**Ministry Development Manager**

**Role Description**

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| **Position Title** | Ministry Development Manager | **Reports To** | Centre Director |
| **Location** | Warrambui | **Requirements** | * Drivers License – Class C * LCA Safe Church Training * NSW Working with Children Check * First Aid Training |
| **Last Updated** | September 2017 |  |  |
| **ROLE PURPOSE** | | | |
| To oversee ministry and program development at Warrambui by developing the intern program, daily spiritual leadership of the Warrambui staff and Interns, overseeing school and ministry programs, and fostering ministry relationships with the wider LCANSW District. | | | |
| **NATURE AND SCOPE** | | | |
| Warrambui Retreat & Conference Centre exists to provide a centre for Christian camping, conferencing and retreat. The primary purpose is to be actively involved in sharing the message of Christ's love with guests.  Warrambui’s goal is to demonstrate God’s love for all people through the provision of quality facilities, programs and services. Warrambui is a significant contributor to the mission and ministry of the Lutheran Church of Australia NSW District. The potential for Warrambui to extend its reach into the community, and to influence more people for the Kingdom of God, presents an ever-expanding opportunity and challenge.  Warrambui hosts a number of young people who commit to a year of service as Interns. They assist with some of the day-to-day operations and programs while living in community at Warrambui. The goal of the Intern program is to provide a platform for spiritual and personal development, with an emphasis on developing a servant heart.  This position requires a spiritually mature Christian who has been actively involved in ministry. The successful applicant is required to live on-site and be involved in the daily activities of the centre including team devotions, operational duties and customer service. | | | |
| **KEY ROLE RESPONSIBILITIES** | | | |
| * To seek God’s will and leading in all aspects of Warrambui’s mission, goals and ministry. * To be responsible to and work co-operatively with the Warrambui Centre Director to carry out the ministry vision. * To develop and oversee the intern program, including mentoring, training, team building, pastoral care and management of the Intern team. * To direct the ministry budget planning process and help determine priorities for the ministry program. * To prepare reports for the Warrambui Board on the ministry program. * To work cooperatively with the Centre Director to employ personnel for ministry roles. * To provide spiritual leadership, encouragement and support for the Warrambui community, including participating in Warrambui’s day-to-day operations. * To build the relationship between Warrambui and the people of the LCA NSW District by developing strategic partnerships within the District. * To support the conference and camping ministries of the LCA NSW District, growing leaders and disciples of Jesus. * To oversee Warrambui’s school programs, including school visits and the development, maintenance and delivery of programs to schools. | | | |
| **SELECTION CRITERIA** | | | |
| * A personal relationship with Jesus, a pastoral heart and a desire to share the Gospel * Strong leadership and teamwork skills * Strong written and verbal communication skills * Proven organisation and project management skills * Proven ministry training and experience, including mentoring and pastoral care * Experience in working with young people | | | |
| **REPORTING STRUCTURE** | | | |
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| **SALARY AND CONDITIONS** | | | |
| The Ministry Development Manager will be employed as a full-time Level 2 under the LCA Lay Worker Salary and Conditions guidelines. | | | |

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| **SAFEGUARDING CHILDREN AND YOUNG PEOPLE** |
| Warrambui takes child protection seriously, and as an employee of Warrambui, the Ministry Development Manager is required to meet the behaviour standards outlined in our ‘Safeguarding code of conduct’. A copy of the code will have been provided as part of induction. The Code can also be accessed on the All Staff/Policies and Procedures drive.  Therefore as a part of the Ministry Development Managers duties and responsibilities, the Ministry Development Manager is also required to:  • provide a welcoming and safe environment for, children, young people and vulnerable persons  • promote the safety and wellbeing of children, young people and vulnerable persons to whom we provide services  • ensure that your interactions with children, young people and vulnerable persons are positive and safe  • provide adequate care and supervision of children, young people and vulnerable persons in your charge  • act as a positive role model for children and young people  • report any suspicions, concerns, allegations or disclosures of alleged abuse to the authorities and to management (further information can be found here:  http://www.legislation.nsw.gov.au/#/view/act/1998/157/chap3/part2/sec27)  • maintain valid ‘working with children’ documentation  • report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children, young people and vulnerable persons. |

**Conditions of Employment**

Warrambui undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference, identity, qualification, professional registration and child safety checks. Failure to provide this information or detection of having provided false information may lead to immediate dismissal.

**Acknowledgement**

I acknowledge that I have read and understood the requirements of this position.

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| Name: |  |
| Signature: |  |
| Date: |  |