

STEPS FOR APPOINTING A PASTOR

1. Congregation or other employing body (community or church based organisation, Presbytery or Synod) decide to employ a lay person to carry out one or more of the responsibilities outlined in Regulation 2.2.2(a) which are
 - a. *Teaching the beliefs and practices of the Church; and/or*
 - b. *Pastoral oversight of members and/or groups operating under the auspices of the Church; and/or*
 - c. *Leadership of worship in congregations or faith communities of the Church; and/or*
 - d. *Evangelism or service beyond a gathered congregation but which is exercised under the auspices of the Church.*

In the Presbytery of WA, the congregation or employing body must seek approval from the Presbytery for this to be recognised as a Pastor position before proceeding to fill the position. (Regulation 2.2.2 (b) and (c))

2. Church Council or employing body requests the Presbytery Pastoral Relations Committee (PRC) to provide it with a copy of the following documents.
 - a. These Guidelines for appointment of a Pastor
 - b. The Pro Forma Position Description (PD) for a Pastor position
 - c. The Pro Forma Letter of Appointment
 - d. Synod Policy 12.2- Lay Ministry Remuneration Guidelines
3. Church Council or employing body prepares a Position Description (PD) based on the Pro Forma, including pay and conditions and indicating what classification level the position will be according to the Lay Ministry Remuneration Guidelines, and submits the PD to the PRC seeking that this be approved as a Pastor position.
4. PRC assesses PD to see if it complies with Regulation 2.2.2 (a) and is HR compliant. PRC to decide if PD, including level of pay and hours per week, aligns with the approved Lay Ministry Remuneration Guidelines.
5. PRC conveys to the congregation or employing body the decision whether the position will be an approved Pastor position or not and the reasons for this decision. There may be further negotiation between the congregation or employing body and PRC in relation to the PD in order to ensure compliance with Regulations and policies. (Regulation 2.7.4 (a))
6. Once the PD is approved by the PRC, the congregation or employing body may advertise the position. The advertisement needs to make clear that only those who are either a Confirmed Member or a Member in Association of the UCA can fill a Pastor position. (Regulation 2.4.6 (a))
7. A selection committee is appointed by the Church Council or employing body, with at least one Presbytery representative appointed by PRC, and interview/s can commence. In the interviews the selection committee must take into account the issues covered in Regulation 2.3.3 (b) which include
 - a. Confidential testimonials from an appropriate Minister and the Church Council (or equivalent body) of the applicant's congregation
 - b. Gifts and graces of the applicant which are appropriate to the position
 - c. Applicant's spiritual maturity and sense of call
 - d. Applicant's capacity to exercise this ministry and potential to demonstrate the Core Competencies (Regulation 2.4.3)
 - e. Applicant's personality and character
 - f. Applicant's willingness to accept the doctrine, polity and discipline of the UCA

8. Once a successful applicant is selected, the congregation or employing body, through the Presbytery representative of the selection committee, notifies the PRC.
9. The PRC then informs the Commission for Education Discipleship & Leadership (CEDAL) and requests that they arrange for the assessment of the applicant's competency in relation to the two Core Competencies required by Assembly. The two Core Competencies are knowledge of the Basis of Union and the Code of Ethics and Ministry Practice. If the applicant is unable to demonstrate the Core Competencies, they can undertake training in these areas and be re-assessed within a 3 month period. During this time a mentor is appointed by CEDAL to support the applicant in their training.
10. With the agreement of PRC, the Church Council or employing body will both sign a Letter of Appointment to the applicant. Once the applicant also signs the Letter of Appointment, they may commence work in the position, noting that there will be a 3 month probationary period. If the person fails to demonstrate the Core Competencies within 3 months, the appointment is terminated. (Regulation 2.6.9 (d))
11. Once the applicant has demonstrated the Core Competencies, the Presbytery will take steps to commission the person into the role of Pastor. Normally this will happen in the context of worship within the congregation or the employing body.
12. Once the Commissioning occurs, PRC adds the name of the person to the list of commissioned Pastors within the Presbytery. PRC has the responsibility for maintaining an up to date list of Pastors.
13. PRC also informs CEDAL so that the mentor can begin discussions on development of a Learning Agreement for the Pastor.

Oversight of Pastors

1. Pastors are accountable to the Presbytery for faith and discipline and to the Church Council or employing body for the exercise of their ministry. (Regulation 2.9.2 (a))
2. Pastors must abide by the Code of Ethics and Ministry Practice of the UCA and participate in regular training on this. (Regulation 2.9.2 (b))
3. Pastors are required under the Code of Ethics to participate in regular Professional Supervision.
4. Soon after commissioning the mentor appointed by CEDAL will discuss with the Pastor, PRC and the Church Council or employing body, what further training in the General Competencies the Pastor needs to carry out their ministry. A Learning Agreement is then drawn up between the Pastor, the Church Council, CEDAL and PRC which sets out the ongoing education, training and formation which the Pastor needs to complete and a time frame for these. The Learning Agreement will allow for at least 50 hours per year pro rata of ongoing education, training and formation. (Regulation 2.4.3 (b) and (c))
5. Annually the PRC, in consultation with the congregation or employing body and CEDAL, will evaluate the ministry of the Pastor including assessment of progress in relation to the Learning Agreement and development of General Competencies. (Regulation 2.7.4 (b))
6. A Pastor position may be terminated for the following reasons
 - a. The Church Council or employing body accept a letter of resignation from the position
 - b. CEDAL, acting on behalf of the Presbytery, determines that the General Competencies needed for the position have not been demonstrated within the agreed time frame, according to the Learning Agreement
 - c. The Pastor is subject to disciplinary action under the Uniting Church Code of Ethics and Ministry Practice

Note- All Regulations quoted are current as of January 2016.

PRIVATE AND CONFIDENTIAL

<Name>

<Street or PO Box address>

<City or Town> <Postcode>

<date>

Dear <Name>

LETTER OF APPOINTMENT

This letter serves to confirm your appointment as Ministry of Pastor at <Congregation or other employing body> for <number> hours per week. The appointment will encompass the duties and responsibilities as set out in the attached Position Description.

This appointment is a designated Ministry of Pastor position pursuant to Uniting Church in Australia's Regulation 2.2.2(c). This Regulation requires you, as a Pastor, to be on the roll of members or members-in-association in the Congregation with which you will serve. The Pastor will comply with the requirements set down for Ministry of Pastor competency at both core and general levels as described in Regulation 2.4.3 and remuneration will fall in line with the approved Lay Ministry Remuneration Guidelines WA.

The terms and conditions of your appointment are:

1. This appointment will commence on <date> to <date>.
2. The appointment shall be for the above period according to the regulations for those serving in the Ministry of Pastor. Termination of appointment is determined by Regulation 2.10.2.
3. The appointment is subject to a three month probation period by the end of which the person shall have demonstrated the core competencies as per Regulations 2.6.9(d).
4. It has been agreed that a Commissioning Service will be held at <congregation> once the requirements of Regulations 2.4.6(b) for Ministry of Pastor have been met.
5. **Salary:** Remuneration in line with Level <number> of <\$amount> per annum will be paid to the Pastor on a Monthly basis and will be administered by the WA Presbytery and paid through the Synod payroll system as a direct transfer.
6. <insert relevant descriptions of Classification level from "Uniting Church Lay Ministry Worker Remuneration Guidelines WA">
7. **Superannuation:** The Uniting Church in Australia, Western Australia will make Superannuation contributions in accordance with the Superannuation Guarantee (Administration) Act 1992. Your superannuation payments will be paid to an approved superannuation fund of your choice.

8. **Workers' Compensation:** During the course of your employment the provisions of the Workers' Compensation and injury Management Act 1981 as amended, will cover your position.
9. **Congregational ministry** requires a flexible approach to time and place. Flexi-time allows Pastors and the Congregation to determine how the Pastor will manage their time. Flexiplace allows Pastors and the Congregation to determine where the Pastor will work. Where a full time Pastor works beyond their two days off, as allowed in their Terms of Appointment, an alternative time can be taken, preferably within a fortnight of the scheduled normal time for days off. Such leave is non-cumulative. Advising the Church Council of the time they are taking leave would be good practice. Commonsense more than a heavy handed approach needs to apply here.
10. **Free Time & Sundays Off:** Pastors working full time are entitled to two days each week free of ministerial duties, and four Sundays per annum free of ministerial duties on a non-cumulative basis.

Part Time Pastors up to 0.6FTE are entitled to two Sundays per annum free of duties. Pastors in part time placements between 0.6 and 0.8FTE are entitled to three Sundays per annum free of duties. Where a pastor in a part time placement is expected to work every Sunday then they are entitled to four Sundays per annum free of duties.

11. **Public holidays** are Western Australian Government gazetted holidays. Where the Pastor is required to work on a public holiday, for example Good Friday, an alternative day can be taken, preferably within a fortnight of the holiday. This applies to both full-time and part-time appointments. Where a public holiday occurs during the period of a Pastor's leave then the day or days of public holiday do not form part of the leave.
12. **Annual Recreational Leave:** The Full Time Equivalent Pastor is entitled to 20 working days (four weeks) or pro rata annual leave for each year of continuous service. Annual leave is paid at your base salary. Leave entitlements accrue progressively from the commencement of your employment. The Employer can direct the Pastor to take Annual Leave when they have an excessive balance (more than 8 weeks according to Fairwork Australia). Any accrued leave outstanding on termination of employment is paid at the salary rate pertaining at the date of termination. Annual leave is to be taken at times agreed with the Congregation. Where leave is taken prior to it having been accrued, this is subject to negotiation with the Congregation.
13. **Long Service Leave** entitlements are eight and two third weeks (8.66) after completing 10 years continuous service. Pastors are entitled to receive pro-rata Long Service Leave payment on termination of employment after 7 years continuous service.

Part-time Pastors are entitled to a pro rata entitlement of the above leave entitlements.

14. **Study Leave/ Continuing Education:** The Full Time Equivalent Pastor is entitled to 14 days per annum (interpreted as two weeks) or pro rata for agreed projects and courses, taken at a time negotiated with Congregation or other employing body. Study leave should be approved and recorded by the Presbytery of WA.

Ordinarily, study leave may be accumulated for up to two years; any further leave beyond this is forgone. The Pastor can, however, accumulate study leave with the prior approval of Presbytery of WA for an agreed course of study.

A Continuing Education Learning Agreement shall be completed at commencement of the position and revised each annual anniversary in accordance with the Uniting Church Assembly Guidelines currently known as "Seeking a Heart of Wisdom".

A Personal Resources & Development Grant as set by Presbytery/Synod will be paid to the Pastor, through the Synod payroll.

15. **Personal / Carer's Leave:** The Full Time Equivalent Pastor has access to 10 days personal/carer's leave or pro rata without loss of pay each year for when you are unable to work due to illness or injury. Personal/carer's leave is cumulative each year however it is not payable out on termination of your employment.

Personal/Carer's leave is for the purpose of genuine illness and is not to be considered a right to have time off.

You may take paid personal/carer's leave if the leave is taken:

- a) because you are not fit for work because of a personal illness, or personal injury, effecting you; or
- b) to provide care or support to a member of your immediate family, or a member of your household, who is ill, injured or affected by an unexpected emergency and in need of care. Members of the family include: parent, grandparent, grandchild, adult child or sibling.

If you are absent from work due to sickness, you shall wherever possible, notify the Placements Committee and Congregation no later than two hours after the normal commencement time.

You may be required upon request, to produce satisfactory proof of your illness or accident. In any event, you will be required to provide a medical certificate for any absence through illness or injury of two (2) consecutive working days.

16. **Compassionate Leave:** You are entitled to two (2) days paid compassionate leave per occasion. The two days need not be taken consecutively.
17. **Parental Leave:** Employees are entitled to fifty two (52) weeks unpaid Parental leave after completing twelve (12) months continuous service. This unpaid leave may be extended by a further fifty two (52) weeks by application to the Church Council.
18. **Application for any type of Leave** shall be completed using the current Leave Application Form in the WA Ministers Handbook.
19. **Participation in wider Uniting Church activities** shall be in accordance with the Regulations, in that the Presbytery recognises the importance of Ministers/Pastors taking responsibility and participating reasonably in the life of the Presbytery. Attendance at the biannual Presbytery and annual Synod gatherings is expected as part of normal duties.
20. **Responsibilities in the wider Christian Church and community affairs** are encouraged; at least one weekend per year shall be available for activities outside of the Uniting Church, taken at a time negotiated with the Congregation. Such time not counted as part of annual leave, study leave or Sundays off.

21. **Professional Supervision:** The Pastor will undertake professional supervision as required by the *Code of Ethics and Ministerial Practice* on a regular basis funded from their Personal Development and Resource Allowance (6 sessions per year is a reasonable amount for a Full Time Equivalent Pastor).
22. **Performance Review:** The Uniting Church in WA will aim to provide an annual performance review and these reviews are used to discuss any issues of performance which are being well handled, and those, which may require attention.
23. Congregational office expenses such as computer and mobile and internet related to the ministry are to be paid for by the Congregation.
24. These terms are not valid until lodged and noted by the Placements Commission as a signed copy.
25. This Contract may only be varied by written agreement between you and the Uniting Church in WA.

Signed: _____ Date:/...../.....
 Chairperson/Manager of Presbytery Relations Committee

Signed: _____ Date:/...../.....
 On behalf of Congregation

Offer and Acceptance

I, _____ have read and understood the above terms and conditions and accept the above signed offer of appointment.

Signed: _____ Date:/...../.....
 <name of Pastor>

UNITING CHURCH IN AUSTRALIA

WESTERN AUSTRALIA

PASTOR POSITION DESCRIPTION

Title of Position: <insert Title>

Congregation: <insert Congregation name>

Classification: Fixed Term

Hours: <amount> FTE

General Purpose of Position

<insert description>

JOB DESCRIPTION

<insert description>

In accordance with Reg. 2.14.2 a Ministry of Pastor is for the purpose of undertaking one or more of the following tasks:

- a) Teaching the beliefs and practices of the church; and/or
- b) Pastoral oversight of members and/or groups operating under the auspices of the UC; and/or
- c) Leadership of worship in congregations or faith communities of the church; and/or
- d) Evangelism or service beyond the gathered congregation but which is exercised under the auspices of the UC

This Ministry of Pastor position has particular emphasis on <insert 1 or more of a), b), c), or d)>

RESPONSIBILITIES

<insert responsibilities>

REPORTING AND KEY WORKING RELATIONSHIPS

<insert reporting and key working relationships>

ACCOUNTABILITY

- In matters faith and discipline and in the exercise of ministry - to the Presbytery through the Pastoral Relations Committee.
- Subject to the Code of Ethics and the regulations of the Uniting Church in Australia and Rules and Bylaws of the presbytery of Western Australia.

CORE COMPETENCIES

- Work within the doctrine, ethos and polity of the UCA including understanding of the Basis of Union
- Work within the UCA Code of Ethics and Ministry Practice for people engaged in professional ministry and the Sexual Misconduct Regulations of the UCA

GENERAL COMPETENCIES

<Below is a summary of the General Competencies as determined by the Uniting Church Ministerial Education Commission. Choose the relevant ones.>

<If there is a gap between the competencies required and those currently held by the Pastor, the development of the said competencies become the primary goal of the Pastor's initial competency development, Continuing Education Learning Agreement, overseen by the Presbytery>

Community Development

1. Understand community development principles
2. Develop community information and relationships
3. Develop community leadership and networks
4. Develop community programs
5. Support community action

Education

1. Understand foundations and approaches for education
2. Plan learning programs
3. Conduct and evaluate learning programs

Evangelism

1. Understand foundations and approaches for evangelism
2. Articulate an understanding of other faiths and cultures
3. Engage in culturally appropriate conversations about faith and life
4. Plan and conduct an evangelism process
5. Foster new faith communities

Leadership

1. Provide ministry leadership and guidance within a congregation, faith community or agency
2. Provide ministry leadership of a group
3. Mentor others
4. Evaluate effectiveness in ministry

Organisation & Administration

1. Organise ministry priorities
2. Undertake ministry tasks
3. Communicate effectively with people
4. Organise ministry information

Pastoral Care

1. Understand foundations and approaches for pastoral care
2. Identify pastoral care issues or needs
3. Provide pastoral care
4. Review pastoral care
5. Foster a caring community

Worship & Preaching

1. Prepare and lead worship
2. Prepare and present sermons
3. Preside at sacraments
4. Preside at funerals

PERSONAL ABILITIES/SKILLS

<List the essential or desirable personal abilities/skills, knowledge and experience in bullet points – examples given>

- *Level of Written and Verbal Communication Skills*
- *Requirement for a Drivers Licence?*
- *Ability to work with particular computer software*
- *Qualifications eg Clinical Pastoral Education; Certificate IV in Christian Ministry and Theology*