



## Placement Profile

### Presbytery Minister — Administrative Leadership

<b>Presbytery:</b>	Yarra Yarra
<b>Time Fraction:</b>	Full time
<b>Term:</b>	Five years, with possibility of a further term, subject to review (Reg 2.7.3(b)).
<b>Suitable for:</b>	Lay/Pastor/Ordained
<b>Terms &amp; Conditions</b>	Refer to Terms of Placement
<b>Approval Date:</b>	Presbytery Standing Committee, 14 <sup>th</sup> August 2024

#### Primary purpose of the placement:

The person appointed to the role will be a key member of the leadership team, providing support to the Presbytery, its leadership and committees, and to congregations to live out the Presbytery strategy of Looking, Learning, Leading and Loving.

The person appointed to this placement will have the responsibility for the administration of the Presbytery.

The role is supported by a part-time Office Manager / Presbytery Secretary.

**This Profile Supplement is to be read in conjunction with the generic Yarra Yarra Presbytery Minister Profile document contained in the “Yarra Yarra Ministry and Leadership 2024”, attached as Appendix One.**

# Presbytery of Yarra Yarra

## Position:

### Presbytery Minister — Administrative Leadership

## The Presbytery:

The function of the Presbytery is to perform all the acts of oversight necessary to the life and mission of the Church in the area for which it is responsible, except for those agencies which are directly responsible to the Synod or Assembly. It will in particular exercise oversight over congregations within its bounds, encouraging them to strengthen one another's faith and bear one another's burdens, and exhorting them to fulfil their high calling in Jesus Christ. It will promote those wider aspects of the work of the Church committed to it by the Synod or the Assembly.

All of these functions are dependent upon the key factor of Presbyteries having relational oversight for those congregations within its bounds. This is not overlooking as exercising power or control, but a relational way of being where the gathered members of the Uniting Church are cared for and working together to fulfil their call to discipleship in Jesus Christ.

## Role purpose:

As a member of the Presbytery Ministry Team, the appointee to the role will provide a wide range of administrative support services to the Presbytery leadership, and to Presbytery Committees and the congregations under its oversight.

Within Yarra Yarra Presbytery, all Presbytery Ministers are appointed under a common Profile, although each member of the team has particular responsibilities which are set out in this supplement to the broader profile.

It is anticipated that if a lay person is appointed to the position, the appointee will, subject to meeting the required criteria, be appointed as a Pastor under the provisions of Regulation 2.2.2.

## Required qualifications and experience

- An understanding of and willingness to work within the faith and polity of the Uniting Church in Australia.
- Familiarity with the Councils, Regulations and ethos of the Uniting Church in Australia.
- The Uniting Church in Australia is committed to keeping children safe so a Working with Children Check is required.
- A high level of competence with IT software, equipment and applications, including Microsoft Office.
- Experience in the administrative support of a similar organisation.

## Required skills and abilities

1. **Leadership:** Ability to exercise leadership in a proactive and co-operative style.
2. **Team Membership:** Experience in working in a team and an ability to work as an equal member in a shared team environment.
3. **Relationship development:** Identifies issues in common and seeks knowledge to build mutually beneficial partnerships.
4. **Planning and organising:** Sets clearly defined objectives and priorities and operates accordingly.
5. **Understanding and empathy:** Relates to people in stressful situations and is able to provide relevant advice and assistance.
6. **Creativity and Innovation:** Generates new ideas; draws on a range of information sources to identify new ways of doing things.
7. **Drive & commitment:** Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work.

## Personal competencies

1. **Initiative and accountability:** ability to be proactive; can seize opportunities and act on them; takes responsibility for own actions.
2. **Communication skills:** excellent verbal and written communication skills; excellent interpersonal skills, and ability to effectively interact with a diverse range of individuals, groups and committees.
3. **Spiritual awareness:** ability to demonstrate insight into the importance of faith; ability to reflect on one's own spiritual life and interact comfortably with people of all faiths.

## Additional requirements

- Ministers in the Uniting Church are required to comply with the Code of Ethics and Ministry Practice. A lay appointee to this position will need familiarity with and willingness to comply with the requirements of the Uniting Church in Australia Code of Conduct for Lay Leaders.
- Current Victorian driver's licence.
- Ability and willingness to engage in meetings outside normal working hours, including occasional weekends.

## Key Duties

Key duties associated with this role include:

### ***Overarching responsibilities***

- Facilitating communication and relationships within Presbytery and the congregations within its bounds, and with Assembly, Synod and agencies.
- Ensuring that the practical work of being a structured organisation, responsible for the resources it has under its stewardship, is done faithfully and carefully.
- Providing pastoral and liturgical expression of the ministry.

### ***Working with congregations***

- Assisting congregations to fulfill the UCA Regulations, especially those referring to property, investments, banking and auditing and the related regulatory requirements such as Essential Safety Measures and health and safety.
- Working with the Synod People and Culture Unit to ensure oversight of human resources practice in congregations.
- Working with congregations and the Presbytery Minister Congregations as they identify and develop local and regional plans for the effective use of their resources under the umbrella of the Presbytery strategy.

### ***Strategic planning & working with the Presbytery team***

- Taking a key role in developing and refining the strategy for the Presbytery and its implementation, working with the Presbytery team and congregations, and through the Resourcing & Property Committee.
- Helping and supporting the Presbytery Ministers, Officers and Committee Secretaries and being a member of Presbytery Standing Committee.
- Supporting the Treasurer in order to ensure that all resources and financial matters of the Presbytery are efficiently and properly managed.
- Supporting the Chairperson of the Presbytery in matters of discipline.
- Offering support and coordination in the event that the Presbytery, its congregations or agencies are impacted by a community emergency.

### ***Member of the Resourcing & Property Committee***

- As a member of the Resourcing & Property Committee, play an active role in bringing to its attention matters related to the Presbytery strategic plan – developing, refining and implementation of developments in the Church, while taking into account Synod policy and compliance matters in congregations.
- With members of the Committee and the Presbytery team, undertaking information gathering, research and analysis of congregational life data to inform the strategic plan and its implementation.
- Participate in activities of the Committee such as Project Control Groups, sub-committees, and the gathering, research and analysis of congregational data including survey results and annual reports.
- Liaison with the Synod Property Services Unit on matters before the Committee.

### ***Supporting the Presbytery Secretary & Office Manager***

- Working with the Office Manager to support those seeking contact with the Presbytery, in order to provide relevant and appropriate referrals.
- Provide oversight and direction of the work of the Office Manager in supporting presbytery activities such as: meeting agenda, minutes and correspondence; nomination processes for Presbytery and Synod appointments; annual reporting by congregations; Presbytery meetings and other events; and maintenance of presbytery office facilities.