

# Gold Coast North Anglican

## Associate Priest

### Position Description

**Role Title:**

Associate Priest

**Role Type:**

Full-time continuing appointment, subject to satisfactory performance review on completion of initial three-month period and annual reviews thereafter.

**Salary:**

As per Diocesan stipend plus housing allowance, utilities (electricity, phone, internet), fully maintained vehicle, mobile phone.

**Hours:**

As required, with day off to be negotiated with Priest-in-Charge.

**Location:**

Parish Office, 142 Billingham Crescent, Upper Coomera. QLD. 4209

**Reporting to:**

Priest-in-Charge

**Liaising with:**

Wardens, Parish Council, Parish Administrator, Parish Ministry Teams, Small Group Leaders

**Purpose of the Position:**

To help further the mission of Christ in the northern Gold Coast region, through preaching the Gospel, faithful teaching of the Bible, raising up and mentoring lay leaders, equipping the saints for the work of ministry, reverent celebration and administration of the sacraments.

As a key member of the Parish Leadership Team, to assist and support the Priest-in-Charge in implementing the Parish Strategic Plan and provide leadership in areas of allocated responsibility.

**Responsibilities:**

- Lead the people of God at St James Biggera Waters in implementing the Parish Strategic Plan so that Gold Coast North Anglican can impact many lives with the good news of Jesus Christ, and advance God's Kingdom
- Preach the Gospel of God's saving love revealed in Jesus Christ so that those far from Him would place their faith in Him
- Teach the word of God for the building up of the body of Christ in such a way that unchurched and dechurched people can come to understand God's truth and see their need for Jesus Christ

- Celebrate Holy Communion reverently, in a manner respectful of the customs of each congregation, so that all who participate are spiritually nourished through the sacrament
- Train and equip people to fulfil their part in the great commission of making disciples
- Exercise the sacramental ministries of baptism, marriage and funerals as required.
- Attend staff, Parish Council Meetings and other meetings as required
- Participate in Parish events and in the wider life of the Diocese through Deanery, Synod and other activities

**Knowledge and Skills:**

- In depth knowledge of the scriptures and Biblical theology
- Experience in leadership and people and project management
- A working knowledge of the organisational structure and governance of the Corporation of the Synod of the Diocese of Brisbane (or the ability to acquire this quickly).
- Sound verbal and written communication skills, with the ability to draft correspondence and reports.
- Computer literacy, with experience in using the Microsoft 10 operating system and the Microsoft Office suite of applications; and willingness to learn other systems in use within the Parish Office as required.
- Experience in the use of a range of electronic and other office equipment.

**Performance Requirements:**

- A team player who can also lead
- High level interpersonal skills which enable effective interactions with people from varied backgrounds and diverse settings
- Strong ability to set goals, prioritise and manage workload demands, without compromising attention to detail, within a part-time framework and without direct supervision.
- Strong personal work ethic and effectiveness in achieving productive work outcomes with others.
- Understanding and application of confidentiality requirements in accordance with policy and procedure.
- Commitment to continuing professional development in areas relevant to role.

**Delegations:**

- Carry out activities and functions within established guidelines, procedures and standards as they pertain to the Diocese and the Parish.
- Liaise directly with the Priest-in-Charge as necessary.
- Exercise initiative within agreed guidelines.

**Qualifications:**

Anglican Priest currently licenced in the Diocese of Brisbane and holding a Blue Card (Queensland Working with Children and Young People Check) as well as pass all Diocesan background screening processes.

*Position Description Established: February 2018*

*Position Description Review Date: 2019*