

## Uniting Mission and Education

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### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Mission Resourcing Consultant</b>
<b>LOCATION:</b>	Uniting Mission and Education is located at the Centre For Ministry, 16 Masons Drive, North Parramatta.
<b>ACCOUNTABLE TO:</b>	<b>Director, Uniting Learning Network</b>
<b>GENERAL OBJECTIVE:</b>	<p>As part of the Uniting Learning Network, to provide advice and encouragement to the Synod, Presbyteries and congregations in relation to ways in which mission might be effectively and sustainably resourced.</p> <p>To provide pastoral and missional support and oversight of projects to which the Synod has committed financial resources.</p> <p>To contribute to the leadership for missional thinking and new expressions for the Church of living faithfully amongst the community.</p>
<b>POSITION OVERVIEW:</b>	Uniting Mission and Education is a team of people who work co-operatively to achieve team goals. Inter-dependence and flexibility is an expected quality of staff relationships. From time to time specific tasks may be introduced into a particular job description, or all job descriptions, to reflect the changing context in which the UME works.
<b>WORK RELATES TO:</b>	Resourcing Team Members of Presbyteries and congregations
<b>SPECIFIC RESPONSIBILITIES:</b>	
<b>Team Projects:</b>	<p>In consultation with the whole team and under the direction of the Director, ULN, team members will be expected to contribute to major team projects. These may include:</p> <ol style="list-style-type: none"><li>(1) An annual 'Inservice' or 'Leadership Retreat' providing ongoing ministry formation and leadership development for people in ministry, including Lay Pastors, Pastors, Youth Workers, Children and</li></ol>

Family Workers, Lay Preachers and other people in paid and unpaid leadership roles.

- (2) Report to Synod - each 18 months, team members will be expected to attend (whether as members or not) Synod and be involved in activities reporting on behalf of the team or the wider UME.

### **Resource Development and Delivery:**

All members of the team will be involved in resource development, delivery and 'train the trainer'. Wherever possible these resources will be developed and delivered collaboratively with presbyteries, agencies and other UCA education and training providers. In consultation with the whole team, and under the direction of the Director, ULN, particular team members might be expected to be the 'lead agent' for a particular resource, course or program, providing overall coordination, and significantly contributing content to the development, delivery and 'train the trainer' for that particular resource, and enabling the contributions of others from the team and from presbyteries or other agencies to be appropriately used. This team member might particularly be asked to be the 'lead agent' for resources to assist local project leaders to secure financial resources and to develop new leaders and contributors:

- (1) Development of educational and other resources, and delivery of educational courses and events, particularly which focus on missional activity, community engagement and including strategies for evangelism and faith sharing.
- (2) Deliver of 'Train the Trainer' courses for ministry agents, equipping them to use educational resources developed by the team.

### **Consultancy:**

All members of the team will be involved in consultancy, with presbyteries and congregations, under the overall direction of the Director, ULN. For this position those consultancy situations may particularly concern mission development and developing sustainable resources for missional engagement.

- (1) General consulting and mission planning with presbyteries and congregations – assisting Presbyteries and congregations to think creatively for future missional directions.
- (2) Assist with financial planning, property stewardship and other matters that impact the development of sustainable ministries. Identify alternative funding sources and grant processes that may be appropriate in local area strategic planning.
- (3) Mentoring presbytery-based and other ministry agents in the use of consultancy techniques, tools and approaches.

**Networking:**

All team members will be expected to be members of, or in connection with, various committees, networks or groups in which they will contribute to the understanding of those groups, seek ways of developing and maintaining collaboration, and advocate for their own focus area, as well as for the work of the team more generally. The participation of team members in committees and networks will be determined in consultation with the whole team under the direction of the Director, ULN.

- (1) Advocate for and encourage action on issues and pressures experienced by those trying new missional activities.
- (2) developing networks that assist congregations, agencies, ministers and leaders to support each other in understanding and practising missional ministry
- (3) Contribute to continued theological and professional reflection regarding effective mission initiatives within UME, and beyond.
- (4) Ensure that Synod strategies and educational programs are grounded in the contemporary missional context.
- (5) Liaise with other parts of the Synod and Presbyteries in developing new policies that will further the missional work of the Church.

**Meetings and Policies and Procedures:**

This position is part of a collegial Ministry team and will require a commitment to understanding, respecting and valuing the gifts and individual faith journeys of other team members, and to continual high quality communication within the team. The team will also be committed to developing and maintaining strong collaborative relationships with other institutions and agencies.

- (1) Attend regular team meetings, and other such UME and Synod meetings, as determined by the Director, ULN and/or Executive Director, and contribute as appropriate.
- (2) Participate in team retreats and planning sessions.
- (3) Contribute to the continuous development of UME policies, systems and processes.

**General:**

- (1) In addition to UCA policy and procedures ensure all activities undertaken comply with relevant Acts, legal demands and ethical standards including, but not limited to, compliance with Occupational Health and Safety requirements.
- (2) 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 in

the Basis of Union, Constitution, regulations and by-laws.

- (3) Abide by the discipline processes as set out in the Constitution and Regulation of the Uniting Church and the Code of Ethics and Ministry Practice adopted by the National Assembly as they relate to ministerial practice.

**Other:** Any other duties as directed by the Director, ULN or Executive Director

## **SELECTION CRITERIA**

### **Essential**

A deep understanding of missiology and contemporary missiological thinking

Pastoral sensitivity and an ability to understand and negotiate complex relationships with Presbyteries, congregations, project leaders and team members

Demonstrated administrative and communication skills.

Enthusiastic self-starter

Flexible and highly adaptable to changing circumstances.

A team player who can be flexible and work with others but can work independently as required.

Ability to multi-task and prioritise work load.

Advanced levels of Microsoft Office Software.

Commitment to the ethos of the Uniting Church in Australia - 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 in the Basis of Union.

### **Desirable**

Previous experience in grant processes or management.

Relevant qualifications in an area such as Theology, HR, Education, Community Welfare or the like.

Experience in missional entrepreneurial effort, developing new missional work or church planting

### **Personal Attributes:**

A deep personal faith in Christ, and commitment to spirituality, Christian life and practice in life and leadership.

A good sense of intuition and timing to know what might be possible at any given moment, and to be able to discern the appropriate way forward.

An ability to read how people are feeling in times of change or uncertainty, and to pace initiatives to ensure that change does not stall, nor is paced in a way that overly de-stabilises.

Strong personal awareness, particularly in relation to interactions with others, being able to see things from others perspectives, including those from differing cultural backgrounds.

A high-level of self-confidence and personal integrity.

An optimistic spirit and an ability to foster hope among others.

Sense of humour

Date approved: 5 February 2014