

## **Children's Ministry Worker (0.4FTE) – Hills Baptist Church Lobethal**

Hills Baptist Church (HBC) exists to see *Jesus glorified, lives transformed, and hope revealed*. We are seeking a passionate and committed Children's Ministry Worker to oversee and grow our Children's Ministry at the Lobethal campus, helping kids and families encounter the love of Jesus and flourish in discipleship.

This permanent 0.4FTE role is based at HBC Lobethal with 5 weeks annual leave. You will work within a supportive, collaborative staff team and contribute to our vision of raising up the next generation of disciples.

### **About the Role**

The Children's Ministry Worker will lead, develop, and champion ministry to children and families within the Lobethal campus. You will oversee the Children's Church program, build and equip a healthy volunteer team, ensure safe ministry practices, and partner with the Next Gen team to develop age-appropriate, Christ-centred curriculum and leadership pathways.

### **Key Responsibilities**

#### **Leadership & Oversight:**

- Oversee Children's Church at HBC Lobethal.
- Recruit, train, and support volunteer leaders.
- Ensure all volunteers uphold child-safe standards.
- Contribute to leadership development and transition programs.

## **Planning & Delivery:**

- Work with the Children's Ministry Team to plan and implement curriculum.
- Manage ministry spaces and resources.
- Participate in key staff meetings and team gatherings.

## **Pastoral & Community Engagement:**

- Support families and follow up pastoral care needs.
- Help facilitate connection opportunities for parents and children.
- Be actively involved in the broader life of the church.

## **About You**

We are looking for someone who:

- Has a genuine love for Jesus and a growing faith.
- Is reliable, teachable, and able to work well in a team.
- Loves children and has strong interpersonal and communication skills.
- Is organised, adaptable, and able to lead and support volunteers.
- Understands and upholds child-safe environments.

Experience in team building, pastoral connection with families, and confidence with basic IT platforms is ideal. A DHS Working With Children Check and Child Safe training are required (or willingness to obtain).

## **Why Join Hills Baptist?**

- Be part of a passionate, supportive ministry team.
- Shape a thriving ministry for children and families.
- Contribute meaningfully to a Jesus-centred, mission-focused church.

## **How to Apply**

Please submit your CV, a cover letter to: [office@hillsbaptist.com](mailto:office@hillsbaptist.com)

Applications close: January 31, 2026

For more information about Hills Baptist Church, visit: [www.hillsbaptist.com](http://www.hillsbaptist.com)

## **Office Contact Details**

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## Position Description

<b>Title</b>	Children's Ministry Worker – HBC Lobethal
<b>Reports To</b>	Lobethal Campus Pastor
<b>Status</b>	0.4FTE - Permanent (subject to annual review)
<b>Primary Location</b>	HBC Lobethal
<b>Annual Leave</b>	5 Weeks
<b>Big Picture</b>	Oversee Children's Ministry at HBC Lobethal

Hills Baptist Church's vision is to see Jesus Glorified, Lives Transformed and Hope Revealed.

### PERSONAL QUALITIES AND BEHAVIOURS

The Children's Ministry Worker at Hills Baptist Church (HBC) is expected to uphold and demonstrate personal qualities and behaviours which are consistent with the church's Leadership Covenant and its Statement of Belief.

These include:

- A personal faith and commitment to Christ, which is reflected in daily living.
- Being reliable, trustworthy, adaptable, teachable, administrative and possessing the ability to work as an effective team member.
- Excellent interpersonal and communication skills.

### About the Role / Primary Objective

The primary duty of the Children's Ministry Worker is to support disciple making through the power of the Holy Spirit, in accordance with the great commission of Matthew 28. <sup>19</sup> *Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.*

### Roles, Responsibilities & Duties

<b>Leadership</b>
<ul style="list-style-type: none"><li>• Oversee the Children's Church ministry at our HBC Lobethal Campus</li><li>• Overseeing, recruiting, training, and expanding the kid's leadership team</li><li>• Work with Next Gen team to facilitate leadership development and transition programs within HBC</li><li>• Ensure volunteers are child safe</li></ul>
<b>Partnerships</b>
<ul style="list-style-type: none"><li>• Work with other HBC Children's Team members to find and develop Christ-centered age-appropriate curriculum.</li></ul>

### Planning

- Work with the HBC Children's Team to plan and deliver the developed curriculum.
- Manage the children's ministry area and resources.
- Attend and actively participate in the following meetings:
  - Staff Campus Meeting (weekly)
  - Whole staff Meeting (monthly)
  - Worship, Word and Prayer (weekly)
  - 1:1 review (quarterly)
  - Children's ministry team meeting (as necessary)
  - Next Gen team meeting (as necessary)

## Pastoral

- Work with Campus Pastor to follow up care needs for families within the campus
- Assist in the facilitation of connection opportunities for families within the Campus
- Be actively involved in the life of the church (i.e. be in a life group, Sunday services, etc)
  - This means rostering yourself off a few Sundays each term to ensure you are a part of broader church life

## Being on Call

There are times when it is necessary for the CMW to be available out of hours for church business.

These will include: -

- On matters of urgency as directed by the Campus Pastor.
- In the event of emergencies relating to pastoral issues or crisis.
- The need to complete responsibilities/duties by certain deadlines.

## Work Health & Safety

- Be up to date with all relevant HBC WHS policies, procedures, and systems.
- Support, encourage, and enforce the application of WHS within the workplace and at all HBC events
- Ensure that all hazards are identified and controlled as far as is reasonably practicable.
- Report promptly any hazards, incidents, or injuries to their Line Manager

## Other specific requirements

- A valid DHS Working with Children Check
- Training – Child Safe Environments
- Ability to work outside of normal office hours may be required

## Role Competencies

### Qualifications and Experience

- Experience in building teams and coordinating rosters
- Experience in managing child safe environments
- Experience in a suite of IT platforms (Microsoft excel, word, outlook, etc)
- Experience in connecting with young parents and building pastoral connections

### Attributes and Skills

- Is a person of integrity and is Christ-centred and growing in Christ
- Has a love for God's Word, and a commitment to prayer
- Genuine interest in people, with skills to relate and lead others
- Servant leader
- Highly organized and ability to respond to change
- Ability to work well in a team with strong team building skills
- Attention to detail and high level of accuracy
- Ability to multi-task and work with interruptions
- Ability to work independently and flexibly
- Is diligent and trustworthy
- Maintain a high level of confidentiality in their work
- A considered and responsible approach to good stewardship of church funds