



**Uniting Church in Australia
Synod of Victoria and Tasmania
Presbytery of Yarra Yarra**

Placement Profile

Presbytery Minister Congregational Cooperation

Presbytery:	Yarra Yarra
Time Fraction:	Full-time
Term:	Five years – (extension subject to review)
Suitable for:	Lay or Ordained
Terms & Conditions	Refer to Terms of Placement
Approval Date:	Presbytery Standing Committee, Nov 12, 2025 Revised by PSC Feb 11, 2026 Presbytery in Council Nov 29, 2025

Primary purpose of the placement

The Presbytery of Yarra Yarra is supported by a team of Presbytery Ministers. 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 particular responsibility for working with congregations and faith communities in the process of change, which might include closure, amalgamation or moving into other modes of sharing mission and ministry.

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

This Profile contains role-specific information that should be read in conjunction with the shared responsibilities of Presbytery Ministers found in Appendix A "Yarra Yarra Presbytery – Ministry and Leadership 2025" (particularly sections 6 & 7).



Presbytery of Yarra Yarra

Position Description

Presbytery Minister Congregational Cooperation (PMCC)

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. In particular, the Presbytery will 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 oversighting 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

Within Yarra Yarra Presbytery, all Presbytery Ministers are appointed under a common Leadership Profile, although each member of the team has particular responsibilities. The responsibilities of the PMCC are set out in this ministry description as a supplement to the broader profile. (See the "Yarra Yarra Presbytery – Ministry and Leadership 2025", attached as Appendix A.)

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.

Key Selection Criteria

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 and so a Working with Children Check is required.
- A high level of competence with IT software, equipment and applications, including Microsoft Office.



Required skills and abilities

1. **Leadership:** Ability to exercise leadership in a proactive and cooperative 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 Ministry of Pastor as outlined in the UCA Regulations and to comply with the Code of Ethics and Ministry Practice.
- Current Victorian driver's licence.
- Ability and willingness to engage in meetings outside normal working hours, including occasional weekends.

Key Duties

Some of these duties have points of overlap with the responsibilities of the Presbytery Minister Congregations (PMC); the PMCC will work closely with the PMC and the Presbytery team. Where there is overlap, responsibilities will be negotiated and noted in a management document (see Appendix A)

Key duties associated with this role include:



Providing encouragement, assistance and ongoing support of congregations moving to new modes of doing and sharing ministry, including considering and being in the process of amalgamation and/or closure.

Congregational Cooperation

Assisting congregations to engage with change. This will include

- Responding to requests from PRC or PSC to make contact with particular congregations or faith communities
 - Coordinating, attending and facilitating meetings with and between congregations and faith communities for which cooperation in ministry and mission might be a next step in their mission and ministry
 - Maintaining clear communication channels between congregations, PRC and PSC, including progress reports as required
- Collaborating with the PMC to build relationships with congregations and individuals
 - Helping congregations and ministry workers to evaluate their local and regional mission plans and their ministry needs
 - Working with congregations to identify and develop local and regional plans for the effective use of their resources under the umbrella of the Presbytery strategy.
 - Where appropriate, assisting congregations towards coordinated and cooperative ministries
 - Assisting the Presbytery Standing Committee (PSC) in developing and documenting processes and resources to assist congregations in navigating possible changes under Regulations 3.4.1-3.4.5 and 3.9. (formation, amalgamation, dissolution of congregations)
 - Tending to the possibility of new and emerging communities

Strategic Planning

- Cooperation between congregations and faithful communities will be an important part of the future of the Presbytery. In addition to immediate hands-on work with congregations and faith communities already at the stage of needing to do such work, the PMCC will, as part of the Presbytery Ministry team, contribute to the Presbytery's development and refinement of short to medium-term strategies towards enhancing mission and alleviating pressures within the Presbytery
- As part of the Presbytery Ministry team, contribute to the Presbytery's participation in the Synod's Faithful Futures planning and implementation within the Presbytery
- The PMCC will participate in regular (typically, weekly) team meetings with the other PS
- Attend and report to PYY PSC meetings

Membership of the Resourcing & Property Committee

- Serve on the Resourcing & Property Committee, bringing to its attention to property matters related to missional priorities and the Presbytery strategic plan.



Pastoral Relations Committee

- The PMCC will not be a member of the PRC but may be required to report from time to time on developments in cooperation conversations within the Presbytery,
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