



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Position Description

Ministry Formation Coordinator

Reporting to:	Head of College, Pilgrim Theological College
Unit:	eLM / Pilgrim Theological College
Location:	CTM
Tenure:	Placement: Full-Time
Hours per week:	37.5
Cost centre:	eLM / EFL / Pilgrim
Date:	January 2025

Incumbent

Signature

Date

Manager

Signature

Date

Ministry Formation Coordinator – Role Purpose

This position is located within the Pilgrim Theological College faculty and reports to the Head of College. The role is responsible for implementing formation programs for candidates for ordained ministries of the UCA (Phase 2), and ordained ministers in their first placement within the Synod of Victoria and Tasmania (Phase 3).

Given this is a key role in the formation of those called to the ordained ministry of the Church, the appointee will:

- be an ordained Uniting Church Minister
- be a highly organised administrator
- be respected by and able to liaise with The Faculty of Pilgrim Theological College, colleagues in the eLM unit, colleagues in related positions or ministries across the UCA, and Presbytery and Synod leaders
- participate in the worship life of the College, and
- model appropriate spiritual discipline within the College community.

Uniting Church in Australia Synod of Victoria and Tasmania

The Ministry Formation Coordinator is appointed by the Uniting Church in Australia Synod of Victoria and Tasmania, 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 Ministry Formation Coordinator role plays a significant part in the Synod's exercise of pastoral, executive, administrative and disciplinary responsibilities. The Synod promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

The Synod provides governance oversight of Pilgrim Theological College through the Ministry and Mission Committee (M&M) and the Theological and Ministerial Education Committee (TMEC). Pilgrim faculty and staff are part of the Equipping Leadership and Mission (eLM) unit of the Synod.

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.

eLM staff is responsible for:

- Educating and forming lay and ordained people for ministry and leadership in a range of contexts
- Providing a range of services to support ministers and lay leaders during their time of ministry within the life of the Church
- Supporting, promoting, and informing the strategic priorities and areas of focus as resolved by the Synod
- Advancing justice, advocacy and research to support well-informed and effective contextual

expressions of ministry and service in the communities in which we live and the publics we provoke and serve

- Resourcing congregations through the administration of the Church's grants program
- Developing networks and building deep partnerships across Synod Ministries and Operations staff teams, together with all presbyteries and their congregations
- Maintaining strong engaged relationships with the presbyteries through regionally based participation and support
- Fostering the intercultural capacity of the Uniting Church in Victoria and Tasmania.

Pilgrim Theological College within eLM

Pilgrim Theological College faculty and staff function as the Education & Formation for Leadership stream within eLM.

The College has a focus on building and strengthening leadership capacity and develops resources for spiritual practice, faith formation and discipleship.

The College's continuing education program includes 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 stream delivers leadership and skill development services to increase capacity within Church communities tailored to lay leaders, congregation members and lay staff.

Pilgrim faculty and staff undertake research and develop resources to meet emerging leadership, ministry formation and ministry placements needs.

Pilgrim Theological College is supported by the work of Dalton McCaughey Library, a research library managed through eLM, in partnership with Trinity College Theological School and the Australian Province of the Society of Jesus.

Key selection criteria

Qualifications and experience

This position requires the following knowledge and experience:

- Ordination to ministry of Word or Deacon within the UCA
- A degree in theology
- Significant experience in pastoral ministry in a range of UCA settings
- Demonstrated ability to work in a team and with stakeholders

Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Uniting Church expertise:** demonstrates understanding of the role of ordained ministry in the church, and the contribution made by formation to ministry practice; models values and commitments consistent with the call to ordained ministry in the UCA; embraces challenges and works flexibly in support of the objectives of the Assembly National Network for Theology, Formation, and Leadership, the Synod's MEB and Ministry and Mission Committee, the National Standards for Theological Education and Formation: Phase 2 for Ordained Ministries, and the work of Pilgrim Theological College.

2. **Organisation and planning:** uses initiative and identify priorities in relation to work demands; ensures priority tasks are scheduled to meet deadlines.
3. **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas; accommodates and thrives in the context of others' different working styles.

Personal competencies and qualities

The successful applicant will also have these personal competencies and qualities:

4. **Communication skills:** excellent verbal and written communication skills; excellent interpersonal skills, interacts well with a diverse range of individuals, groups and committees.
5. **Spiritual awareness:** demonstrates insight into the importance of faith; reflects on one's own spiritual life and interacts comfortably with people of all faiths; has a personal commitment to the faith and ethos of the Uniting Church.
6. **Reflective Practice:** maintains active membership within a congregation/faith community; reflects on one's own spiritual life and has translated insights to lead others in gathered faith communities; is an active member in the Uniting Church.
7. **Interpersonal skills:** facilitates discernment, pastoral support, and constructive handling of conflict.
8. **Awareness of culture and diversity:** awareness of issues related to inclusion and fairness; understanding of diversity in culture (Culturally and Linguistically Diverse Communities; CALD), ability, age, gender and sexuality (issues related to Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces.

Other requirements

The successful application is 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 be taken immediately prior to or during the Synod meeting. Travel within Victoria and Tasmania, and interstate, will be required. Applicants will require a current driver's licence.

All staff are responsible for maintaining records and data related to their role responsibilities and work area in accordance with the relevant policies and procedures.

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
<p>Contributes to the Synod's work in ministerial formation and theological education</p>	<p>Contribute to the work of the Pilgrim Theological College Faculty and the work of education and formation for leadership within the UCA.</p> <p>Plan, organise and oversee formation programs for formation cohorts across Phases 2–3, including:</p> <ul style="list-style-type: none"> a. all candidates in Phase 2 formation for Ministry of the Word or Ministry of Deacon, including transition from Selection to Phase 2; Phase 2 study and formation requirements; preparation for exit and placement. b. ministers in Phase 3, in the first three years of ordained ministry <p>Plan and oversee individual formation programs for candidates for Phase 2 in consultation with the Synod's Ministerial Education Board (MEB), and the Formation Committee of Pilgrim Theological College.</p> <p>Organise candidate field education placements and Clinical Pastoral Education.</p> <p>In consultation with the Head of College, liaise with and report to the MEB, supporting the work of Formation Panels, and in relation to the Synod Selection Committee.</p> <p>In consultation with the Faculty and in liaison with Presbyteries and the Synod Selection Committee, address the challenges and opportunities faced by candidates in formation from diverse educational and cultural backgrounds</p> <p>Inform and equip the wider church to understand, support, and resource the work of ministry formation across the Synod.</p> <p>Proactively consult and advise with the Theological & Ministerial Education Committee (VicTas Synod Ministerial Education Board), VicTas Ministry and Mission Committee, and Assembly-wide network.</p>
<p>Work in partnership</p>	<p>Develop and maintain effective relationships across the life of the Church, and apply consideration to a theological and missional perspective when providing advice and services.</p> <p>Develop and maintain effective relationships across the life of the church and develop initiatives and opportunities in line with the Synod and College's strategic commitments.</p> <p>Pro-actively negotiate and establish effective communication and workflow systems.</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>
<p>Communicate effectively</p>	<p>Confidently convey ideas and information in a clear and engaging way, understanding the target audience and objectives of any communication. Use 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</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>Remain open and flexible to new ideas and the sharing of resources, to ensure the wisest use of the Church's resources.</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>
<p>Manage self</p>	<p>Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness.</p> <p>Actively participate in the annual Performance, Planning and Development Program (PPD).</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.