

FAMILIES WORKER -LITTLE LIGHTS (MT MARTHA)

POSITION DESCRIPTION

INTRODUCTION

New Peninsula Baptist Church (NPBC) is a church located on the Mornington Peninsula with a campus in both Mt Martha and Rosebud. We are an inclusive church which draws from the evangelical, congregational, and Pentecostal traditions. People from all groups and ages call our church home. We have an incorporated community caring arm that supports those in need. We aim to partner with Jesus every day and everywhere to make disciples who make disciples. NPBC is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. Leaders, staff, volunteers, and contractors at NPBC are required to abide by the NPBC Safe Church Policy.

APPOINTMENT

The appointment is made by the Children and Families Pastor, in conjunction with the Senior Pastor.

ACCOUNTABILITY

The Families Worker – Little Lights (Mt Martha) is responsible to the Children and Families Pastor.

VISION

Our vision is to see:

- Kids excited about growing in their faith, having hope and understanding God's love for them and their purpose as His children.
- Kids being deeply connected with their church family and joining in with the disciple-making movement at NPBC.
- Kids and families with additional needs embraced and included in our church family.
- Volunteers recruited, trained, resourced, and supported to lead effectively in Kids and Families Ministry.
- Parents affirmed and equipped to be disciple-makers in their families and in the world.
- Kids and families encouraged and equipped to reach out to unchurched friends—engaging intentionally with our community and seeing regular commitments to Christ.
- Families caring for and encouraging each other, welcoming and including new families, and engaging intergenerationally across NPBC.

SCOPE OF ROLE

Little Lights is our Sunday ministry for **children aged 0–5 (pre-school)** and their families. The New Peninsula Families Worker – Little Lights (Mt Martha) will:

1. Work with Kids & Families Ministry:

- Refine and communicate strategic intent for Kids and Families, with a particular focus on Little Lights.
- Connect community families into church life (with Families Worker - Midweek).
- Contribute to pastoral care for young families as needed (in conjunction with Families Worker - Midweek and the Care and Connections Pastor).
- Encourage families to care for, support, and connect with each other, and to welcome and include new families.

2. Lead & Support the Little Lights Team:

- Build, mobilise, train, and support the volunteer Little Lights Team, including Junior Leaders.
- Oversee the delivery of the weekly Little Lights Program during school terms, including being regularly rostered in the room on Sundays.

- Review Sunday programs, attendance, and follow-up for new children.

3. Safe Ministry & Inclusion:

- Maintain safe environments for all activities in accordance with BUV policy and legal requirements.
- Implement Safe Church Awareness procedures together with Ministry and Admin staff.
- Work with families to ensure programs cater for, and are inclusive of, kids and families with additional needs within available resources and expertise.

4. Program Planning & Preparation:

- Ensure preparation of the weekly Mt Martha Little Lights programs, including curriculum, set-up, and required resources.
- Prepare tasks for and liaise with volunteers who assist with program preparation.
- Ensure the sourcing of additional resources and shop for items as needed.

5. Work with Kids Church Coordinator:

- Additional admin tasks as required.
- Organise family-friendly activities for Holiday Services in the 9:30am Mount Martha service, as required.
- Ensure a smooth transition for children graduating from Little Lights into Kids Church.

GIFTS REQUIRED

Leadership, pastoral, teaching, training, and team building.

DESIRED COMPETENCIES

- Experienced team builder/mobiliser
- Love of people; relational
- Organisational and administrative skills
- Event management
- Stable work history containing experience in similar ministry leadership
- Competent in Microsoft Office
- Ability to use the church database (training provided)

TERMS OF APPOINTMENT

1 day per week (7.6 hrs), including 2 hrs on Sundays. Six-month contract following the satisfactory completion of the 3-month probation period.

REMUNERATION

60% of BUV Pastor's salary.