



## Ministry Description

# Coordinator of Studies: History of Christian Practice and Belief

<b>Reporting to:</b>	Head of College, Pilgrim Theological College
<b>Unit:</b>	eLM
<b>Location:</b>	CTM, 29 College Crescent, Parkville
<b>Tenure:</b>	Placement (initially 7 years)
<b>Hours per week:</b>	37.5
<b>Cost centre:</b>	Pilgrim
<b>Date:</b>	March 2023

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 Employee

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 Signature

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 Date

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 Sean Winter, Head of Pilgrim College

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 Manager

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 Signature

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 Date

# **Coordinator of Studies: History of Christian Practice and Belief**

The Coordinator of Studies (History) is a full time faculty position within Pilgrim Theological College, a College of the Uniting Church in Australia (UCA) and part of the University of Divinity.

This is an academic position within the Synod of Victoria and Tasmania (VicTas) of the Uniting Church in Australia, and Faculty work within the ethos and tradition of the Uniting Church in Australia.

The “Coordinator of Studies” is a dual facing role. First, Pilgrim Faculty help form, through theological education, candidates for ministry in the Uniting Church on behalf of the Synod of Victoria and Tasmania. Faculty contribute to the formation program, are expected to participate in the worship life at Pilgrim, and contribute to the theological resourcing of the wider Uniting Church as appropriate.

Second, as a College of the University of Divinity, Faculty at Pilgrim Theological College undertake all the roles expected of a university lecturer: teaching at both undergraduate and postgraduate levels, supervising students enrolled in research degrees (MTh, PhD), participating in international standard research, and contributing to other programs and committees within the University of Divinity.

## **Uniting Church in Australia Synod of Victoria and Tasmania**

The Uniting Church in Australia Synod of Victoria and Tasmania is the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction, and administration of the Church’s worship, witness, and service in the region allotted to it. The Synod exercises pastoral, executive, administrative, and disciplinary responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

## **equipping Leadership for Mission**

equipping Leadership for Mission (eLM) is a pivotal unit in developing the capacity to undertake the mission-based activities of the Synod. It is central to supporting a coordinated focus on mission and supporting gathered communities to discern and engage in mission in their local context. It is committed to inter-connectivity across the Church to enable all aspects of the Synod’s mission and capacity building activities to occur collaboratively and holistically.

With a theological foundation and working relationally across the life of the Synod, eLM aims to:

- Provide a range of services to support ministers and lay leaders during their time of ministry within the life of the Church.
- Serve the educative and formative needs of the Church for both lay and ordained ministry and leadership.
- Undertake activities that support, promote and assist all aspects of the Synod's life to speak deliberately to the strategic priorities and areas of focus as resolved by the Synod from time to time.
- Inform and resource congregations through the administration of the Church's grants program.
- Support justice, advocacy and research to enable well-informed and effective contextual expressions of ministry and service in the world.
- Proactively develop networks and build deep partnerships across the Synod Ministries and Operations, together with all presbyteries and their congregations.
- Maintain strong engaged relationships with the presbyteries through regionally based participation and support.

## **Pilgrim Theological College in the Education & Formation for Leadership Team**

The Education & Formation for Leadership team within eLM builds and strengthens leadership capacity and develops resources to support and aid spiritual practice, faith formation and discipleship.

The team delivers a suite of development programs, theological resources and other initiatives including professional development requirements, training and supervision for the formation and ongoing support and development of ordained and lay ministry.

The team delivers leadership and skill development services to increase capacity within Church communities tailored to lay leaders, congregation members and lay staff.

The team conducts research and resource development to meet emerging leadership, ministry formation and ministry placements needs.

Pilgrim Theological College is an initiative of the Uniting Church Synod of Victoria and Tasmania which provides a rich tapestry of ecumenical theological education under the leadership of a Faculty of eminent scholars. It is a college of the University of Divinity which is internationally recognised for promoting the highest standards of scholarship in theology, philosophy and ministry. Pilgrim Theological College is an integral part of the team and plays a primary role in formation, mission and faith development.

# Coordinator of Studies (History) Role

The Co-ordinator of Studies in the History of Christian Practice and Belief will:

1. Provide teaching in the field of Christian History within the accredited awards of Pilgrim Theological College with particular reference to the history of practice and belief within the UCA, its antecedent traditions, and the UCA's Asia-Pacific context.
2. Participate in the formation of candidates for ordained and other recognized ministries within the Uniting Church in Australia and the Synod of Victoria and Tasmania.
3. Engage in ongoing research and publication in the scholarly/academic and church/public spheres.
4. Participate in and contribute to a community of theological scholars resourcing the Synod (its congregations and presbyteries) to support its engagement in mission and ministry.

## Key selection criteria

### Qualifications and experience

This position requires the following knowledge and experience:

1. Educational qualifications to doctoral degree level in Christian History or a related field;
2. Demonstrated ability in scholarly research publication and other forms of communicating the insights of scholarly research in the church and public spheres;
3. Teaching experience at tertiary level, including an awareness of adult learning principles for effective course design, and a strong working knowledge of supportive technology for both classroom and online teaching;
4. Experience in or capacity for supervision of postgraduate research;
5. Experience teaching a diverse student body and within a multi-cultural context;
6. A commitment to professional development networks to ensure ongoing learning and contribution of expertise to education, formation, and professional development;
7. Experience in spiritual or vocational formation and/or pastoral ministry experience, preferably within a UCA context

### Other Skills and Abilities

The successful candidate will have:

- excellent verbal and written communication skills;
- a capacity to take leadership roles within the Church and/or University through service on committees, public engagement, professional development, and research;
- an ability to set goals, prioritise, and organise one's own workflow;
- the ability to cooperate and work with others in the pursuit of team goals: including collaborating with Faculty (co-teaching) and the wider Synod;

- the capacity to contribute, as appropriate, to the development and delivery of subjects and awards relating to professional development and professional practice at Pilgrim and within the University of Divinity.

## **Ethos and Commitments**

The successful candidate will:

- commit to the faith and ethos of the Uniting Church in Australia;
- appreciate and commit to the Vision, Mission Principles, Statements of Intent, and Strategic Priorities as outlined in this document (below);
- support fundamental principles of inclusion and fairness, including the contribution of diversity in culture (CALD), ability, age, gender (LGBTI) to communities, including faith based gatherings and workplaces;
- be committed to seeking reconciliation and justice for the Aboriginal and Torres Strait Islander peoples of Australia.

## **Other requirements**

Applicants are required to obtain a Working with Children's Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Flexibility is required in terms of working hours, with work on weekends and/or in evenings necessary from time to time. Annual leave may not usually be taken immediately prior to or during the Synod meeting or during teaching weeks of the semester.

Applicants must be willing to work within the UCA's Workplace Values and Characteristics (see below). They must support the direction outlines in the Synod's document 'Our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus'.

## Key accountabilities and activities

Key Accountabilities	Key Activities
Nurture the Synod's theological culture	<p>Provide theological education, leadership, and strategic proposals that strengthen the College's work in education, formation, and professional development.</p> <p>Play a key role in the Pilgrim Theological College Faculty and contribute to the work of Education &amp; Formation for Leadership within and beyond the Uniting Church.</p> <p>Develop and maintain effective relationships across the life of the Church and apply a theological and missional perspective when providing advice and services.</p> <p>Translate academic literature and research into more accessible modes</p> <p>Maintain a current understanding of life within presbyteries and congregations to ensure effective and wise use of resources for the mission of the Church.</p>
Teaching	<p>Teach in the University of Divinity Field of Church History and related fields of study at a level expected of a full time academic appointment</p> <p>Design effective teaching strategies drawing on the insights of adult education pedagogy to work in online and in-person environments</p> <p>Maintain a commitment to professional development in theological education</p> <p>Utilise pedagogy to deliver content accessible in diverse cultural and educational contexts and in online as well as in-person modes</p>
Scholarship	<p>Engage in scholarly research and participate in academic networks</p> <p>Engage in scholarly research and clear communication that resources the Synod in its commitment to the vision and mission principles, and strategic priorities, translating materials into accessible English where necessary</p> <p>Maintain up to date knowledge of academic methodologies and practices.</p> <p>Participate in peer review activities, as appropriate</p> <p>Publish in peer reviewed publications</p>
Communicate effectively	<p>Convey ideas and information in a clear way, understanding the target audience and objectives of any communication. Use</p>

	<p>feedback to refine communication, and handle difficult and sensitive communications.</p> <p>Communicate using clear, concise and grammatically correct language. Edit written communications to ensure they contain the information necessary to achieve their purpose.</p> <p>Use multiple communication channels to tailor communication to relevant audiences.</p>
<p>Demonstrate teamwork / collegiality</p>	<p>Maintain effective and respectful relationships.</p> <p>Participate in team meetings and conversations with peers in a way that encourages collaboration and connection.</p> <p>Demonstrate enthusiasm for the strategic direction and the purpose and goals of the team and broader unit.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p> <p>Participate in team development activities and exercises to enhance own leadership and foster a culture of teamwork across synod ministries and operations.</p>

## Synod Vision

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation.

## Synod Ministries and Operations Mission

To inspire, resource and enable presbyteries, congregations and agencies to live Synod's vision.

## Values and Characteristics

**Trust** – *a dependable partner* - being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises.

**Collaboration** – *a shared responsibility* - taking responsibility and collaborating through; knowledge sharing; inclusive decision making; and walking together as First and Second Peoples.

**Growth** – *an expansive culture* - embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership.

**Sustainability** – *a healthy ecosystem* - maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish.

## **Coordinator of Studies Positions: Pilgrim Theological College**

### **Further Information**

#### **Pilgrim Theological College**

Pilgrim Theological College is part of the Uniting Church Synod of Victoria and Tasmania. It stands within the Synod's eLM (Equipping Leadership for Mission) unit, and is the core component of the Education and Formation for Leadership area of work. As a part of the Uniting Church, the College pursues its academic, formation and research work with a commitment to the Vision, Mission Principles and Strategic Priorities of the Synod.

The College belongs to the University of Divinity, a University of Specialization in the Australian Higher Education framework. The University of Divinity is a Collegiate University, with all teaching, learning, and research taking place within one of the eleven constituent Colleges or an associated research Centre. The University is governed by a Council and its academic programs are overseen by a central Academic Board.

Pilgrim Theological College in its present form is seven years old, having developed out of the ecumenical work of the Uniting Faculty of Theology which closed in 2014. We are a small College with around 120 unit enrolments, and a research program of around 12 students. The College has formal responsibility for the education and formation of ordained ministers within the Uniting Church Synod of Victoria and Tasmania, and Faculty members are involved in this formation work as well as academic teaching. The current student formation community is 18 students.

Teaching takes place in classes of usually between 6-25 students, depending on enrolments. Teaching occurs in three modes: online only, classroom only, or blended learning where students are taught concurrently in the online environment in parallel with classroom delivery.

The current Faculty consists of a Head of College and 6 full-time faculty (Coordinator of Study positions):

Head of College:	Revd Associate Professor Sean Winter
Church History:	Professor Katharine Massam (until Aug 2023)
Old Testament / Hebrew Bible:	Revd Associate Professor Monica Melanchthon
New Testament:	Revd Associate Professor Robyn Whitaker
Systematic Theology:	Revd Associate Professor Geoff Thompson
Ministry Studies:	Revd Professor Stephen Burns
Missiology and Intercultural Theology:	Revd Professor John Flett

There are several associate faculty and support staff including:

Registrar: Ms Erlinda Loveseed

Continuing Education and Leadership Development / Formation: Revd Fran Barber

Associate Lecturer in Philosophy: Revd Dr John Martis SJ

Academic Skills Coordinator: Dr Kerrie Handasyde



## Application Process

Potential candidates are invited to submit the following documentation to the Chair of the Joint Nominating Committee (JNC) via Anita Beer at [placements.secretary@victas.uca.org.au](mailto:placements.secretary@victas.uca.org.au) by Monday 12<sup>th</sup> June 2023.

- A letter of application addressing the requirements and key selection criteria of the Position Description.
- A full CV, including information about publications, completed and ongoing research, and professional development.
- Full contact information including an email address that can be used for communication in relation to your application.
- The names and contact details of 3 referees, including one academic referee and one personal referee.

It is anticipated that short-listed candidates will be invited for interview in June and July 2023.

## Terms of Placement

Your appointment will be in accordance with Uniting Church Regulations for a ministerial placement (or equivalent for lay staff).

Other details of your placements are as follows:

**Tenure:** Full time for a period of seven years. Extensions of up to five years to that term are possible after review towards the end of that period.

In addition to an end of term review, annual appraisals of the ministry will also be undertaken.

**Stipend:** Remuneration for the position will be determined from time to time by the Synod and is related to the minimum stipend of ministers of the Uniting Church in Australia, Synod of Victoria and Tasmania. At present the remuneration is made up of the minimum stipend (for 2023: \$65,117) plus 20% loading and various standard allowances (see below).

Superannuation contributions are paid in accordance with the Synod Provisions and Charges for ordained or non-ordained persons in Placement.

**Accommodation:** Depending on availability and circumstances, housing may be available within Ormond College, adjacent to the Centre for Theology and Ministry. Alternatively, a manse allowance will be granted at a rate determined by the Synod (in 2023, up to \$19,033). Arrangements can be made for direct payment of all or part of the allowance to meet mortgage or upkeep expenses in accordance with fringe benefit legislation.

- Personal resources & development grant:** PRDG will be provided at the level set for synod staff.
- Commencement Date:** The position is available from September 2023 with an ideal start date by 1<sup>st</sup> January 2024 at the latest.
- Accountability:** This position is accountable to the Director of Education and Formation for Leadership within the eLM (Education and Leadership for Mission) unit of the Synod who is also the Head of Pilgrim Theological College.
- Annual Leave:** 4 weeks per annum.
- Research Leave** Subject to the approval of the College Governing Body, you are entitled to apply for 6 months research leave to be taken on the completion of every three years of service.

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