

Position Description

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| POSITION TITLE: | Pastoral Care Co-ordinator [38 hours] |
| LOCATION: | St Matthew's Uniting Church, Baulkham Hills |
| POSITION PURPOSE: | <p>The Pastoral Care Co-ordinator is responsible for:</p> <ol style="list-style-type: none">1. the provision of leadership, direction and implementation of pastoral oversight of the congregation's ministry of Pastoral Care.2. pastoral care to the members of the congregation in the 30-60s age demographic;3. the development of pastoral care teams within the congregation,4. networking with agencies which provide training for pastoral care. |
| EMPLOYER PROFILE: | <p>St Matthew's is a large regional congregation that strives to offer holistic, all age mission and ministry to the community it serves. This service is provided through a team based ministry, comprising full-time paid staff and an extensive network of volunteers.</p> <p>Centred in Baulkham Hills, its ministry reaches well beyond the Hills district of Sydney.</p> <p>As a congregation, within the Uniting Church of Australia, it follows the Basis of Union acknowledging that faith and unity are built on the one Lord Jesus Christ. St Matthew's is part of the world-wide Christian Church, building unity in faith and mission. The congregation celebrates diversity and encourages all it touches to bear witness to a unity of faith and life in Christ which transcends cultural, economic, national and racial boundaries.</p> <p>The congregation strives to be a community of reconciliation within which the diverse individual and team gifts are used for building up the whole.</p> <p>St Matthews's core purpose, as individuals and as a community, in living out its Christian calling seeks to be faithful witnesses for Jesus, transforming lives and destinies by growing disciples for Christ.</p> <p>St Matthew's as a community lives by the core values of being, welcoming and inclusive; accepting and tolerant;</p> |

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| <p>SPECIFIC ACCOUNTABILITIES AND RESPONSIBILITIES:</p> | <p>diverse; relevant; forward thinking; community minded and reaching out.</p> |
| | <ul style="list-style-type: none"> • Provide pastoral care and support to existing and future lay leaders. • Recruit and train lay leaders • Provide leadership to and co-ordinate with other lay leaders in the area of Pastoral Care. • Enable systematic pastoral care, including visitation, to new and existing members of the St Matthew's community of faith and wider community (i.e. 30-60 year olds) • Develop the ministry of pastoral care within this age group. • Work in conjunction with the Pastoral Care Umbrella (Support) Group, Families Umbrella Group and other groups to both monitor current and implement new initiatives. • Ensure good networking and connections with services, resources and people beyond the congregation. |
| <p>CORE COMPETENCIES:</p> <p>Role Specific:</p> | <ul style="list-style-type: none"> • Ability to keep a number of activities on track concurrently. Excellent personal time management, planning and control skills. • Excellent oral communication, networking, presentation, negotiation and discussion skills |
| <p>Person Specific:</p> | <ul style="list-style-type: none"> • A team player who also knows how to manage their own business activities and time • Ability to recognise the importance of attention to detail and following through on commitments • Adaptability and flexibility, with a can do attitude. • Relationship building and persuasiveness. • Broad and deep theological formation • Ability to think creatively and strategically • High-level self-confidence, personal integrity and a willingness to work within the ethos of the Uniting Church. |
| <p>POSITION SPECIFIC KNOWLEDGE/QUALIFICATIONS/ WORK EXPERIENCE:</p> <p>Essential:</p> | <ul style="list-style-type: none"> • Experience in working with volunteers. • Proven ability in pastoral care. • Excellent written and verbal communication skills. • Excellent PC skills on a wide range of software. |

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| <p>Desirable:</p> <p>KEY WORKING RELATIONSHIPS:</p> | <ul style="list-style-type: none">• Experience and knowledge of community and human services.• Experience in co-ordinating teams or volunteers.• Working and developing services within a team environment. • Relevant tertiary studies in social sciences, sociology or counselling, an advantage • Relevant theological qualifications, an advantage. |
| <p>Internal:</p> <p>External:</p> | <ul style="list-style-type: none">• Working with Minister of Word (Team Leader) and other team members.• Working with Umbrella Group for Caring (key strategic development and support group). • Presbytery Resource Team• Other professionals such as hospital chaplains. |
| <p>As an employee of St Matthews you are expected to:</p> | <p>Comply with all St Matthew's policies and procedure including:</p> <ul style="list-style-type: none">• Attendance at Staff meetings and training• Code of Conduct• Occupational Health and Safety• Fire and Emergency• Instructions, Policies and Procedures.• Staff Guidelines including, operational manuals • A commitment to the St Matthew's core values |

As a person in pastoral ministry in the Uniting Church, you are expected to

- Read and understand the Basis of Union and have a preparedness to work within the polity and ethos of the Uniting Church in Australia as described by the Basis of Union
- Abide by the discipline processes as set out in the Constitution and Regulations of the Uniting Church and the Code of Ethics and Ministry Practice adopted by the National Assembly as they relate to ministerial practice.
- Abide by the requirements of the Uniting Church Regulations in relation to the lay specified ministry of Pastor.
- Successfully complete the UCA polity course (Living Values) and demonstrate the core competencies determined by the Ministerial Education Commission as essential for all persons that exercise the lay specified ministry of Pastor.

Exclusions

The position holder would not be:

- A member of the Church Council or the Elders Council, but has the option to attend the meetings as an invitee or may be invited to attend and report when the need arises.
- Required to lead or participate in worship, but may occasionally seek or be invited to participate in worship leadership to further the development of either the caring ministry.

Acknowledgement:

I, _____ acknowledge that I have read and understood the above Job Description and have been given a personal copy.

SIGNED: _____

Employee's Signature

Church Council Chairperson's Signature

Date: ____/____/____

Date: ____/____/____

Prepared by: [insert name]

Approved by: [insert name]

Date: __/__/__