

Position Title:	Assistant to the Minister (Maturity)
Supervisor:	The role will report directly to the Minister and be under the further supervision of the Living Church Board
Salary	The minimum salary requirements will be in accordance with the Presbyterian Church of Queensland stipend schedule. Available at: https://www.pcq.org.au/ministry-entitlement-information.php
Living Church Vision	At Living Church, it is our vision to be an ever-growing community of people who love the Lord and one another. Our mission is to make Christlike disciples in Southeast Brisbane and beyond. This vision and mission are built upon our foundational values of being biblical, Christ-centred, and loving. We strive to do this in a culture that is: authentic, intentional, welcoming, encouraging and grace-filled.
Living Church Governance	<p>The Session consists of five elders (incl one minister). There are two elder emeritus. The session invites a standing group of women (called ‘Counsellors’) to attend every session meeting and join the discussions there. Together this group is referred to as ‘the Board’. The elders oversee the spiritual health of the congregation by focusing on ministry policy, church direction, the vision and mission of the church and by directly overseeing the ministry of staff and senior volunteer leaders.</p> <p>The staff team currently consists of six people (one minister, three ministry workers, a finance manager and an administrator). Our minister focuses on vision and strategy, teaching and equipping, and staff management. Our three ministry workers respectively focus on kids, youth and young adults, and ministry to adults. Our finance manager and administrator both work part-time positions.</p> <p>The finances and property concerns of the church are overseen and conducted by our Committee of Management which consists of eight people, each of whom have their own portfolio within the committee (e.g. groundskeeping, technology, etc)</p>

Overview of the Position	Living Church is looking for a leader who is a highly competent teacher, researcher and ministry staff member. This person must be able to teach and equip people for the work of the gospel so that the church can reach unity in the faith, knowledge of the Son of God and become mature in Christ.
Personal Character	<p>Given the responsibility of the role, it is essential for the candidate to demonstrate consistent Christlike conduct in all areas of their life.</p> <p>Furthermore, in accordance with our church culture, the successful applicant will need to be intentional, authentic, welcoming, encouraging and grace filled.</p> <p>The successful candidate will also need to work in a staff team that values:</p> <ul style="list-style-type: none"> • Living in obedience to Christ in all we do and doing all that we do for him. (Luke 6:46; Col 3:17) • Having different gifts and roles as part of the body of Christ (1 Cor 12:4-26) • Working in agreement together with a collaborative shared purpose (Phil 2:2; 1 Cor 1:10; Rom 15:5-6) • Living out the ‘one-another’ commands of scripture (John 13:34; 1 Cor 12:25; Eph 5:21, etc) • Earned Trust. We give trust to each other as we prove ourselves worthy of such confidence. (2 Cor 7:16)
Experience and Training	The ideal candidate will possess theological training and have significant ministry experience in different contexts. They will have worked in different team environments, preferably served in larger churches (or other ministries or organisations) and possess an understanding of how different departments and staff working in different spaces can work towards a common goal.
Key Duties and Responsibilities	<p>The successful candidate will be able to live out and uphold the duty of members at Living Church. These duties are:</p> <ul style="list-style-type: none"> • Giving faithful attendance to worship services and seeking to be fully involved in the Church’s life and ministry. • Giving the Minister and Elders due respect, encouragement and obedience in the Lord. • Manifesting a Christian spirit in all their relationships. • Taking a lively interest in the welfare of the whole Church.

	<ul style="list-style-type: none"> • Contributing heartily, as the Lord shall enable them, for the maintenance of the Christian ministry, and the furtherance of the Gospel at home and abroad. <p>Further to these duties, this specific role involves:</p> <ul style="list-style-type: none"> • Working with the minister and staff to: <ul style="list-style-type: none"> - prepare and run ministry leader training courses. - prepare and run church training workshops. - continue to develop and implement leadership and discipleship training strategies. - ensure consistency and co-ordination of teaching programs across Living Church Ministries. • Occasional teaching in kids, youth, young adult, and other adult spaces as requested by the ministry leaders in those areas. • Developing biblical and theological content for growth groups and other ministries as needed. • Discipling and mentoring particular people (in one-one or small group spaces) as needed under the guidance of the Minister. • Developing a team of people to work in this area with the successful candidate. • Preaching opportunities exist for the right candidate but are not essential to the role.
<p>Key Outcomes</p>	<p>The maturing of the body of Christ at Living Church as a whole.</p> <p>The maturing of the ministry leaders and team members across the church.</p> <p>Specifically, this maturing involves people having:</p> <ul style="list-style-type: none"> • Wisdom in distinguishing good from evil (Heb 5:14) • A deep knowledge of God’s word and will (Col 1:28; 4:12; Heb 5:11-6:3) • An assured faith with works that has stood firm through trials and tests (James 1:2-4, Col 4:2) • A continuous focus on the heavenward goal God has for us (Phil 3:12-15) • Corporate maturity – unity in the faith, knowledge of the Son of God and attaining the whole measure of Christ (Eph 4:11-16)

Key Relationships	Minister Ministry Area Leaders (Kids, Youth and Young Adults, Adults) Growth Group Coaches Growth Group Leaders Kids, Youth and Young Adult Leaders Administration
Also participates in	Staff Offsite Kids Youth Young Adults Leaders retreat Growth Group Coaches Weekend Away Regular team prayer and ministry meetings Quarterly Church Life meetings Congregational Meetings Formative and Performance Reviews