

**THE UNITING CHURCH IN AUSTRALIA**

# St Luke’s Congregation

**POSITION DESCRIPTION**

Position Title: Community Ministry Pastor (Part Time for 12 Months)

*The hours and tasks will be reviewed at 6mths in line with need, and by 11 months to consider the benefit and scope to extend the term.*

Location: St Luke’s Uniting Church - Highton

Classification: Non-placement Pastor – Level 2 (VicTas Synod) 0.4 Part time – (16 hours per week)

Salary: $ 33.39 per hour (part time), plus leave allowance and 9.5% superannuation

A travel allowance at VicTas Synod rates up to the value of $1,500 per year is also available.

Duration: 12 months. Probationary period of 3 months applies; performance will be reviewed annually.

Prepared By: Church Council Date: 15/12/2019

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PURPOSE OF THIS ROLE

**Through gifts of hospitality, leadership, and service, coordinate and strengthen the ministry work of St Luke’s UCA Community for newcomers in need**

We believe everyone at St Luke's brings God given gifts to support the life our community. In the early Church (Acts 7) the disciples set aside people to meet the leadership and service needs of the community. 1 Peter 4:8-10 and Romans 12:13 describe the importance of hospitality – welcoming all including the stranger into our community – and sharing food, shelter and care. In Romans 12:7, Paul encourages the gift of service – the person who sees things that need doing and helps to get them done (the word “deacon” comes from this). 1 Corinthians 12:28 identifies gifts of leadership and helps – assisting the community through guiding others, planning and organizing things, and mirroring Christ’s service to the poor and outcast. Many in the St Luke's Congregation have one or more of these gifts, and we expect the Community Ministry Pastor will enjoy this sort of role.

**SCOPE OF THIS ROLE**

The Community Ministry Pastor will:

1. Coordinate the further development of St Luke’s Uniting Church ministry and mission to families and children across cultures, particularly those new to Australia.
2. Provide pastoral, spiritual and religious care (in collaboration with St Luke’s Ministry Teams) in response to the needs of the families.
3. Provide a link to forge relationships between the Congregation and newcomer families.
4. Participate in the worship life of St Luke’s.

CONTEXT OF THE MINISTRY:

St Luke’s Uniting Church Congregation has captured its values thus:

“We follow Christ, and create a safe place to share and grow together, drawing closer to God.”

This aligns to our Vision for our church and community, “To be a community that grows Christians, knows Jesus and makes him known to others.” For almost two decades, our congregation has been active and committed to working with, and supporting those arriving in Geelong after fleeing their country of origin due to conflict or persecution.

In recent years we have welcomed increasing numbers of newcomers in need (mainly families) to our worship and small group activities – on Sunday and through the week. The diverse ethnicity and stage of transition of these newcomers results in a vast variation in English language skills.

Our Outreach and Pastoral Care programs are led by ministry teams, with pastoral oversight by our Minister in Placement, there is now a need for more coordination, supported by proper training of volunteers, to build effective ministry and support for these newcomers in need. St Luke’s is also keen to build the links and networks with other faith communities and broader community supports.

This situation is a great opportunity, but also a great challenge for St Luke’s.

JOB DESCRIPTION - Primary Objectives:

To support, strengthen and expand the St Luke’s UCA outreach ministry program to new arrivals to Geelong, with particular emphasis on refugees from Middle Eastern and conflict torn countries (hereafter ‘newcomers in need’).

To initiate contact with and assist newcomers in need in their settling in Geelong.

To introduce newcomers in need to the programs offered at St Luke’s or other Christian or community services that cater to newcomers in need.

To provide advice to the Minister in Placement and committees of the Congregation on adjustments and new initiatives to support and assist newcomers in need in their Christian journey.

To facilitate the recruitment and co-ordination of willing volunteers to assist in the ministry including:

* Ensuring volunteers are appropriately screened and trained in conformance with St Luke’s Keeping Children Safe Statement of Commitment (as part of the UCA);
* a training program for volunteers in their interactions with people of different cultures;
* support, including mentoring or onward referral, as needed by volunteers.

To liaise with the Minister in Placement and Convenor of the Mission Outreach Team to ensure this outreach ministry program aligns with the overall ministry of St Luke’s.

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ORGANISATIONAL ENVIRONMENT - Reporting Relationships (By Title)

**Accountability:** The Chairperson of the St Luke’s Church Council, and as delegated, Convenor of the Mission Outreach Team.

**Supervisor:** The Minister in Placement of the St Luke’s Congregation will be responsible for the oversight of this position**.**

**Others under position’s oversight:** Nil

**Lateral:** Administration Coordinator, Convenors of Pastoral Connections, Worship & Education, and Communications Teams**.**

**ATTRIBUTES OF THE PERSON**

This position is an important representative of the Christian church to the community of Highton and beyond.

A commitment to understand and work for the core values (see Appendix A) of St Luke's Uniting Church (as an expression of the Gospel values of Jesus Christ) is essential.

## Personal gifts and competencies

1. Great interpersonal skills with the capacity to relate to and engage with culturally and linguistically diverse people, many of whom may have suffered trauma.
2. Confidence in their Christian faith, including good standing within their faith community. A sound theological/faith foundation compatible with ministry in the Uniting Church is expected, and willingness to develop this.
3. Capacity and willingness to create safe and welcoming spaces for people who are newcomers in need within the St Luke's UCA Highton community, and with others the wider Geelong Community
4. Appreciation, respect and understanding of newcomers to Australia of diverse age and ethnicity.
5. Commitment to integrity and honesty
6. Capacity to work autonomously (including self-initiating) and as part of a team

## Qualifications and Experience

1. Graduate qualification of three or more full-time years or equivalent;

or an equivalent combination of relevant experience and/or education or training considered relevant to supporting culturally and linguistically diverse people in building capability and safety within new communities

1. A good understanding of the role of an ordained minister for significant pastoral care or theological matters.
2. Willingness to become a Member or Member in Association of the St. Luke’s congregation.
3. Possess a current Car Driver’s license or equivalent mobility.
4. Experience using modern office tools including computers (and relevant office software), printers, etc.
5. Knowledge and/or experience in development and training activities for adults and children would be useful.
6. Experience delivering services within a faith-based context desirable

## Skills and abilities

1. Good written and verbal communication skills, including sharing information on work/tasks delivered and to be done.
2. Respect for confidentiality, but also when to involve the Minister or Church Council for the safety and wellbeing of others and self.
3. Good at organising yourself, managing work demands (priorities), using safe and healthy work practices (physical and mental).
4. Capacity to work constructively with members of the church and broader community as they try to help and adjust to change, recognising different people/groups may have different motivations or priorities for their involvement.
5. Support efforts to develop and strengthen children’s ministry relevant to connected families and young people (including cooperation with other organisations).
6. Ability to appropriately and effectively use internet-based resources including email (and potentially social media) to empower, support and inform a community (both internally and broadly).
7. Ability to find useful and relevant services, material and information to meet a need.

# Special Requirements of the Position (Mandatory and ongoing)

1. Capacity and willingness to work within the ethos of the Uniting Church in Australia
2. The Uniting Church in Australia is committed to keeping children and vulnerable people safe. Employment in this role is subject to ongoing satisfactory Criminal History and Working with Children checks.
3. Completion of Code of Ethics Training in the Uniting Church is mandatory within 12 months of commencement of the role.

Flexibility of hours is necessary, including some weekend work, and appropriate management of time, and personal health and safety will be expected.

# Appendix A. St Luke's UCA, Highton Context

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| **VISION:** Our mission is to grow Christians, to know Jesus and to make him known to others. |

**Value Statements** (as agreed by the Congregation, November 2018)

1. We live loyal to Christ, and all he taught.
2. Our community must be a safe place; welcoming and respecting diversity, living out Jesus command to love one another
3. God has given us many resources and talents; an investment that grows through sharing and use
4. Each of us seeks to understand and connect with God more closely and deeply.