

Position Description

POSITION TITLE:	Pastoral Carer to 30s & 40s [20 hours]
LOCATION:	St Matthew's Uniting Church, Baulkham Hills
POSITION PURPOSE:	<p>The Pastoral Carer is responsible for:</p> <ol style="list-style-type: none">1. the provision of pastoral care to the congregation's 30 to 49 year olds2. the development of pastoral care teams within the congregation.
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; diverse; relevant; forward thinking; community minded and reaching out.</p>

<p>SPECIFIC ACCOUNTABILITIES AND RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Enable systematic pastoral care, including visitation, to new and existing members of the St Matthew's community of faith and wider community (i.e. 30-49 year olds) • Develop the ministry of pastoral care within this age group. • Work in conjunction with the Pastoral Care Umbrella (Support) Group and Families Umbrella Group to both monitor current and implement new initiatives.
<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.

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: __/__/__