

# CMR Church Health Ministries Assistant

<b>Status</b>	An initial 24-month contract commencing 13 February 2026.	<b>Employment type</b>	0.2 FTE. Casual or Part-time, by negotiation.
<b>F/N Salary</b>	Home Missionary salary as per PCQ Stipend Schedule, or Ordained Minister dependent on status.	<b>Entitlements</b>	As per National Employment Standards
<b>Location</b>	As approved by Supervisor	<b>Contact</b>	Stuart Hoadley (stuart@pcq.org.au)
<b>This position reports to</b>	Director of Ministry Resourcing	<b>Indirect Reporting</b>	Committee on Ministry Resourcing
<b>Job Reference</b>	2026CHMA	<b>Closing date</b>	19 January 2026

## The position

You have the opportunity to join the Presbyterian Church of Queensland (PCQ) in a position of responsibility where you will contribute to better outcomes for the denomination. You will assist the incumbent Church Health Ministries Coordinator as they deliver the Committee on Ministry Resourcing's Church Health Ministries in 2026 and 2027.

This position would potentially suit being shared by a married couple, as the role involves supporting and training both men and women, but all qualified applicants are welcome.

The position is flexible part-time (0.2 FTE) and will include involvement in several multi-day healthy ministry activities and/or training intensives throughout the year.

## Presbyterian Church of Queensland

The Presbyterian Church of Queensland (PCQ) is a Christian organisation committed to making known the good news of Jesus Christ and His Claim on our lives and encouraging and supporting individual churches to grow followers of Christ.

PCQ is part of the national Presbyterian Church of Australia which holds to the Bible as its rule of faith and life. As a church, our love for God (Father, Son, and Holy Spirit) and for people expresses itself through our ministries and activities.

Lead by his Word and Holy Spirit, we seek to bring glory to God in all our endeavours. We are dedicated to proclaiming the gospel of Jesus Christ to those who are lost. In doing so, we remain firmly committed to the Reformed faith as the most consistent presentation and outworking of Biblical Christianity. A summary of our beliefs can be found in the Westminster Confession of Faith.



## Committee on Ministry Resourcing

The Committee on Ministry Resourcing (CMR) aims to see PCQ ministry workers equipped and supported to minister in a way that builds up the body of Christ to maturity. We do this primarily through 5 key areas of responsibility:

1. accrediting non-ordained Ministry Workers;
2. providing resources for Healthy Ministry (Spiritual Renewal Groups, Mentor Training, Presbyterian After College Training, Church Health Facilitation Team, and Elders Training)
3. appointing final year candidates for the Ordained Ministry;
4. overseeing the Ministry Training Network;
5. supporting church planters and church planting initiatives.

Find out more about us, and what we do on the PCQ website ([pcq.org.au](http://pcq.org.au)) and the Healthy Churches website ([healthychurches.pcq.church](http://healthychurches.pcq.church)).

## Reporting and Accountability

### Relationship with the PCQ

The Church Health Ministries Assistant shall report to and work co-operatively with the Director of Ministry Resourcing and the Church Health Ministries Coordinator in fulfilling the duties of this role as outlined in the description below. This position is under the indirect supervision of the Committee on Ministry Resourcing.

### Accountability

The appointee will be directly accountable to the Director of Ministry Resourcing and report through them to the CMR.

The appointee will be expected to work collaboratively with the Church Health Ministries Coordinator, PCQ Presbyteries, and local Charges.

The appointee will ideally have ministry experience within a Presbyterian Church of Australia (PCA) context however experience within a theologically aligned church/organisation will be considered favourably.

The appointee must be, or be eligible to become, an accredited Ministry Worker within the PCQ or an ordained Minister within the PCA.

Pastoral responsibility for matters relating to the appointee's doctrine and character will come under the jurisdiction of their local PCQ Session or Presbytery in partnership with the Director of Ministry Resourcing.



## Job Description

The Church Health Ministries Assistant position will support the delivery of the CMR Church Health Ministries across Queensland and support the Director of Ministry Resourcing as required.

The focus of the role is to assist the Church Health Ministries Coordinator as they deliver the Committee on Ministry Resourcing's Church Health Ministries and assist them to coordinate, maintain, and expand those Ministries.

The Church Health Ministries Assistant role will support the following CMR Healthy Church Ministries:

**Presbyterian after college Training (PACT)**, which supports Licentiates and ministers in the first three years of ministry.

**Church Consultancy**, which involves an invited church health facilitation team engaging with local congregations to bring about church health and growth.

**Eldership Training**, which involves provision and revision of the Eldership Training Papers and assisting churches and presbyteries in their understanding of the roles of elders.

**Mentor Equipping Training QLD**, which trains people to mentor those in ministry roles.

**Spiritual Renewal Groups**, which involves ministry workers and others within PCQ gathering in small groups to commit focused time to growing their relationship with God and from that develop sustainable ministries and encourage healthy relationships across the denomination.

The main responsibilities of the **Church Health Ministries Assistant** role are:

- i. Assist Church Health Ministries Coordinator in the supervision of the Healthy Church Ministries including in planning event logistics and administration, as required;
- ii. Liaise with Director of Ministry Resourcing in matters regarding risk management, finances, and bookings;
- iii. Assist Church Health Ministries Coordinator in compiling details of events for approval by the Committee on Ministry Resourcing;
- iv. Attend/facilitate events, conferences, and training days as directed.

The appointee will be subject to a six-month performance review conducted by the Director of Ministry Resourcing, in consultation with the Convener of the Committee on Ministry Resourcing.



## Qualifications

We are looking for a Church Health Ministries Assistant who is driven by and personally changed by the gospel of Jesus Christ, and who desires to see the same change in others through the ministry of local churches and the wider PCQ.

Your suitability for the role will be based on:

- Your prior ministry experience and willingness to learn.
- Biblical and theological convictions which align with PCQ beliefs.
- Ministry convictions which align with the CMR vision for healthy fruitful churches across the PCQ.
- Demonstrated understanding of the gospel of Jesus Christ and the subsequent principles of healthy fruitful ministry within the church.
- Evidence that your character is shaped by these theological and ministry convictions.

Furthermore, you will also be assessed on the following skills:

- Responds to change and uncertainty in a positive and flexible manner.
- Shares information with others and assists them to adapt (i.e., a team player).
- Shows initiative and proactively does what is required to enable ministry outcomes.
- Exhibits clear, concise, and articulate verbal and written communication.
- Builds and sustains relationships with key people, internal and external to the organisation.

Recognised theological qualifications or ministry training will be looked upon favourably.

## Interested in applying?

To enable us to assess your merit, your application should include:

- your **current resume**.
- a **brief letter** (1-2 pages) telling us why you are interested in this role along with a brief background about your ministry experience and what you believe qualifies you for the position.
- **References**: please provide details of two referees.

If you have any additional questions regarding the role, please contact Stuart Hoadley ([stuart@pcq.org.au](mailto:stuart@pcq.org.au)).

The selection process will start with short-listing, where we assess the information provided in your application. Based on this, we will select applicants to proceed to the next phase of assessment, which may involve interviews or other selection techniques.



## Pre-employment checks

Referee checking will be undertaken, and other pre-employment checks may occur prior to any offer of employment. Checks will include:

- **Criminal history screening:**
  - Criminal history screening will be undertaken on the preferred applicant(s). A criminal conviction or charge may exclude an applicant from consideration for appointment with the Presbyterian Church of Queensland.
- **PresSafe Selection Process (including Positive Blue Card Notice)**
  - A Blue Card will be required where an employee carries out regulated employment under the *Working with Children (Risk Management and Screening) Act 2000*.
- **A serious discipline history disclosure.**

## Additional information

PCQ promotes respectful relationships and equality within the workplace and demonstrates a culture of zero tolerance of violence or bullying against anyone.

Employee development is supported by a mobile and agile workforce. You may seek or may be required to work in alternative locations or undertake alternative duties on a temporary or permanent basis.

A non-smoking policy is effective in PCQ buildings, offices, and vehicles.

All information submitted by an applicant for this role is subject to the PCQ Privacy Policy.

Applicants appointed to this position may be subject to a probationary period of six months in accordance with the *Fair Work Act 2009*.

## Terms of Appointment

As a PCQ employee, you will be provided leave entitlements and flexible work options as outlined in Regulation 110 of the PCQ Code and the National Employment Standards. Salary packaging is at Home Missionary rate or Ordained Minister rate as per PCQ Stipend Schedule, dependent on the qualifications of the successful applicant.

