image of God and we value living together in community.

#### **Mission**

We value being on mission together and by God's power seeing the multiplication of disciples, ministries, leaders, groups, congregations, and churches. We are committed to seeking and saving the lost, serving the needy and striving for justice – in 2234 and beyond.

# OUR MISSION

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40 years ago, MBC came across the river from Sutherland to plant a church and start a school that would reach the lost and help kids know the love of Jesus. Over the past 40 years God has been at work through MBC and Inaburra School in the lives of the tens of thousands who have moved into this area. In those 40 years, Menai, the Shire, and the city around us has changed; more and more people need to know Jesus. With around 230,000 people in the Shire, and another million in the South-West Sydney region, there are 'new rivers to cross' and new people to reach.

Our mission and prayer at MBC over the next 40 years is to see thousands of those people come to know Jesus through this church, new churches we hope to see planted across our region, and future generations of Gospel workers and leaders raised up and sent out. We long to see God using MBC as much in the future as He has in the past.

We are a people with a pioneering spirit, willing to take risks for God's mission in our region and beyond, raising up future generations of church leaders. A people who are committed to God's mission, multiplication, and maturity (a life of flourishing).

# MBC 2023 & BEYOND

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Over the past few years MBC has welcomed a new Lead Pastor, followed by a Youth and Young Adult Pastor. During and since COVID we have experienced growth across most age demographics. We have also reestablished a Youth ministry and continued our Friday afternoon Years 4-6 program that was also recently established.

This year our average Sunday attendance, including children, has grown to 230. Our children's ministries have 60+ children during Term time. Frog Crew, our Friday afternoon Yr4-6 program has 20-25 each week while Friday Night Youth 15 regular attendees. What is even more exciting is the connection to around 100 kids and 25 youth who engage with our church on a consistent basis. This is an exciting opportunity to invest in the younger generations and in the next few years, by God's grace, we should see both these groups continue to grow.

MBC is intent on continuing a shared vision with Inaburra Preschool and Inaburra School to connect with children and teenagers, and their families. This was one of our great desires when we hire a Youth and Young Adult Pastor and we have seen inroads made and relationships built. This continues to be our vision.

Currently we are without a Children's Pastor and our Youth and Young Adult Pastor is preparing to have a baby (due April 2024). This leaves us in a position with wonderful opportunities for people to join the team and share in our vision and mission.

# LEADERSHIP

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Leadership currently consists of a Pastoral Team and a Leadership Council. The Leadership Council is made up of four male and two female church members and is inclusive of a Secretary and a Treasurer.

MBC currently employs the following people in the Pastoral Team:

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<b>Brett Hookham</b>	Lead Pastor: Full-time
<b>Jess Wiles</b>	Youth & Young Adults Pastor: Full-time
<b>Alex Wiles</b>	Schools Ministry & Mission: 1 day a week
<b>Viv Grice</b>	Pastoral Care Pastor (Seniors): 1 day a week
<b>Virginia Edwards</b>	Communications & Administration: 4 days a week.

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The Leadership Council and paid staff are appointed by the Church Members.

# **ROLE DESCRIPTIONS**

# ROLE DESCRIPTION:

## Children's & Youth Coordinators

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### ROLE CONTEXT

**Accountable to:** Lead Pastor

**Direct Reports:** Youth Ministry Leaders

**Key Relationships:** Pastors/Staff Team

Parents and care givers of those connected to  
Children's & Youth Ministry at MBC

Leadership Council

Associate Director of Youth and Young Adult Ministry

Baptist Churches NSW/ACT

Local Children's & Youth Pastors/Leaders

**ROLE PURPOSE** The Children's Coordinator and Youth Coordinator will demonstrate Godly character and leadership, love God and live out genuine discipleship of following Jesus Christ as their Lord and Saviour. They will be passionate about seeing young people also become disciples of Jesus and establishing a faith-based lifestyle for the rest of their lives.

As members and leaders at MBC, they will commit themselves to positively expressing the Church's vision and actively demonstrating the Church's values.

The **Children's Coordinator** will focus on maintaining and continuing to develop the Children's Ministry program including Frog Crew and Sunday Kids Church. Both these ministries have been growing and are important to the continuing life and ministry of the church. The coordinator is to work collaboratively with their teams but also with the parents and care givers of the children who attend our church. We are committed to wholistic and 'at home' discipleship seeking to lay lifelong foundations for followers of Christ.

# ROLE DESCRIPTION:

## Children's & Youth Coordinators

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**ROLE PURPOSE** (CONTINUED) The **Youth Coordinator** will focus on maintaining and continuing to develop the Youth Program including Friday Night Youth and Sunday Youth. Both these ministries have been well established from a systems and structures standpoint. Our desire is to see young people discover the love of Christ and be disciplined in the way of Christ. The Youth Coordinator will be committed to enhancing the Church's inter-generational health, seeking to support the youth through two key transition points, into High School and on to young adults.

As part of the pastoral and leadership team, the successful applicant will nurture young adults as leaders and facilitate the formation of a strong youth ministry team, to pursue the primary purpose of loving, serving, and caring for young people, through the provision of effective pastoral care and discipleship systems.

Research shows that many people come to trust the Lord Jesus during their adolescence. Therefore, the YTH/YA Pastor will be expected to create clear avenues for young people to explore the love of Christ. To achieve this goal, the YTH/YA Pastor will encourage and equip their team to share the good news of Christ and to develop systems which support individuals and groups to engage with missional initiatives in the local community.



# ROLE RESPONSIBILITIES

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## Children's Coordinator

### **ROLE RESPONSIBILITIES**

#### **Pastoral Team Contribution**

- Co-operate with, actively support, and encourage other Pastoral Team members, with a shared mission of implementing the ongoing Vision and Values of MBC
- Meet regularly with the Kids Ministry Coordinator to maintain the vision and purpose of Children's and Youth Ministry at MBC

#### **Discipleship (Internal Focus)**

- Develop, implement, and oversee all facets of Kids Church to ensure regular effective functioning throughout school term and holiday periods.
- Prepare and maintain relevant budgets and resources with support of the Lead Pastor.
- Develop and maintain effective communication channels to allow an efficient flow of information for Kid's Church and Frog Crew (see below).
- Engage primarily with the Youth Pastor, as well as the Lead Pastor and Pastoral Team regarding opportunities for Children's Ministry (CM) involvement within Sunday services.
- Support parents and carers within the church community.

# ROLE RESPONSIBILITIES

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## Children's Coordinator

### **ROLE RESPONSIBILITIES** (CONTINUED)

#### **Mission (External Focus)**

- Develop, implement, and maintain focused programs targeting non-church children, specifically through the Frog Crew ministry (school years 4-6).
- Develop relationship with the parents and carers and seek transitional opportunities into our other Kids Ministry programs.
- Support the development of teams, programs and resources that enables community outreach for children and their families and supports church wide events (E.g. Carols, Easter, Christmas).
- Support the Youth Ministry Coordinator as a team member at Frog Crew

#### **WHS & Safe Churches**

- Implement and maintain relevant Safe Church practices and policies for all CM programs.
- Manage WHS for all volunteers in CM programs.

# DESIRED SKILLS, COMPETENCY, CHARACTER & CONVICTIONS

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## Children's Coordinator

- SKILLS**
- Demonstrated ability to relate well to young people and to the families of young people specifically children preschool – Year 6
  - Demonstrated capability to teach age appropriately and address groups
  - Demonstrated ability as a “leader of leaders”
  - Demonstrated ability to communicate effectively with people from a wide variety of demographics and backgrounds
  - Ability to develop systems that foster the health and functionality of ministry teams
  - Demonstrated wisdom to function positively in a team context by displaying the fruits of the Spirit
  - Demonstrated competence with the Microsoft Office suite of applications (eg. Word, Excel, PowerPoint), database applications (such as Elvanto, Access) and with Social Media

- COMPETENCY**
- Has completed or be willing to complete theological training at a diploma level or higher or have equivalent experience
  - Holds to the doctrines, beliefs, objects and values set forth in the Baptist Association NSW/ACT Constitution and MBC constitution.
  - Demonstrated knowledge of opportunities and challenges facing individuals and churches when engaging in God's mission locally, regionally, and globally.
  - Experience working in children's ministry
  - Experience working within a pastoral environment
  - Holds a current Senior First Aid certificate and current WWCC, as well as appropriate Child Protection training (or willing to undertake before commencing).
  - Has an awareness and understanding of the mental health challenges faced by children, and their families

# DESIRED SKILLS, COMPETENCY, CHARACTER AND CONVICTIONS

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## Children's Coordinator

### **CHARACTER AND CONVICTIONS**

- A life that exemplifies a desire to know Christ more fully and intimately through a commitment to their own spiritual practices and a robust understanding of the Scriptures.
- A life that models a commitment to community through deep relationships with both those outside a church context and those within, in particular for children and families.
- A demonstrated passion for God's Mission within the local community, across Australia and overseas
- Models' servant leadership
- Actively pursues opportunities to learn and grow
- Has a mature self-awareness as evidenced in relationships with others
- Demonstrates the potential to relationally fit into the MBC team and to resonate with the MBC culture
- Passion to work collaboratively with other churches and ministries.
- Active in the local community (eg. sports teams or service clubs), so as not to be solely connected with other Christians.

# ROLE RESPONSIBILITIES

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## Youth Coordinator

### **ROLE RESPONSIBILITIES**

#### **Pastoral Team Contribution**

- Co-operate with, actively support and encourage other Pastoral Team members, with a shared mission of implementing the ongoing Vision and Values of MBC
- Meet regularly with the Kids Ministry Coordinator to maintain the vision and purpose of Children's and Youth Ministry at MBC

#### **Youth Oversight**

- Maintain and develop a Youth Group and Program for Years 7-12
- Support the development of leadership 'pipelines' working alongside the Ministry Pastor.
- Develop, implement, and oversee systems of pastoral care and discipleship for youth.
- Prepare and maintain relevant budgets and resources with support of Lead Pastor.
- Engage with and within digital spaces and platforms establishing an online presence for mission and support for discipleship.
- Develop and implement clear missional pipelines for young people, from outside the MBC community, to discover Christ.
- Foster engagement with local high schools and other relevant community organisations alongside the Schools Ministry and Mission worker.
- Collaborate with MBC leaders to ensure smooth transitions between life stages – with chief responsibility for the transition between Kids Ministry and Youth while also supporting the transition into Young Adults.

# ROLE RESPONSIBILITIES

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## Youth Coordinator

### **ROLE RESPONSIBILITIES** (CONTINUED)

#### **Youth Oversight (cont.)**

- Preach/teach periodically in Services and other events, as well as regularly share about progress of the Yth Group and YA Program and Systems.
- Support the Kids Ministry Coordinator as a team member at Frog Crew
- Attend and serve in Services, where needed and gifted.
- Other duties that may arise in discussion with the Lead Pastor.
- Support, attend and play a role with the establishment of a second service

#### **WHS & Safe Churches**

- Create a safe environment for youth, leaders, and other volunteers by incorporating the Safe Churches Policy and Procedures.
- Meet Workplace Health & Safety requirements in Yth & YA ministries, in coordination with the WH&S Officer.
- Develop and implement Safe Church strategies

# DESIRED SKILLS, COMPETENCY, CHARACTER & CONVICTIONS

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## Youth Coordinator

- SKILLS**
- Demonstrated ability to relate well to young people and to the families of young people
  - Demonstrated preaching capability
  - Demonstrated ability as a “leader of leaders”
  - Demonstrated ability to communicate effectively with people from a wide variety of demographics and backgrounds
  - Ability to develop systems that foster the health and functionality of ministry teams
  - Demonstrated wisdom to function positively in a team context by displaying the fruits of the Spirit
  - Demonstrated competence with the Microsoft Office suite of applications (eg. Word, Excel, PowerPoint), database applications (such as Elvanto, Access) and with Social Media

- COMPETENCY**
- Has completed or be willing to complete theological training at a diploma level or higher
  - Holds to the doctrines, beliefs, objects and values set forth in the Baptist Association NSW/ACT Constitution and MBC constitution
  - Demonstrated knowledge of opportunities and challenges facing individuals and churches when engaging in God’s mission locally, regionally and globally
  - Experience working in youth and young adults’ ministry
  - Experience working within a pastoral environment
  - Holds a current Senior First Aid certificate and current WWCC, as well as appropriate Child Protection training (or willing to undertake before commencing)
  - Has an awareness and understanding of the mental health challenges faced by young people, and their families

# DESIRED SKILLS, COMPETENCY, CHARACTER & CONVICTIONS

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## Youth Coordinator

### **CHARACTER AND CONVICTIONS**

- A life that exemplifies a desire to know Christ more fully and intimately through a commitment to their own spiritual practices and a robust understanding of the Scriptures
- A life that models a commitment to community through deep relationships with both those outside a church context and those within, in particular for youth and young adults
- A demonstrated passion for God's Mission within the local community, across Australia and overseas
- Models' servant leadership
- Actively pursues opportunities to learn and grow
- Has a mature self-awareness as evidenced in relationships with others
- Demonstrates the potential to relationally fit into the MBC team and to resonate with the MBC culture
- Passion to work collaboratively with other churches and ministries
- Active in the local community (eg. sports teams or service clubs), so as not to be solely connected with other Christians



# ROLE EXPECTATIONS

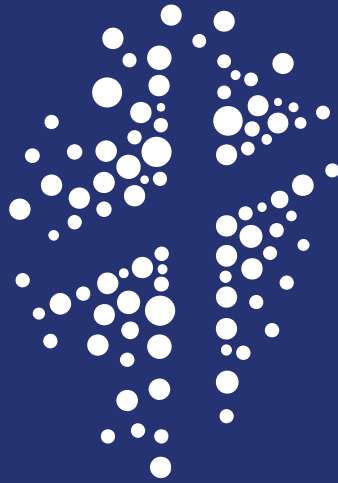
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## **COMMITMENT**

Ideally these are two part-time 3-day-a-week roles. However, depending on the candidate there is the potential that this could be combined to be a full-time role or shared in other ways with other staffing.

Workdays in a typical week include Sunday and it is anticipated that the Coordinators will be present at each Sunday Service, as well as other key Church gatherings. It is hoped that they will work in the Church Office at least on Mondays, to attend Pastors/Staff Team meetings. Saturday is considered a non-workday (though there will be the need to work Saturdays, or part thereof, occasionally), as well as any other weekday off as negotiated with the Lead Pastor.

Our desire is to find an appropriate candidate that fits with the culture and chemistry of our current team and church leadership as well as the character and commitment to match. Once the Coordinator/s are interviewed and interest is expressed, a more detailed Role framework can be finalized with the Lead Pastor and Leadership. Once appointed an Expectations and Responsibilities documentation is collaboratively developed at the beginning of the year, signed, reflected upon during the year and reviewed at the end of each year. This will form part of the annual Staff Team Review and a Leadership Review every three years.



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