



## Diocese of North West Australia

### Honorary Minister Carnarvon

**The Anglican Diocese of North West Australia** has a big vision - to bring the gospel to the nations. We are seeking an Honorary Minister who will lead God's people doing this in Carnarvon.

#### Responsibility

You will lead the parish of St George's, with the primary responsibility of preaching the gospel of Jesus Christ, raising faithful disciples and caring for the people in the parish.

The wide-ranging functions of this office requires you to be passionate about the spread of the gospel; flexible; well organised; good at setting boundaries for yourself and others; and willing to be a faithful servant.

#### Context

Carnarvon is a coastal town situated approximately 900 kilometres north of Perth, Western Australia. It is located at the mouth of the Gascoyne River, the source of water for its world-famous banana industry. The popular Shark Bay World Heritage Site lies to its south while the Ningaloo Reef World Heritage Site lies to the north.

Carnarvon has a population of 4,400 of which 48% describe themselves as of Aboriginal or Torres Strait Islander descent, and 18% describe themselves as Christian. It is within the Mungullah Aboriginal Community and has strong links with the town of Gascoyne Junction and the Burringurrah Community.

As a regional centre, Carnarvon has excellent health, education, community and sporting facilities. There is a long-standing arrangement for the Minister-in-Charge of St George's Carnarvon to serve as a Chaplain in one of the local schools.

#### Selection Criteria

- An ordained Anglican Minister eligible to hold a Licence from the Diocesan Bishop.
- A degree in Theology from a recognised theological or Bible college.
- At least two years' experience working in a church ministry setting.
- Demonstrated communication and inter-personal skills.
- Demonstrated preaching and teaching skills.
- Demonstrated pastoral care skills.
- Demonstrated evangelism skills.
- An understanding of the aims and objectives of the Diocese.

**For more information about the role, contact Diocesan Registrar Khim Harris on 0433 033 174.**

Go to <https://www.anglicandnwa.org/vacancies> to download a Job Application Pack, including a detailed role description and information about the attractive working conditions for this volunteer role.



## INSTRUCTIONS FOR JOB APPLICANTS

Thank you for your interest in the position advertised by The Diocese of North West Australia. Attached (or available from our website) is the job description form, including the selection criteria. These guidelines are presented to assist you in preparing your written application and to enable you to plan for a possible interview.

### ELIGIBILITY

In order to be considered for the position you must be able to show that you meet all the essential selection criteria. Before preparing your application check the essential selection criteria described in the role description to make sure you are eligible to apply.

### CLOSING DATE

Some vacancies are advertised for a specific period and close at 5.00pm on the closing date of the advertisement. Please read the advertisement carefully as **late applications will not be accepted**. If no closing date is listed in the advertisement, your application can be submitted at any time.

### ENQUIRIES

If you would like to find out more about the vacant position you should contact the person whose name is included in the advertisement. This is also the person to whom you should address your covering letter.

### PREPARING YOUR APPLICATION

Applicants who demonstrate in their application that they meet the essential criteria and are competitive in comparison with other applicants will be interviewed. This decision will be based on the information you provide in your application.

- Your application should preferably be sent by email or by post. Please do not submit hard-copy applications in plastic or cardboard folders.
- Do not present an overlong or rambling application, as the importance of your arguments may be lost.
- Applications received will not be returned, therefore you should photocopy any original documentation.
- Before adding any attachments, consider carefully whether they really add anything of value to your application in demonstrating your ability to meet the criteria

Your application should include the following documentation:



1. RESUMÉ (Curriculum Vitae) which comprises of:

- personal details including name, address, telephone number(s) and email;
- a summary of work history starting with the most recent position. Information should include approximate dates and details of the tasks/responsibilities required in each job;
- your education and training achievements, including membership of any professional bodies and/or licensing authorities; and
- any activities you have undertaken outside of work which are relevant to the application.
- names, work addresses and day-time telephone numbers of three referees, including your church pastor. It is desirable that one referee is your current supervisor and that the other referee can also provide information on your work performance.
- if your current supervisor is not able to provide a reference, then you should explain why and supply the contact details of your immediate past supervisor or someone else who can provide information on your work performance.

While a standard resumé is useful, it is often not comprehensive enough for every vacancy you apply for. You should include information specifically relevant to the position advertised and the selection criteria issued.

2. STATEMENT OF CLAIMS AGAINST THE SELECTION CRITERIA

The selection criteria specify the minimum education, knowledge, skills and abilities required for the position. Preparation of your statement is the most important part of your application.

When preparing your statement it is recommended that you;

- treat each criterion separately, using each criterion as a heading;
- provide a brief statement on each criterion, demonstrating how you possess the relevant skills, experience, knowledge and qualifications to successfully carry out the duties of the position. This may include a description of tasks or projects where you have used the required skills or knowledge; and
- keep the overall length to around two pages.

Electronic applications should be sent to [reception@anglicandnwa.org](mailto:reception@anglicandnwa.org)

Hard copy applications should be posted to P O Box 2783, Geraldton WA 6531; or hand delivered to the Diocesan Office at 101 Cathedral Avenue, Geraldton.



## **SELECTING APPLICANTS FOR INTERVIEW**

Each application will be assessed for the interview short list. This process may take a couple of weeks.

## **INTERVIEW PREPARATION**

The job interview is an important part of the selection process. Questions at the interview will be related to the selection criteria. In some circumstances the panel may not be able to test the whole of the selection criteria through your written application and interview questions. You may be assessed in other ways, for example, a written test, a presentation or practical demonstration.

To prepare yourself for the questions which may be asked;

- be aware of what the job involves from the role description, the selection criteria and by talking to the contact person listed in the advertisement;
- focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities;
- focus on the duties of the position and how you would carry them out. Think of any problems you might encounter and how you would resolve them.
- If relevant, you may wish to bring with you examples of your work which demonstrate your skills and abilities.

## **THE INTERVIEW**

If selected for an interview you will generally be advised of the details several days before the interview date. Interviews will usually take about an hour depending on the position advertised.

During the interview:

- Do not assume that the interviewer(s) know about your suitability for the job, even though you may have worked with them or have had previous experience in the position for which you have applied. Having got to the interview stage your job is to convince the interviewer(s) that you are the most suitable person for the position.
- Take time to answer each question. The interviewer(s) will appreciate a well thought out answer presented clearly and concisely.
- Where possible, relate your answer to direct experiences you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

If you have any questions or concerns about the Diocese's recruitment and selection process, please contact the Registrar, Khim Harris, on 0433 033 174, or the Bishop, Darrell Parker, on (08) 9921 7277.

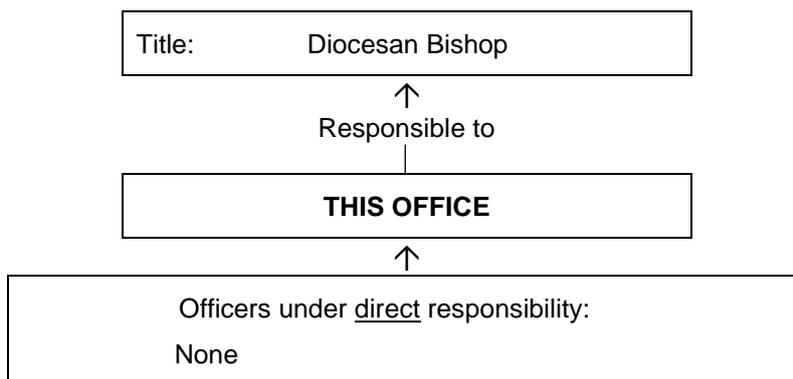
## OFFICE DESCRIPTION FORM

SECTION 1 – OFFICER TITLE

Date of document: 8 March 2021

### HONORARY MINISTER-IN-CHARGE (RECTOR) - CARNARVON

SECTION 2 – REPORTING RELATIONSHIPS



SECTION 3 – KEY FUNCTIONS

Having the charge of Carnarvon Anglican Church.

SECTION 4 – CONTEXT and SCOPE

**DIOCESAN VISION**  
*To glorify God the Father, God the Son and God the Holy Spirit, to promote sound doctrine and true faith through the spread of the gospel and biblical teaching, and to encourage the growth and maturing of Christ's one true Church.*

**ROLE OF OFFICER**  
The person filling this office will need to work as an effective leader of the parish ministry team, with the primary responsibility of being the cure of souls for the people living in Carnarvon.

The wide-ranging functions of this office requires the officer to be passionate about the spread of the gospel; flexible; well organised; good at setting boundaries for themselves and others; and willing to be a faithful servant.

SECTION 5 – OUTCOME STATEMENT

The function of this Office is to contribute to the achievement of the following outcomes	
Function Number	Details (time allocation)
<b>1</b>	<b>Preaching &amp; Teaching</b> “Preach the word” (2 Tim 4:2)
<b>1.1</b>	<b>Outcome:</b> Church members grow in maturity
	1.1.1 Develop a teaching program that <i>establishes</i> people as disciples of Jesus and <i>equips</i> them for works of service.
	1.1.2 Implement the program across a range of settings (e.g. church services, growth groups, etc).
	1.1.3 Review the program and modify it as needed.
<b>2</b>	<b>Evangelism and Community Engagement</b> “Do the work of an evangelist” (2 Tim 4:5)
<b>2.1</b>	<b>Outcome:</b> The church is <i>engaged</i> with its local community and the gospel is proclaimed.
	2.1.1 Develop a range of ways to bring the gospel to the local community and beyond.
	2.1.2 Equip church members to <i>evangelise</i> their contacts and <i>export</i> the good news of Jesus.
	2.1.3 Review the impact of this on the church, community and world.
<b>3</b>	<b>Pastoral Care</b>
	“Reprove, rebuke, and exhort, with complete patience and teaching” (2 Tim 4:2)
<b>3.1</b>	<b>Outcome:</b> Church members and the wider community receives pastoral care.
	3.1.1 Develop a program of pastoral care for the church.
	3.1.2 Implement and review the program.
	3.1.3 Respond to pastoral needs as they arise.
<b>4</b>	<b>Leadership &amp; Administration</b> “be a good servant of Christ Jesus” (1 Tim 3:6)
<b>4.1</b>	<b>Outcome:</b> There is a planned approach to ministry in the parish
	4.1.1 Develop a parish ministry plan in consultation with the parish and the Bishop.
	4.1.2 Lead church services, special events and the governance of the parish and its agencies.
	4.1.3 Implement national, provincial and diocesan legislation and regulations.
<b>5</b>	<b>Other</b>
	“set the believers an example in speech, in conduct, in love, in faith, in purity” (2 Tim 4:2)
<b>5.1</b>	<b>Outcome 1:</b> The ministry team works together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals.
	5.1.1 Provide Christian leadership to the ministry team by overseeing prayer, Bible study and team development as appropriate.
	5.1.2 Provide spiritual care to team members and exercise spiritual self-care, e.g. through Bible reading & prayer and participation in diocesan activities, e.g. Deanery meetings.
	5.1.3 Willingly participate in ministry development and a ministry appraisal process.
	5.1.4 Follow instructions from the Bishop.
<b>5.2</b>	<b>Outcome 2:</b> A working environment that is safe, free from harassment and values a Christian approach in all that we do.
	5.2.1 Maintain and model a culture of safe ministry, including high levels of workplace health and safety.
	5.2.2 Lead by example the implementation of initiatives that promote fairness and high standards of personal behaviour and practice as outlined in Faithfulness in Service: a national code for church workers.

SECTION 6 – QUALIFICATIONS

<p><b>ESSENTIAL</b></p> <ol style="list-style-type: none"> <li>1. An ordained Anglican Minister eligible to hold a Licence from the Diocesan Bishop.</li> <li>2. A degree in Theology from a recognised theological or Bible college.</li> <li>3. At least two years' experience working in a church ministry setting.</li> <li>4. Demonstrated communication and inter-personal skills.</li> <li>5. Demonstrated preaching and teaching skills.</li> <li>6. Demonstrated pastoral care skills.</li> <li>7. Demonstrated evangelism skills.</li> <li>8. Demonstrated skills in leadership and collaboration.</li> </ol> <p><b>DESIRABLE</b></p> <ol style="list-style-type: none"> <li>9. An understanding of the aims and objectives of the Diocese.</li> <li>10. Communicant member of an Anglican church.</li> </ol>
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SECTION 7 – APPOINTMENT FACTORS

<b>LOCATION: Carnarvon, Western Australia</b>	
<b>ALLOWANCES/SPECIAL CONDITIONS:</b>	<ol style="list-style-type: none"> <li>1. Appointment subject to a health check and Diocesan Safe Ministry screening, including a Federal Police Clearance and a Working with Children Check.</li> <li>2. May be required to travel between different locations within the parish and between the parish and the location of Deanery and other Diocesan events.</li> <li>3. Must possess a current Australian Driver's Licence and be willing to drive a vehicle from the Diocese's fleet.</li> <li>4. Full-time (6 day) appointment for approximately 48 hours per week with 5 weeks annual leave (some of which is to be used for church deputations).</li> <li>5. The remuneration package includes 100% of the stipend for clergy in the Anglican Province of WA, plus: 13.5% superannuation; other allowances (e.g. for utilities, ICT and other ministry expenses); a partly furnished house (or housing allowance); a motor vehicle (or vehicle allowance); country/remote area allowance; removal costs; and a return economy air fare (or equivalent surface travel costs) to your home city every year.</li> </ol>
<b>SPECIALISED EQUIPMENT OPERATED:</b>	COMPUTER, PRINTER and SMART PHONE

SECTION 8 – CERTIFICATION

(i) The details contained in this document are an accurate statement of the functions and other requirements of the office.

(ii) **Approved by**

DIOCESAN BISHOP \_\_\_\_\_

DATE \_\_\_\_\_

(iii) As the occupant I have noted the statement of functions and other requirements as detailed in this document and in filling this office I will be committed to the values, vision and mission of the Diocese of North West Australia.

Name (in full): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Our Diocesan Vision

To glorify God the Father, God the Son and God the Holy Spirit

To promote sound doctrine and true faith through the spread of the gospel and biblical teaching

To ensure the growth and maturing of Christ's one true Church *(Matt 16, Eph 4, Heb 12)*

## Our Diocesan Mission

To **facilitate** by prayer, encouragement and resourcing, the work of parishes and diocesan organisations as they:

- **engage** their communities
- **evangelise** their contacts
- **establish** people as Christians
- **equip** Christians for service
- **export** for the kingdom of God.

