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| --- | --- | --- |
| Placement Description | | |
| Placement Title: | << insert placement title >> |
| Service Area: | << insert service, congregation or other >> |
| Placement Status: | << Full Time, Part Time percentage of placement>> |
| Location: | <<insert Uniting Church location>> |
| Stipend Details: | Refer to the Ministry Agent Payments Notice on the [Queensland Synod website](https://ucaqld.com.au/synod-services/people-and-culture/forms/), updated 1st January each year |
| Next Review Date: | Month Year |

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The Church:

The Uniting Church in Australia (the Church) is a large uniquely Australian Christian denomination in Australia with heritage from historical reformed evangelical denominations. In Queensland, the Uniting Church has around 250 congregations and has schools, colleges and large community services (such as UnitingCare Queensland and Wesley Mission Queensland).

The Uniting Church is multicultural, committed to reconciliation with first peoples, calls for reconciliation across it’s communities and aims to use its people and property resources wisely and in the furtherance of God’s mission in the world.

Within the ministry of the whole Church, Jesus Christ calls men and women to proclamation of the gospel in word and deed through a call to ministry. This calling is exercised by preaching and presiding at the celebration of the sacraments and witnessing in the community of the gospel of Jesus Christ.

Placement Purpose:

The purpose of this placement is to provide << brief overview of the placement in one or two sentences >>

Key Responsibilities:

1. << list any specific requirements for the placement >>
2. Work within the policies and procedures of the Uniting Church in Australia, Queensland Synod including the [Safe Ministry with Children policy](https://ucaqld.com.au/download/4218/), [COVID-19 Vaccination Policy](https://ucaqld.com.au/download/25017/) and the provisions of the Workplace Health and Safety and other relevant legislation including reporting hazards/incidents, support for injured workers and full participation in return to work plans.
3. Undertake other ministry duties as and when directed within the capabilities of the incumbent.

**Reporting Relationships:**

This placement reports to : << insert placement or position title >>

Key internal relationships: << optional section – only use if relevant to the placement >>

* << insert Board/Committee name title >>
* << insert Church Council titles >>
* Appointing Body/Presbytery for matters of faith and discipline
* << insert key roles in other Synod office Group/Teams >>

Key external relationships: << optional section – only use if relevant to the placement >>

* << eg Government Departments or inter-faith committees >>

**Placement Selection Criteria:**

1. Qualifications:
   1. << List the required or desired qualification for the placement in addition to the fourth dot point (exercise of ministry) in additional requirements below >>
2. Experience and Skills:
   1. << List the demonstrated experience (and degree of experience such as substantial or experience in specified ministry), knowledge, skills or abilities required for the placement’s unique responsibilities >>
   2. Service: personable with a commitment to building strong relationships with key stakeholders/customers across the Church and its agencies, boards and committees of the Synod
   3. Responsibility: demonstrated attention to detail, timeliness, analytical and focussed on outcomes
   4. Respect: demonstrated ability to clearly communicate orally and in writing with others and manage competing views
   5. Integrity: demonstrated ability to act with impartiality and honesty
   6. Commitment to working within the purpose and values of the Uniting Church in Australia, Queensland Synod and adhering to the policies, organisational requirements and processes

**Additional Requirements:**

* << Current Drivers Licence - Presentation of a current Drivers Licence must be made before your appointment to the position can be confirmed. >>
* Working with Children Clearance Card (BCB - Blue Card) - All adults who work with people under 18 years in QLD in regulated employment are required to undergo a “Working with Children Check” under the screening provisions of the Working with Children (Risk Management and Screening) Act. While not in an employment relationship, for the purposes of legislative compliance, presentation of a current Suitability Card must be made before the placement to be confirmed.
* << If specified for the position - National Criminal History Check to be provided and assessed every 3 years. Presentation of a current National Criminal History Check must be made before appointment to the position can be confirmed. >>
* This position is for the exercise of the duties of ordained ministry of the Uniting Church in Australia. Preference will in the first case be given to appropriately qualified Ministers of the Word or Deacons. A lay person may be appointed to the role subject to successful completion of [core competency](https://assembly.uca.org.au/images/resources/papers/0903pastorcorecompetencies.pdf) requirements for the ministry of pastor in the Uniting Church in Australia. The successful applicant will be required to comply with the [Code of Ethics and Ministry Practice](http://www.assembly.uca.org.au/images/stories/Regulations/2012/A5_-Code_of_Ethics-2010-UPDATED-and-_CORRECTED-2012.pdf). and access regular professional supervision.
* This is an approved placement of the Uniting Church in Australia and the ministerial stipend and allowance provisions will apply.
* << Insert other requirements eg inter/intra state travel, working out of hours, attendance at Synod in Session >>
* The successful applicant must be eligible to legally work in Australia and proof of eligibility may be requested.

Authorised by:

Signature

< Name >>  
<< Position Title>>: Date: