

Ministry Facilitator



Position Description	
Job Title:	Ministry Facilitator
Purpose:	Under the direction of the Overseers, the purpose of this role is to facilitate the ministries of Small Boat Big Sea to ensure spiritual development, growth and pastoral care and work with the community to create missional engagement locally and overseas. This role works collaboratively with the Deacons in the outworking of these responsibilities.
Reports to:	Overseers of Small Boat Big Sea
Key Relationships:	Overseers Deacons Community members Employees <ul style="list-style-type: none"> • Sunday School workers (4) • Playtime Manager • Playtime Leaders (2)
Supervises:	No supervisory responsibilities
Hours per Week:	3-4 days per week
Remuneration Level:	TBC, based on experience 12 month initial contract
Location:	Small Boat Big Sea, 3 William Street, Fairlight NSW
Position Responsibilities	
POSITION RESPONSIBILITIES	CORE ACTIVITIES
Oversee The Lounge	<ul style="list-style-type: none"> • Ensure monthly theme is being carried across all aspects of The Lounge • Communicate with those on the roster each week
Teaching in The Lounge	<ul style="list-style-type: none"> • Organise the teaching roster 6-12 months in advance, based on themes as agreed with the overseers • Do teaching once a month

Ministry Facilitator



	<ul style="list-style-type: none"> • Organise guest speakers as relevant • Oversee the teaching component of annual camp • Organise opportunities for additional spiritual input eg bible studies
Support Ministry Areas	<p>Provide support for the Deacons who facilitate the following ministries -</p> <ul style="list-style-type: none"> • Kids Ministry • Mission and Community Building, which includes local and oversees mission and community building and events
Oversee Pastoral Care	<ul style="list-style-type: none"> • Oversee the holistic care of the people in the community • Pay attention to the feeding, wellbeing, growth and 'soulcare' of the community
DNA (Disciple, Nurture and Accountability) groups	<ul style="list-style-type: none"> • Encourage DNA's to use teaching themes to inspire DNA conversation and content • Offer suggestions of resources that can be used • Provide other support as relevant
Meetings	<ul style="list-style-type: none"> • Attend Overseers meetings (every 6 weeks) • Meet with Deacons (every 6-8 weeks) • Provide mentoring and support to the Deacons
Missional Engagement – locally and internationally	<ul style="list-style-type: none"> • Work with the community to foster ideas and put these into action

Weightings

50% - Oversee the Lounge, Ministry Areas, Administration & meetings

50% - Project Manage a creative and missional community engagement project/s

Selection Criteria - Knowledge, Skills and Experience

- A committed Christian
- Demonstrated experience in a similar pastoral and teaching role
- Theologically trained
- Strong commitment to Small Boat Big Sea and its vision, mission and values
- Attend Small Boat Big Sea
- Open to the Holy Spirit

Ministry Facilitator



- Ability to work with and relate to others in the church ministry context
- Ability to recognise and release people in their area of gifting
- Demonstrated relationship building and negotiation skills
- Collaborative and consultative
- Team builder and motivator
- Demonstrated pastoral care skills
- Demonstrated project management skills
- Excellent communication skills
- Ability to time manage, self-direct and take initiative

Desirable -

- Creative

General Notes

Small Boat Big Sea's Vision and Mission

LOVE GOD. IMAGE JESUS. BREATHE THE SPIRIT. TOGETHER

COMMUNING WITH GOD – to create an expansive Christian spirituality that infuses daily life.

CREATING A COMMUNITY – of safety, grace & healing that shares kingdom building adventures in Manly & beyond

COMMISSIONING PEOPLE – to create a just, safe & beautiful world for everyone

CATALYSING A MOVEMENT – that provides a relevant & creative Christian spirituality for Australians

You will agree to and affirm the vision and mission as part of the role. This would be reflected in the way you carry out your duties, as well as the way you interact with the community.

Culture

Support the established community culture, which includes priority of the following -

- Everyone has a voice and a role
- The meal is important
- Creativity is important
- Spirit led
- Expressions of who we are
- Participatory model
- Critical mass for sustainability of the community

Workplace Health and Safety

It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions. You will cooperate in implementing WHS legislation and standards.

Ministry Facilitator



Child Safe Organisation

Small Boat Big Sea is a child safe organisation and all employees are required to read and understand our Child Protection policy and sign and abide by our Code of Conduct. All employees are required to complete a Working with Children check and Police check.

Creating Safe Spaces

Small Boat Big Sea abides by the Creating Safe Spaces requirements and as such all employees are required to follow and adhere to requirements. These include follow and adhere to guidelines in relation to all forms of communication directly with children and minimum number of adults present.

All employees are required to attend a Creating Safe Spaces workshop as soon as possible after employment (within 12 months) and a refresher course every 3 years.

Review

The role will be reviewed in 12 months, including a performance appraisal with the overseers. If both parties are happy with performance and role, the contract will be renewed on a 12 month basis. If there are any significant issues about the role being fulfilled or behaviours which impact on the welfare of the SBBS community, the overseers, on behalf of Small boat Big Sea, reserve the right to address these and if necessary to end the contract.

Continuous Improvement and Best Practice

You will have opportunity to participate in any continuous improvement exercises and to seek best practice in fulfilling your role. You will also have the opportunity to contribute to the ongoing development and improvement of policies and practices.

Last updated 27 August 2016