

ATO BAS deadline



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Position Description

Pastor

Congregation:	Melbourne St Michael's UCA
Presbytery:	Yarra Yarra
Location:	120 Collins St
Tenure:	1 March 2023 – 30 December 2025
Reporting to:	Rev Dr Margaret Mayman & Church Council
Hours per week:	38 (or up to .75 negotiable)
Terms & Condition	Ministry of Pastor
Date:	

Congregation Supervisor Name

Signature

Date

Presbytery PRC Secretary Name

Signature

Date

Employee Name

Employee Signature

Date

Melbourne St Michael's UCA

St Michael's is a vibrant, inclusive, hospitable and community focused city church, sharing a contemporary and progressive Christian theology embracing spirituality, the arts, wellbeing, justice and compassion.

Our vision is to be a nurturing and dynamic Christian spiritual community contributing to a world where each person and all creation can flourish and enjoy abundant life within the city of Melbourne and beyond.

Role purpose

The Pastor (worship and community) will support and assist the Minister in Placement in furthering the strategic direction and implementing the mission goals set by Council by:

- assisting in preparation and leadership of worship, and
- supporting St Michael's pastoral (hospitality and care) ministries.

The appointment of the Pastor will enable the Minister to give more attention to public programs that connect the church with the city (through support for the revitalisation project and building relationships with the wider community).

Key selection criteria

Qualifications and experience

- B.Th. or tertiary qualifications in pastoral care, preaching, and liturgy
- or 2 or more years proven experience in a related role

Skills and abilities

1. Pastoral Care

Supporting and strengthening the congregation's pastoral ministries, expressed through:

- a. Hospitality – welcoming and including newcomers
- b. Community – building a community of compassion and care by fostering connection, mutuality and interdependence
- c. Compassion – responding to practical, spiritual and emotional needs in the church community

2. Worship

Sharing in leadership of Sunday Gatherings with the Minister, including:

- a. Preaching that is progressive, engaging and life-affirming
- b. Preparation and leadership of contemporary liturgy
- c. Supporting creative participation of lay people in Sunday Gatherings
- d. Exploring fresh expressions of spirituality in the city

3. Leadership

Supporting the Mission and Vision of St Michael's

- a. Working with Council and the Minister to implement Strategic Goals
 - b. Participation in Church Council and its Committees
 - c. Demonstrates capacity to support the church in a time of transition
4. **Energy & commitment:** Enthusiastic, committed and positive. Demonstrates capacity for sustained effort and hard work.

Personal competencies

1. **Team player:** willingness and ability to work collaboratively with the Minister and lay leaders
2. **Ethos and values:** enthusiasm for the congregation's commitment to being a fully inclusive community
3. **Initiative and accountability:** ability to be proactive within the parameters of the position; can recognize opportunities and act on them; and takes responsibility for decision-making and action
4. **Communication skills:** excellent verbal and written communication skills; personal warmth and strong interpersonal skills, and ability to effectively interact with a diverse range of individual people and groups
5. **Spiritual awareness:** ability to demonstrate insight into the importance of spirituality and religion for human and planetary wellbeing; ability to reflect on one's own spiritual life; and able to interact comfortably with people of other faiths and secular spiritualities

Additional requirements

- The appointee will be accountable to the Presbytery which has oversight of the Congregation in matters of faith and discipline, and to the appointing body for the exercise of ministry under this Position Description.
- Familiarity with and willingness to comply with the requirements of the Uniting Church in Australia Code of Ethics and Ministry Practice.
- The Uniting Church in Australia is committed to keeping children safe so a Working with Children Check is required.
- Current Victorian driver's licence

Key Accountabilities and Activities

Key Accountabilities	Key Activities
Worship & Spiritual Expression	Offer (or take responsibility for) reflections in Sunday gathering once a month Create and lead liturgy once a month Nurture people in spiritual development and discipleship

Key Accountabilities	Key Activities
	Explore opportunities for mid-week expressions of spirituality
Pastoral care and community-building	Develop and implement a sustainable network of pastoral care to ensure that everyone in the congregation is connected and cared for (newcomers, in-church congregation, and people who cannot attend church because of health, mobility etc.) Provide training and support to equip carers for the task of community and care. Create opportunities for newcomers to be welcomed and included in the life of the congregation.
Congregational and Church Council matters	Participate actively in meetings of Council, Contact and Care and Church Services Work with Committees and the Strategic Goals Working Group to implement goals pertaining to worship and pastoral care