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| Position Description | | |
| Position title: | << Insert ministry location title e.g. pastoral assistant, youth and family worker, chaplain, pastoral and spiritual care practitioner. >> |
| Synod/congregation: | << Insert service or congregation, etc. >> |
| Position status: | Full-time, Part-time, Casual, Fixed Term (and period) >> |
| Location: | << Specify the actual address >> |
| Classification/salary: | Pastor Level 4 ([Ministry Location Designated as Appropriate for the Exercise of the Ministry of Pastor](https://ucaqld.com.au/download/15700/)) |
| Next review date: | << Month Year >> |

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The organisation:

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 its communities and aims to use its people and property resources wisely and in the furtherance of God’s mission in the world.

Position purpose:

The purpose of this role of pastor is to work under limited supervision of a church leader undertake activities << in the area of >> and manage other employees or volunteers to fulfill the mission of the Church.

Key responsibilities:

1. Undertake responsibility for a range of functions and various activities << in the area of >> for the Church including liaising with the church leader/Church Council in the planning and coordination of its services or programs.
2. Provide assistance to a more senior church leader in planning, coordinating, implementing and administering the activities and policies including preparation of budgets for << in the area of >>.
3. Undertake duties consistent with the following (Regulation 2.2.2(a)): *<<* must include one or more of the following – delete duties that do not apply to this position (subpoint 4 would normally apply to chaplains). >>
   * Teaching the beliefs and practices of the Church; and/or
   * Pastoral oversight of members and/or groups operating under the auspices of the Church; and/or
   * Leadership of worship in congregations or faith communities of the Church; and/or
   * Evangelism or service beyond a gathered congregation but which is exercised under the auspices of the Church.
4. << Insert key responsibilities unique to the role. >>
5. Supervise other employees or volunteers to achieve the outcome << in the area of >>.
6. Contribute to interpretation of matters for which there are no clearly established practices or procedures.
7. Respond to enquiries and provide detailed advice and information on the Church’s services and mission.
8. Model the values of the Uniting Church in Australia, Queensland Synod in day to day work including in interactions with managers, lay staff, ministry agents, clients and stakeholders.
9. 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/), 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.
10. Undertake other duties as and when directed within the scope of the role and the capabilities of the incumbent.

**Reporting relationships:**

This position reports to: << Insert position title >>

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

* << Insert Board/Committee name title >>
* << Insert Church Council titles >>
* << Insert key roles in other Synod office department/teams >>

Key external relationships:

* The appointing body for matters of faith and discipline.

**Selection criteria:**

1. Qualifications:
   1. Certificate level qualifications with a preference given to study advancement in <<pastoral and spiritual care or>> Theology.
   2. Membership of the Uniting Church in Australia and a commitment to, and understanding of, the mission and a capacity to provide ministry within the ethos of the Uniting Church in Australia, Queensland Synod.
   3. Well-developed understanding of the structure and polity of the Uniting Church in Australia.
2. Experience and skills:
   1. << Insert criteria relevant to performing the role e.g. relevant [General Competencies for The Ministry of Pastor](https://assembly.uca.org.au/images/stories/resources/MOP/0909mopgeneralcomp.pdf) as identified by the Assembly. >>
   2. Thorough knowledge of work and activities performed within the Church practices, procedures and regulations relevant to the workplace of activity.
   3. << Insert specific work or project experience required. >>
   4. Knowledge of policies and regulations relating to the work and activities being undertaken and an ability to understand clear but complex rules.
   5. Demonstrated ability to problem solve by using reference to procedures, documented methods and instructions.
   6. Personable with a commitment to building strong relationships with key stakeholders across the Church and its agencies, boards and committees of the Synod.
   7. Demonstrated attention to detail, timeliness, analytical and focussed on outcomes.
   8. Demonstrated ability to clearly communicate orally and in writing with others and manage competing views.
   9. Demonstrated ability to act with impartiality and honesty.
   10. 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:**

* All adults who work with people under 18 years in Queensland are required to undergo a “Working with Children Check” under the screening provisions of the Working with Children (Risk Management and Screening) Act known as an employee – Suitability Card for Child Related Employment (Blue Card) (P). Presentation of a current Suitability Card must be made before appointment to the position can be confirmed. >>
* << If specified for the position – National Criminal History Check to be provided and assessed every three years. Presentation of a current National Criminal History Check must be made before appointment to the position can be confirmed. >>
* << Drivers licence >>
* << Insert other requirements e.g. inter/intra state travel, working out of hours, attendance at Synod in Session. >>
* << Insert “Position eligible for fringe benefits participation” if 80/20 assessment completed. >>
* This position is for the exercise of the responsibilities of the lay specified ministry of pastor of the Uniting Church in Australia. A non-Uniting Church member 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).
* <<It is the Queensland Synod Chaplaincy Commission which will <<commission you into this role (UCA) OR oversee a recognition service (Non-UCA) for this role once you have demonstrated the core competencies>>, and you will be responsible to the Queensland Synod Chaplaincy Commission, UnitingCare Queensland together with the relevant Presbytery for the exercise of your ministry as outlined in the Position Description. (Constitution para. 15).>>
* 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: