

Job Description

Job Title: Pastoral Assistant (Children and Family Ministry)

Responsible to: Senior Pastor

Key Relationships: Pastoral Staff, Children of TBC, Parents of Children at TBC, volunteer workers, office staff at TBC

Hours: .5 of full-time/20 hours per week

The pattern of hours worked will be negotiated when appointed. Sunday mornings are an essential part of the work, as are some out-of-office-hours meetings and events during the year.

Start Date: 1 Feb 2023 (negotiable - in time for school term 1 2023). The appointment will be subject to a maximum of a 90-calendar-day trial period from the first day of work,

Pay Scale: \$30.26-33.26 depending on experience, agreed at appointment. Holidays and leave entitlement as per the Holidays Act 2003.

Purpose of the Position

1. To provide pastoral support to TBCK, the Sunday programme of the Children's Ministry of Titirangi Baptist Church (birth to Year 6) in line with our vision, beliefs, and Leadership Kaupapa (see www.tbc.org.nz/about-us)
2. To coordinate the TBCK team in collaboration with church staff, volunteers, and families so that our children will experience a transforming authentic faith in and love for Jesus.
3. To encourage and support midweek child-centred ministries through pastoral support, personal presence, and practical help
4. To aid in establishing new patterns of ministry and outreach centred on strategies focusing on children and families: reaching, winning, and developing children as disciples of Jesus, as well as resourcing and partnering with parents as they seek to honour Jesus as they parent their children.

Position is accountable for:

1. Leading in identifying, recruiting, and developing a team of volunteers whose focus will be the spiritual formation of Children (birth to Year 6) through the development of TBCK Sunday morning programs and other initiatives.
2. Co-ordinating the content and delivery of the Sunday morning TBCK ministry programme.
3. Resourcing parents/guardians toward empowering them in spiritual leadership in the home.
4. Communicating and building relationships with volunteer leaders, parents, and children, ensuring database is up to date and used well for coordinating rosters and communication.
5. Nurturing child/family focussed missional/outreach initiatives emerging from TBC and contribute to community-based events as agreed.
6. Providing support to ensure that all aspects of the TBC children's ministry are in keeping with TBC's mission, vision, and values.
7. Attending church prayer meetings when possible and as agreed with supervisor.
8. Coordinating the summary annual report on children's and family ministry to be included as part of the TBC annual report.

Role requirements – the person appointed:

1. Will have New Zealand Citizenship, Permanent Residency, or otherwise have an unrestricted right to live and work in New Zealand. (This position does not provide grounds for a pathway to residency or work visas for those seeking to live and work in New Zealand).
2. Has experience in Children's ministry and an understanding of teaching and delivering engaging programmes for children as part of church worship.
3. Is in full agreement with the TBC statement of faith, aims, values and vision, see Pages 3 & 4.
4. Has a strong Christian faith and meaningful relationship with God, is committed to growing as a Christian, including being a part of regular church fellowship outside of role responsibilities.
5. Has a missional/outgoing and incarnational/lived-out commitment to Christian life.
6. Has a sound understanding of theology and how to present theological concepts to children
7. Has leadership and organisational skills with demonstrated ability to delegate and lead teams.
8. Is a good team player with strong interpersonal and communication skills, and shows competence and warmth in meeting and greeting people.
9. Has a passion for building strength in Christian homes and families – working with children and their parents/guardians.
10. Has a commitment to supporting parents and families as the primary context for spiritual growth.
11. Has a good understanding of child development and insight into up-to-date education practices.

Desired qualities:

1. Has strong emotional intelligence: the ability to accurately perceive and manage the emotions of one's self, of others, and of groups.
2. Ability to recognise and cultivate the potential in others.
3. Is inspiring to others: using interpersonal styles that inspire and guide individuals towards greater faithfulness to Christ and more confidence in service.
4. Values diversity: Appreciating and facilitating the capabilities, insights, cultures, and ideas of all.
5. Is enthusiastic: openly demonstrates a willingness and support for new initiatives and their implementation.
6. Is committed to continuous learning and teaching: Willingness and capacity to pursue theological and ministry training.
7. Has a track record of discretion and can handle confidential information appropriately.

Important Skills:

1. Manages time and organisation with skill and good humour
2. Excellent communicator
3. Punctual, reliable, personally well-organised and ordered
4. Competence and confidence with IT (with a commitment to learning where needed)

Please supply your CV alongside a cover letter detailing your interest in this position to jobs@tbc.org.nz. With your CV, there should be details for three referees: a professional referee (from your current or most recent employer), a personal referee (a non-family member who has known you for more than three years, the longer the better), plus a pastoral reference (from your current church pastor/pastoral leader).

TITIRANGI BAPTIST CHURCH – STATEMENT OF FAITH

We believe that:

1. The Bible is uniquely inspired by God and is therefore entirely authoritative and trustworthy in all Christian belief and practice.
2. There is only one, living, true and eternal God, the creator of all. He is holy, just and infinite in wisdom, love, and power; sovereign over all things. He reveals Himself as Father, Son and the Holy Spirit. God is at the same time One and Three: united in the one nature.
3. God created all people in His image but each person has rebelled against Him and we are therefore subject to God's just judgment of death. Jesus Christ died as a sacrifice in the place of sinners so that whoever believes in Him will not perish but receive eternal life. This gift of salvation is given by God's grace, received in faith, and is not because of any human merit or work.
4. Jesus Christ is the eternal sinless Son of God, through whom and for whom the universe was created. In fulfilment of the scriptures He was conceived by the Holy Spirit and born of the virgin Mary. He is fully God and truly human. He was crucified and died for the forgiveness of sins. He rose bodily from the dead and ascended into heaven to be Lord of both the living and the dead.
5. The Holy Spirit convicts, converts and makes alive forever everyone who believes in Jesus; joining them to the body of Christ, The Church, and indwelling each one so as to guide, empower and equip all for godly living and service.
6. God has established His Church as the community of all those who are saved by faith in Jesus through grace alone. We are part of that global community, the Body of Christ, and united with it by faith in glorifying God, advancing his kingdom.
7. At the return of the Lord Jesus, God will draw history to a close and judge all people. Before God those who have received forgiveness for sins by faith in Jesus will be granted endless joy serving God in the new heavens and new earth; those who are not reconciled to God through Jesus Christ will face His just judgement.

Holding to our convictions, but not as core tenets of our statement of faith, our church practice is to hold the following:

- A. That baptism is taught in Scripture for Christian believers in obedience to Christ's instruction, on or after conversion, and to be practiced by full-immersion in water.
- B. That the Lord's Supper, known as communion, forms a regular part of our meeting for worship.

TITIRANGI BAPTIST CHURCH LEADERSHIP KAUPAPA

This is a set of values describing how we are to choose to conduct ourselves at every level of leadership. This is not about leadership style; as a family of believers our styles and preferences differ, but we will hold each other accountable to uphold these core values as we lead and are led. We will also use these values to guide our principles and practices in serving The Lord Jesus together. These principles are distilled from the testimony of God's Word.

We believe in leadership that:

- **HONOURS GOD:** seeking His will above our own, and is committed to discerning God's lead together in prayer and discussion.
- **RESPECTS PEOPLE:** we value relationships and seek to honour and build up all in the Body of Christ.
- **SERVES ALL:** sacrificially seeking the good of others above the needs of self, acknowledges the call to serve above the desire to be served.
- **LOVES FAITHFULLY:** acting patiently, encouraging the good in all circumstances, building up the individual believer, and the body of Christ, at TBC.
- **DEMONSTRATES INTEGRITY:** the words and ways of speaking to and of one another, and how we behave toward each other, are consistent with Biblical exhortations to be inwardly transformed.
- **INCLUDES OTHERS:** we value the work of the Spirit in equipping the whole body and each member with gifts to contribute; we value and harness the perspectives of others toward the common good.
- **RELEASES AND EMPOWERS:** affirming the work of the Spirit in the people of God, we trust others to use their talents, gifts and skills in doing God's work.
- **LEARNS HUMBLLY:** leaders seek feedback, respond positively to critique and criticism, are quick to acknowledge mistakes and seek to be the first to forgive.

You can find out more about TBC from our website and social media accounts:

www.tbc.org.nz

www.facebook.com/titirangibaptist

www.instagram.com/titirangibaptist

www.youtube.com/titirangibaptistchurch