

## Position Description: Assistant Minister



### About St Jude's

---

St Jude's is an evangelical Anglican church in inner Melbourne, welcoming all kinds of people: young and old, families and singles, students and workers who come from Victoria, interstate and overseas. We are a contemporary church that seeks to engage with the world, sees the Bible as God's word and authority in all matters of life and faith, and has an emphasis on reformed evangelical theology.

The current structure at St Jude's consists of two main campuses and a ministry to the nearby Housing Estates, each with its own ministry team.

- **Carlton** – 10am, 4pm and UniChurch
- **Parkville** – 10am and 5pm
- **Estates** – 1pm

These ministries are supported by an operations team and are under the leadership of the Vicar and the governance of our Parish Council and Wardens. Although we currently have 6 congregations that meet in 3 different locations, St Jude's is one church with a shared vision, mission and values.

Our vision is to be a church for the whole person, the whole community, the whole city and the whole world as we proclaim the gospel of the Lord Jesus Christ. More about our church can be found on our website: [stjudes.org.au](http://stjudes.org.au)

### St Jude's Carlton

---

St Jude's in Carlton is a campus of St Jude's consisting of people of all ages and stages of life, including professional workers, students, retirees, families, singles, children and youth. Together, we're seeking to grow in Christian maturity, love and care for each other, serve Christ in our lives, welcome newcomers, love and share Christ with our communities and in our workplaces, and raise up workers for God's great harvest field.

St Jude's in Carlton is currently made up of three congregations:

- **10am** which is an all-age service with an average attendance of 180-200 (including children and youth).
- **4pm** which began in July 2022, has a focus on workers with an average attendance of 65-75.
- **UniChurch at 6pm** which focuses on university students and young adults with an average attendance of 100-120 during semester.

## Overview

---

St Jude's Carlton is seeking a suitably qualified person with the appropriate character and pastoral gifts to serve as an Assistant Minister (lay or ordained). The Assistant Minister will work with the Carlton Campus Minister and Vicar, to assist in providing pastoral leadership of the ministries at our Carlton Campus. The Assistant Minister will be part of the Carlton Campus staff team currently comprising three additional clergy, and several other pastoral staff, ministry trainees and student ministers.

The expectation for the Assistant Minister is that they will be a godly and energetic leader, highly relational, a competent Bible teacher, able to work well with staff and volunteer teams and have the capacity to grow and develop this ministry. The successful applicant will be working with a committed team and serve according to the St. Jude's Code of Conduct and the Anglican Diocese of Melbourne Safe Ministry protocols and codes of conduct.

## Key Responsibilities

---

1. Assist in planning and running the Carlton Campus ministries under the wider vision and strategic plan of St Jude's and under the leadership of the Campus Minister and the Vicar.
2. Assist in leading and supervising ministry trainees and volunteers.
3. Serve as a minister of the Word – teaching the Bible in various contexts including: one to one, small groups and preaching in the Sunday services.
4. Assist in the conduct and organisation of public worship services.
5. Assist in the pastoral care and spiritual growth of congregation members and newcomers with a focus on young families.
6. Assist in evangelistic ministries in the surrounding area and engage in personal and public evangelism.
7. Other responsibilities agreed to with the Carlton Campus Minister and Vicar.

## Key Attributes

---

The successful candidate will possess the following attributes:

- Deep prayerfulness and personal godliness.
- Humility and graciousness in relationships with others.
- Passion to live and minister in accordance with God's Word.
- Genuine concern for, and willingness to serve others.
- Ability to think theologically about their role and ministry.
- Energy for the role and a willingness to work hard.
- Empathy and good listening skills.
- Perseverance in the face of challenges.
- Well-developed emotional intelligence with an ability to read interpersonal situations.

## Essential Criteria

---

- Theological education (BMin, MDiv, or similar).
- Demonstrated ability to faithfully preach and teach
- High level relational and pastoral skills.

- Ability to pastor in a congregational context.
- A desire and ability to create missional opportunities for effective gospel ministry and evangelism.
- Ability in organisation and administration.
- A willingness to serve and learn
- Current Working with Children Check, Police Check and Clearance for Ministry with ADOM.

## Conditions of Employment

---

- This is a full-time position
- The position is available from Jan 2023
- The appointment is for an initial period of Two years (with the possibility of extension)
- This position reports to the Carlton Campus Minister
- There is a review at the end of twelve months
- St Jude's allows five weeks annual leave (pro rata)

## Application Procedure

---

An application should include:

1. A letter addressing the position description
2. A Curriculum Vitae or Resume
3. A link to 2-3 recent sermons
4. The names and contact details of at least three referees

These should be emailed to:

The Rev. John Forsyth  
2 Keppel St  
CARLTON 3053  
jforsyth@stjudes.org.au