

## MINISTRY OF PASTOR

### A. Steps for appointing Ministry of Pastor (\*MOP)

1. Congregation decide to create a new Ministry of Pastor (\*MOP) position and a position description (\*PD) is to be drawn up which must contain at least one of the tasks listed at Regulation 2.2.2(a).
2. The Congregation sends a request for MOP, based on PD, to Presbytery for approval.
3. Presbytery assesses PD to see if it complies to MOP regulations and is HR compliant.
4. Once approved by the Presbytery, the congregation may advertise the position.
5. A selection committee is then to be formed with at least one Presbytery representative and interview/s can commence.
6. Once a successful applicant is found, the Presbytery, through the relevant committee, i.e. Commission for Education Discipleship & Leadership (\*CEDAL) or Candidates for Ministry Committee (\*CMC), assesses the applicant's competency or ability to achieve the core competencies required by Assembly.
7. If all criteria is met, a letter of offer for the position is to be sent to the applicant in consultation with HR.
8. Once Letter of Offer has been accepted, the Presbytery will take steps to commission applicant into the role of MOP.
9. Presbytery, through its relevant committee/commission, shall work out the person's ongoing education and training through the appropriate General Competencies and a Learning Agreement is to be drawn up and maintained around this.

### B. Role of Presbytery in Achieving the Steps outlined.

1. PRC to decide if PD, including level of pay and hours per week, is suitable to declare the position appropriate for the exercise of MOP. In doing so, the PRC must be sure that the PD fits at least 2 of the 4 categories listed in Regulation 2.2.2(a) as tasks suitable to be declared as the scope for MOP ministry, i.e:
  - 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 fathered congregation but which is exercised under the auspices of the Church.*
2. PRC to convey the decision to the congregation if the position will be an approved MOP position or not.
3. PRC appoints a Presbytery person to the selection committee for that position.
4. Once a successful applicant is selected, the congregation, through the Presbytery representative of the selection committee, notifies the PRC.

5. The PRC then informs CMC of the prospective MOP candidate.
6. CMC meets with proposed MOP and assesses the ability of the applicant to meet the regulatory requirements for this position (Reg 2.3.3). The CMC also assesses their understanding of the Core Competencies, or having the potential to achieve the the Core Competencies within the first three months of prospective employment. This assessment is to be carried out by a person nominated by the CMC to support/mentor the applicant for this ministry position. The CMC then informs CEDAL, who do the training for the Core Competencies.
7. CMC inform the PRC of the assessment outcome on the applicant being able to achieve the Core Competencies. The PRC then notifies the congregation of the assessment outcome. The Congregation then draws up a Letter of Offer and once the applicant agrees to the offer, a commissioning is arranged by the Presbytery. A person can only be commissioned as Pastor when:
  - a. the person has been a confirmed member of the Uniting Church or Member-in-Association for period of 12 months or more.
  - b. the Presbytery is satisfied that the applicant can demonstrate the Core Competencies.
  - c. the person is appointed to a ministry location designated by the Presbytery as suitable for the Ministry of Pastor.
8. Once the Commissioning occurs, the Presbytery needs to advise the Placements Commission of this fact.
9. The Presbytery, through the CMC appoints an assessor and CEDAL to work with the Pastor in achieving their General Competency goals as per a Learning Agreement drawn up between the Congregation, the Presbytery and the Pastor.
10. The Presbytery also works with the Pastor to have in place a formation program which is to cover 50 hours per year pro-rata.
11. The Presbytery shall keep a record of the Pastor's training and progress and submit a yearly report to CEDAL.

---

By Rev John Barendrecht  
January 2017