

Christian Education In Schools (CEIS) – Staff Member POSITION DESCRIPTION

The Christian Education in Schools (CEIS) project is seeking a new team member to join the growing service of Christian Education in ACT public schools. If you are a person of Christian faith, are passionate about the faith of young people, and want to be part of a dynamic Canberra team, then you could be our next staff member!

The CEIS staff member will take joint responsibility for organising, training and leading small teams of CEIS volunteers in the delivery of Christian Education sessions across numerous schools each term (currently primary school and developing into high school). Integral to this position is relationship building with schools, churches, volunteers, students, and the ACT Christian community. Under the direction of the CEIS Coordinator, staff work cooperatively with each other to coordinate curriculum, resources, volunteers, and school requirements, using a regular term process. A fluctuation of weekly work hours can occur to accommodate the quieter planning weeks and the fuller teaching weeks.

The CEIS staff member will be allocated nominated administrative and public-relations tasks for the effective function and promotion of CEIS. Proficiency will be required in learning the CEIS process and using the associated IT platforms (M365, Teams, Mailchimp, ChildSafe). Networking will be required in learning to represent CEIS in a range of community scenarios. Promotion (marketing, events, fundraising, presentations, community connections) will be a key focus for CEIS into 2024. Some occasional work hours may be required over negotiated weekends.

Selection Criteria (please frame your application around these criteria)

Applicants need to demonstrate experience and skills in relation to:

- a person of Christian faith, with a commitment to an ecumenical and modern educational approach that encourages young people to seek, question and explore the basic gospel message of Christianity
- a teaching degree and/or other qualifications/experience in children's ministry; experience with schools and/or children's ministry will be considered favourably
- the ability to establish rapport with all levels of the community including schools, parents, students, churches, and other volunteers
- sensitivity to the diversity of children and families found within schools and to the varied interpretation of culture and religion; ability to respect and include everyone
- high-level communication, liaison, and presentation skills
- evidence of being an effective team worker with leadership capabilities; able to work with minimal supervision, whilst observing and promoting team and strategic goals
- office skills suitable to develop project, school and volunteer documents and resources (likely to include M365, mailchimp, ChildSafe SMO, website updates, Try-Booking, GoFundMe, Facebook)
- some flexibility in actual working times in given weeks and across each term
- own transportation, current Australian driver's licence, WWVP registration, Australian citizenship (or application in process)

Application

Applications should be emailed to coord@ceis.org.au by the **CLOSING DATE of Monday 15th January 2024**. Shortlisted applicants will be contacted to agree to an interview before the end of January 2024, with position commencement from February 2024 (date negotiated). Contact Karen Baron, 0424 393 748 or coord@ceis.org.au for further information and visit www.ceis.org.au for more about CEIS.

Referees

Please include the names and contact details of three referees, one of whom should be your local church minister, whom you have informed of your application and to whom you have provided the selection criteria and other relevant information.

Christian Education In Schools (CEIS) Staff Member POSITION DETAILS

Position Task

The ACT Churches' Council is seeking a person of Christian faith to join the dynamic CEIS staff team, taking responsibility for organising, training and leading teams of volunteers in the delivery of Christian Education sessions across numerous schools each term (currently primary school and developing in high school). Integral to this position is relationship building with schools, churches, volunteers, students, and the ACT Christian community. Must have relevant teaching and/or children's ministry experience and good communication, coordination, and administrative skills.

Position Terms of Employment

This CEIS staff position provides employment by the ACT Churches' Council on a part-time basis (with potential to discuss an additional part-time ministry role should full-time be preferred). Applicants will need to be flexible to some extent in actual working times (within working hours allocated) to accommodate some fluctuation of weekly work hours between quieter planning weeks and fuller teaching weeks. A probationary period will be one school term or equivalent. Salary will be negotiated commensurate with qualifications and experience and adjusted annually in accordance with the annual percentage increase in the ABS Wage Cost series (ABS No. 6345.0). Applicants will require Australian citizenship (or application in process), WWVP registration, own car, and Australian driver's licence.

Position Accountability

The staff member will be accountable to, encouraged and supported by the CEIS Coordinator and the nominated CEIS representatives of the ACT Churches Council. An office with computer/internet and stationery needs will be provided. Other approved office and task-associated expenses will be met directly or by reimbursement. Support for professional development is included, pro-rata.

CEIS background

Christian Education in Schools (CEIS) is a ministry of the ACT Churches' Council. It is founded on the legislative provision for parents to request Christian education for their children in ACT government schools. The project aims to professionally service such requests in every ACT primary school so that each child has potential access to exploring God, Jesus, and the Bible. As resources permit, CEIS seeks to serve a similar ministry in government high schools.

Under the ACT Education Act, parents have the right to request schools make time and space within curriculum time for their children to receive religious education in a particular religion. If the request is for Christian Education, the Council's CEIS project responds by offering a CEIS session in each of the four school terms each year. To achieve this, the Council employs several paid CEIS staff (usually part time), led by a CEIS Coordinator. CEIS staff liaise with the ACT Education and Training Directorate, principals and staff from participating schools, ministers and members of local Christian churches, individual volunteers and requesting parents. In their respective roles CEIS staff prepare CEIS session materials, train volunteers, lead CEIS sessions in several schools, organise CEIS schedules and teams, and complete associated communication and administrative tasks. Specific tasks regarding budget, IT, PR and fundraising are also allocated to staff according to their particular skills and experience. Support from ACT Churches (prayer, finances, volunteers, other) is essential to an effective CEIS ministry.

CEIS Education Philosophy

CEIS provides an opportunity for students to seek, question and explore Christian faith and values as understood through the people and events recorded in the Bible. CEIS is not about demanding beliefs, decisions or church attendance but is an optional, parent-initiated part of a holistic education process. CEIS has a transparent, open, and inclusive approach. It respects and commends harmonious living between all people, irrespective of belief, worship, social position, language, age, education, race, ability, or gender orientation.

CEIS provides participating children a one-hour session each term, scheduled across schools during weeks 6-10. Each year these 4 sessions are connected for consistency and student understanding:

Term 1 EASTER EXTRAVAGANZA: exploring who Jesus is and what this world-wide festival means

Term 2 BEYOND YOU: wondering about ourselves, others and God; loving and accepting all

Term 3 BIBLE BONANZA: discovering the one big story of the world's biggest selling book; digging deeper for details

Term 4 CHRISTMAS CELEBRATIONS: contemplating the traditional events of Christmas as part of a bigger plan for humanity

Over 4 years CEIS offers a range of approaches to these annual themes, such as creative inquiries and thinking journeys. Endorsed by the ACT Education and Training Directorate, the sessions utilise modern pedagogy, incorporate multiple intelligences and offer activities based on learning styles. Students of all ages are engaged through a range of interactive resources, games, activities, challenges, and reflections. Questions are encouraged and each individual response is respected.

The ACT Churches' Council

CEIS is a project of the ACT Churches Council, established in response to provisions within the ACT Education Act 2004, and is funded by churches and individuals. CEIS professionally serves this parent-initiated opportunity in partnership with the ACT Education and Training Directorate. The project views itself as an educational service that adds to the educational opportunities offered within schools, for those families choosing to request it.

The ACT Churches' Council works towards community service and religious harmony across all churches in the ACT. It currently comprises representatives from the following Christian denominations: Anglican, Apostolic, Assemblies of God, Baptist, Churches of Christ, Lutheran, Pentecostal, Presbyterian, Society of Friends (Quakers), Roman Catholic, Salvation Army and Uniting as well as church organisations such as the Australian Centre for Christianity & Culture.