



Position Description

Ministry Assistant – Worship and Pastoral Care

(Uniting Church in Australia – Ministry of Pastor)

Congregation:	Melbourne St Michael's UCA
Presbytery:	Yarra Yarra
Location:	120 Collins St, Melbourne 3000
Tenure:	1 August 2023 – 31 July 2026
Reporting to:	Rev Dr Margaret Mayman & Church Council
Hours per week:	38 (or part time 0.5 to 0.75 negotiable)
Terms & Conditions	Ministry of Pastor
Date:	07/23

Congregation Supervisor Name

Signature

Date

Presbytery PRC Secretary Name

Signature

Date

Employee Name

Employee Signature

Date

Melbourne St Michael's UCA

Mission and Context

St Michael's Mission is to be a vibrant, inclusive, hospitable and community-focused congregation, sharing progressive Christianity – embracing spirituality, the arts, wellbeing, justice and compassion.

St Michael's Vision is of 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.

In 2020 the induction of our first new minister in nearly fifty years coincided with the beginning of the global pandemic. The position of Ministry Assistant (Worship and Pastoral Care) recognizes that St Michael's is a different congregation than it was in 2020.

The congregation's identity and mission are being expressed in new ways. There is an emphasis on: expressing the Gospel through social and ecological justice; full inclusion and affirmation of LGBTQ+ people; exploring progressive spirituality alongside progressive theology; renewing connection with the city; and strengthening our relationship with the Uniting Church.

Into this new stage of the life of our congregation, we are delighted to be attracting, welcoming and including a steady stream of newcomers.

The Uniting Church in Australia

- Ministry of Pastor is a recognised *lay ministry* within the Uniting Church in Australia
- A person exercising a ministry that has been designated as "Ministry of Pastor" is in a relationship of accountability with the Church.
- A person exercising this ministry is identified by their position description (e.g. Ministry Assistant) and not automatically as "Pastor."
- Applicants should be a confirmed member or member in-association with the Uniting Church or willing to become a member or a member in-association (if a member of another denomination).

Role purpose

The Ministry Assistant (Worship and Pastoral Care) will support and assist the ordained Minister in furthering the strategic direction and implementing the mission goals set by Council by:

- developing congregational pastoral (hospitality and care) ministries, and
- assisting in preparation and leadership of worship

The appointment of the Ministry Assistant will enable the Minister to give more attention to public engagement with the city (through support for the church 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. 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 for the city (weekdays).

2. Pastoral Care

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

- a. Hospitality – welcoming and including newcomers
- b. Community – developing a model of pastoral care with a focus on building a community of compassion and care by fostering connection, mutuality and interdependence for longer term members and more recent arrivals
- c. Compassion – responding to practical, spiritual and emotional needs in the church community

3. Leadership

Supporting the Mission and Vision of St Michael's

- a. Working with Church Council and the minister to implement Strategic Goals
- b. Participation in Church Council and its Committees as appropriate
- c. Supporting the congregation in a time of transition and change

Personal competencies

1. **Spiritual awareness:** insight into the importance of spirituality and religion for human and planetary wellbeing; ability to reflect on one's own spiritual life; able to interact comfortably with people of other faiths and secular spiritualities
2. **Ethos and values:** committed to inclusiveness and promotion of a culture of affirmation and appreciation
3. **Team player:** willingness and ability to work collaboratively with the minister, lay leaders and staff

4. **Initiative and accountability:** proactive within the parameters of the position; recognize opportunities and act on them; take responsibility for decision-making and action; demonstrate capacity for sustained effort and hard work
5. **Communication skills:** excellent verbal and written communication skills; personal warmth and strong interpersonal skills; effectively interact with a diversity of people and groups

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 Congregation 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.

Key Accountabilities and Activities

Key Accountabilities	Key Activities
Pastoral care and community-building	Assist in development and implementation of 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.) Create opportunities for newcomers to be included in the life of the congregation Provide training and support to equip carers for the task of community and care.
Worship & Spiritual Expression	Attend Sunday services and after-church activities Take responsibility for reflections in Sunday gatherings once a month Create and lead liturgy once a month Contribute to Sunday after-church Programs as appropriate Nurture people in their spiritual development and discipleship Explore opportunities for fresh expressions of spirituality in conjunction with St Michael's goal of opening the church on week days.
Governance	Participate actively in meetings of Church Council Work with Council Committees to implement Strategic Goals pertaining to worship and pastoral care