

## POSITION DESCRIPTION

<b>TITLE OF POSITION:</b>	Presbytery Minister (Pastoral)
<b>UNIT:</b>	Presbytery of Western Australia
<b>CLASSIFICATION:</b>	Three years
<b>TYPE OF APPOINTMENT:</b>	Full-time

### JOB SPECIFICATION

#### 1. Summary of the broad purpose of the position

The primary responsibility of the Presbytery Minister (Pastoral) is to resource and assist the Pastoral Relations Committee (PRC) to fulfill its responsibilities in relation to Ministers and Pastors, Faith Communities and Congregations, in accordance with the Regulations (most notably 3.7.3) and the Rules of the Presbytery.

This position is a Placement and is open to an ordained Minister of the Word or Deacon, or a lay Confirmed Member or Member-in-Association of the Uniting Church in Australia (UCA). If the person is a lay member, this will be considered an appropriate position for a Pastor, and the person will be expected to have appropriate qualifications and meet all the criteria to be recognised as a Pastor.

#### 2. Reporting and key working relationships

The Presbytery Minister (Pastoral) is accountable to the Presbytery and works as part of the Presbytery Staff Team under the management of the Presbytery Officer.

The Presbytery Minister (Pastoral) works closely with the:

- Chairperson and members of the PRC.
- Chairpersons and members of other Presbytery Committees, especially the Presbytery Standing Committee (PSC), Thrive Mission and Presbytery Property.
- Presbytery Officer and all members of the Presbytery Staff Team, especially the Presbytery Support Administrator, Presbytery Minister (Strategic Priorities) and Presbytery Minister (Mission).
- Chairperson and members of the Placements Commission (PC).
- Moderator, General Secretary and members of the Synod Staff Team, especially Financial Services / Payroll, Culture of Safety and Property Services.
- As required, Ministers, Pastors and Retired Ministers.
- As required, Chairpersons and members of Church Councils, and other leaders of Faith Communities and Congregations.

### **3. Key responsibilities**

#### **3.1 Guiding Principles**

- (a) Operate within the legislative bounds, polity, ethics and values of the UCA.
- (b) Maintain open communication with all stakeholders, encouraging their input into decision-making and direction setting.
- (c) Strengthen mutually beneficial relationships and build working partnerships to enhance the life and mission of the Presbytery.

#### **3.2 Administration**

- (a) For monthly meetings of the PRC, liaise with the Chairperson of the PRC to set the agenda, collate and make available documents on the Teams channel.
- (b) With the Presbytery Support Administrator, ensure that the central database (Infodile) comprising a range of details for Ministers, Pastors, Retired Ministers, related groups, Faith Communities and Congregations is updated, as required.
- (c) Respond to general enquires about a range of matters from Ministers, Pastors, Retired Ministers, Faith Communities and Congregations.

#### **3.3 Management**

- (a) Identify and report to the PRC, at monthly meetings, of any current or emerging concerns, challenges or issues that may impact on the health and wellbeing of a Faith Community or Congregation, and all who serve in ministry.
- (b) Liaise and collaborate with other members of the Presbytery Staff Team and Chairpersons of other Presbytery Committees to enable the effective and timely flow of information to resource informed decision-making for the whole Church.
- (c) Identify and inform the General Secretary and Culture of Safety of any serious and critical incidents and help to develop and implement an appropriate preventative framework.
- (d) Review and update existing resource documents (guidelines and procedures), forms and templates (Congregation Profile, Ministry Leadership Profiles, Terms of Placement, Letter of Appointment, long-term and short-term Supply Agreements, Leave Application Forms, and Annual Reporting forms), as required.
- (e) Develop new guidelines, policies and procedures that respond to current and emerging ministry and Congregational experiences, needs and crisis, to enable best practice.

#### **3.4 Pastoral Relations**

- (a) Attend and resource the monthly meetings of the PRC and the PC.
- (b) Resource and support all consultation teams (Life and Witness, Vitality of Call, Extension Beyond 10 Years) and working groups of the PRC, as required.
- (c) Collaborate with CEDAL on training needs for the work of PRC.
- (d) Liaise with the placement body and the Minister or Pastor to draft and sign the Terms of Placement or Letter of Appointment, or addendum, and lodge this with Synod Payroll.

- (e) Liaise with the placement body and the Retired Minister or Minister about the arrangements for long-term or short-term Supply Ministry, and to draft and sign the Supply Agreement, and lodge this with Synod Payroll.
- (f) Encourage completion of Annual Reporting forms for the Specified Ministries and Retired Ministers, read and respond to reports submitted.
- (g) Update the following lists for the PRC, as required, from information on submitted Annual Reporting forms: Retired Ministers available for long-term or short-term Supply Ministry; Ministers, Pastors and Retired Ministers available to serve on consultations teams, Joint Nominating Committees, as Mentors, or on Synod Commissions or Presbytery Committees.

### **3.5 Healthy Ministry and Communities**

- (a) Initiate and arrange regular pastoral visits with Ministers, Pastors, Retired Ministers, Faith Communities and Congregations, or as requested or needed.
- (b) Gather knowledge such as challenges, concerns, goals and achievements through pastoral visits, consultations and other processes, and working with Synod and Presbytery staff, Chairpersons and members of Commissions and Committees and share information appropriately.
- (c) Alongside those responsible for pastoral care, observe, encourage and assist Faith Communities and Congregations, knowing their stage in the life cycle of the community i.e. experiencing growth, transition, a plateau, conflict, decline, closure or shoots of new life.
- (d) Provide Faith Communities and Congregations with support, advice and guidance as they consider alternative church structures (being recognised as a Faith Community, a small Congregation or a Congregation), mutual arrangements (forming a cluster or a partnership), church merger or dissolution.
- (e) As applicable, seek advice from or refer Faith Communities and Congregations to other Synod or Presbytery staff, Synod Commissions or Presbytery Committees for matters relating to finances, property, vision and mission planning or education.
- (f) Collaborate with other stakeholders to coordinate and develop a holistic and systematic approach for healthy practice, prevention or resolution of conflict and crisis management for the pastoral care of Faith Communities and Congregations and all who serve in ministry.
- (g) Work with the Presbytery Strategic Priorities Working Group, comprising the Chairpersons of three Presbytery Committees (the PRC, Thrive Mission and Presbytery Property) and associated staff, to action and achieve the Strengthening Congregations, Strategic Priority, which includes the following objectives:
  - Identifying those Congregation that have the potential to engage in effective ministry and mission, undertaking strategic consultations with the relevant Congregations, and resourcing those Congregations or assisting them to obtain needed resources.
  - Developing a strategic plan for the deployment of ordained Ministers.
  - Promoting in Congregations a culture of being intergenerational and intercultural.

## **4. Person Specification**

### **4.1 Call, Faith and Commitment**

- (a) Confirmed Member or Member-in-Association of the UCA, lay or ordained.
- (b) Commitment to the consultative, inter-conciliar, multicultural, ecumenical ethos of the UCA.
- (c) Strong commitment to enhancing God's mission in the world and enabling the Church to develop appropriate responses to the changing context.
- (d) Strong commitment to work collaboratively and promote team work to achieve shared goals, while remaining open and flexible with different approaches.
- (e) Commitment to operate within the Code of Ethics and Ministry Practice of the UCA.

### **4.2 Personal Abilities/Aptitudes/Skills**

- (a) High level organisation, planning, time management and priority setting skills, to effectively handle a complex work environment.
- (b) High level of emotional intelligence, credibility, trust and integrity.
- (c) Gifted in counselling, mediation, advocacy, conflict resolution and change management.
- (d) Ability to take initiative and work independently and as a team member.
- (e) Strong verbal and written communication and interpersonal skills, to work effectively with a diverse group of stakeholders.
- (f) Ability to show empathy and respect for different opinions and views, and work with people from a diverse range of theological, cultural and experiential backgrounds.
- (g) Working with Children Check and National Police Clearance required.
- (h) Western Australian Driving licence required and willingness to be away from home when required.

### **4.3 Knowledge**

- (a) A recognised tertiary qualification in Theology, and a recognised tertiary qualification in a cognate discipline is desirable (Counselling, Psychology, Social Work, Sociology).
- (b) Sound knowledge of the polity, ethos and doctrine of the UCA, including the Uniting Church in Australia Act 1976 (WA), Basis of Union, Constitution, Regulations, Rules and By-Laws, UCA polices, Code of Ethics and Ministry Practice, and Code of Conduct for Lay Leaders.
- (c) Sound knowledge of the structure of the UCA, including the Assembly, Synod, Presbytery, Church Council and Congregation, and the separate roles of governance and management.
- (d) Sound knowledge of the Specified Ministries and Ministry of Pastor, roles and processes.
- (e) Sound knowledge and understanding of the issues facing the Church in the 21st century.
- (f) Understanding of and commitment to regional, remote and urban ministries and mission, patrols, partnerships and cluster relationships.
- (g) Understanding of and commitment to the intercultural and intergenerational nature of the UCA, ministries and mission.
- (h) Understanding of and commitment to the Covenant relationship between the UAICC and the rest of the Church.

#### 4.4 Experience

- (a) Demonstrated experience in ministry in the UCA, including Congregational ministry.
- (b) Demonstrated experience working in leadership, coordination and consultancy roles.
- (c) Demonstrated experience working as part of a collaborative team.

#### ACCEPTANCE OF POSITION DESCRIPTION

I \_\_\_\_\_ [insert name] have read and understand the requirements and responsibilities listed above and accept the position description of Presbytery Minister (Pastoral)

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

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

Presbytery Chairperson Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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