



NewHope Baptist Church – Kids Ministry Assistant

Job title: Kids Ministry Assistant

Reports to: Bec Burley (Kids Pastor)

Position type: Permanent Part Time (1 day per week)

Date updated: October 2024

Mission of God

We do not have a mission of our own, we participate in the mission of God in the world. The fruit of this is an abundant life of faith, hope and love. It is joyful togetherness for all people, animals and nature. Through these relationships God brings healing, hope, justice and peace. At NewHope we emphasise three aspects of our role in God's mission.

Together we Proclaim the KINGDOM

What difference are we seeking to make?

- Lives grounded in the freeing reality that there is One who is greater than 'I'.
- People Affirm: There is a God who loves me.
- People experience a sense of love and belonging, a relief from pretending, an emerging purpose, and true hope.

Together we Make JESUS Known

What difference are we seeking to make?

- Lives grounded in the Good News of who Jesus is.
- People Affirm: Jesus is my saviour and Lord; my model and mentor.
- People experience friendship with Jesus, purpose anchored in eternity, and genuine grace as something received and something to be offered.

Together we Make DISCIPLES

What difference are we seeking to make?

- Lives grounded in the Way of Jesus.
- People Affirm: Jesus defines my identity, shapes my character, and gives me a pattern for loving God, others and creation.



- People experience the vitality of faith and life in the Spirit, and joyfully share stories of God's work and active presence.

Key Areas of Ministry Focus/General Responsibilities

The difference this role is seeking to make is that children and their families are supported as they connect with NewHope during this season of life.

1. Work alongside the Kids Pastor to develop the ministry in line with the vision and mission of NewHope Baptist Church (as found above).
2. Assistance with the administration and operations of the NewHope Kids program.
3. Preparation of resources for children and families involved in the NewHope Kids program.
4. Assistance with training and vision casting with the Kids Pastor.
5. Collaborating with the Kids Pastor to plan and run events within Kids Church and the wider Children & Families Ministry.

Other Responsibilities

- Attend NewHope staff meetings and gatherings.
- Meet with your supervisor regularly.
- Participate in the wider life of NewHope in order to achieve maximum synergy in service to our mission and vision.
- Preferable attendance helping to assist at one of the Kids Church services on a Sunday morning

Selection Criteria

1. Essential Skills/Attributes/Qualifications

- Commitment to Christian faith and its values.
- A heart for children and families to encounter Christ and grow in their relationship with Him.
- An ability to work both unsupervised and in a team environment.
- Organised with a demonstrated ability to learn and improve systems and administrative processes.
- A good ability to manage people and lead teams.
- A valid Working with Children Check and Police Check.



2. Desirable Skills/Attributes/Qualifications or willingness to acquire it

- Experience in children and families ministry.
- Educational degree in children's work.
- Good technical, word processing and design skills (eg - Canva).

Terms of Appointment

- This is a permanent part time role for 8 hours per week.
- Hours can be worked on a flexible basis as negotiated with your Supervisor (apart from the Sunday hours at the morning services)
- Salary is based on the BUV Stipend at 75% minus one year for ministry roles.
 - $\$96,876 \times 20\% \times 75\% = \$14,531.40$ per annum
- 80% will be paid as a reportable exempt benefit and 20% will be taxable.
- Superannuation based on 11.5 %
- Extra superannuation could be payable based on the approval of members of NHBC for the 2025 budget
- A probation period of 3 months applies to the commencement of this role. The probation period can be extended for another 3 months.
- Ongoing employment is subsequent to satisfactory Annual Reviews.
- Comply with policies and terms of employment as detailed in the Staff Folder in NewHope Shared Drive.
- Become a member of NewHope Baptist Church (if not currently).

Employee Declaration

I have read and understood the above position description.

Name	
Signature	
Date	