

PRESBYTERY OF PORT PHILLIP WEST



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

PRESBYTERY MINISTER FAITH, FORMATION AND DISCERNMENT

Presbytery:	Port Phillip West
Time fraction:	FULL TIME
Term:	5 years with a possible further 5 years after review
Suitable for:	Minister of the Word/ Deacon / Pastor (see Appendix C for pastor requirements)
Approval date:	Presbytery Standing Committee (delegated authority from Presbytery in Council on 23 May 2026)– 26 May 2026

<p>Primary purpose of the Placement</p> <p>The Presbytery of Port Phillip West is supported by a Ministry Team - currently comprising: the Chairperson (0.6 placement), Presbytery Administrator (0.2 as Presbytery Secretary), Presbytery Minister Communities, Change and Collaboration (currently vacant) and Presbytery Minister Faith, Formation and Discernment (PMFFD). A third PM position may also be developed.</p> <p>The Presbytery of Port Phillip West seeks a collaborative, pastoral and creative minister to join the Presbytery Ministry Team in resourcing the Uniting Church throughout the Presbytery.</p> <p>The PMFFD works together with other Presbytery leaders (meetings in council, the committees and other UCA staff) to implement the Presbytery’s vision: “Through the work of the Spirit of Christ: For the Presbytery of Port Phillip West to be a network of increasingly vibrant, diverse, contextual and disciple-making communities of Christ participating in and witnessing to the wonder of God’s mission”</p> <p>and the 5 foci of the Regenerating the church Strategy 2022-2026: New and renewing, intergenerational, intercultural, digital church and collaboration as well as working to the new Presbytery Strategy, being worked on in 2026 with a focus on the five Faithful Futures Goals.</p> <p>The role is supported by the Presbytery’s part-time administrative assistant.</p>

List of Abbreviations

- PPPW: Presbytery of Port Phillip West
- PRC: PPW Pastoral Relations Committee
- MSE: PPW Mission, Strategy and Education Committee
- APF: PPW Administration, Property and Finance Committee
- PSC: PPW Standing Committee
- ACOMP: Advisory Committee On Ministerial Placements
- PSF: Presbytery-Synod Forum
- JNC: Joint Nominating Committee

Presbytery of Port Phillip West

Position: Presbytery Minister Faith, Formation and Discernment

1. The purpose and role of the presbytery:

The Presbytery is the district council of the Church, which according to the Basis of Union 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 the congregations within its bounds, encouraging them to strengthen one another’s faith, to bear one another’s burdens and exhorting them to fulfil their high calling in Christ Jesus. It will promote those wider aspects of the work of the Church committed to it by the Synod or Assembly.”¹ The core responsibilities of Presbyteries fall into three key areas: Pastoral, Mission/Education and Administration. When Presbyteries are functioning well, they contribute to the building up of the whole Body of Christ. For more information and an introduction to the Presbytery of Port Phillip West, see Appendix A.

¹ *The Basis of Union (Para 15, 1992 edition)*

2. Purpose of the role:

In the Presbytery of Port Phillip West, the PMFFD is a member of the Presbytery Ministry Team (see Appendix A). The person will share some roles and responsibilities with the whole team, while other tasks are the particular responsibility of the Presbytery Minister Faith, Formation and Discernment, as outlined in the following subsections.

Note that if there are changes to the Ministry team, the presbytery roles may need to be reviewed after consultation with the Ministry team.

The PMFFD will be accountable and report to the Standing Committee (PSC) through the Chairperson of Presbytery who is the team leader. Standing Committee meeting attendance is expected when necessary for reporting on current work responsibilities. They will participate in the Pastoral Relations Committee (PRC) and may also be invited to other Presbytery Committees if their input is required. They will work collaboratively with the whole Ministry Team.

3. Primary tasks of the Presbytery Minister Faith, Formation and Discernment

- Working with Ministry Agents, coordinating the work of pastoral care of ministry agents and their families across the Presbytery;
- Developing expertise in pastoral care and theological discernment in congregations, faith communities and agencies;
- Helping congregations and agencies identify and develop suitable placements for both specified ministries and pastor positions;
- Working with congregations to support them in adapting to current and future ministry needs and implement appropriate changes;
- Helping support and provide resourcing for congregations without ministry agents in place;
- Developing their workplan and strategy for their work area in conjunction with the Ministry team leader and PMCCC;
- Attending and reporting to the Presbytery Pastoral Relations Committee;
- Supporting ministry contexts with their worship, witness and service which may involve crisis work with ministers and congregations, conflict resolution and support in times of loss and grief;

- Oversight of supply ministry and Joint Nominating Committees with PRC;
- Other committee meeting attendance is expected when necessary for reporting on current work responsibilities:
 - Mission Strategy and Education Committee
 - Administration, Property and Finance Committee
 - Other committees as constituted by the Presbytery;
- Encouraging Ministry Agents in regard to continuing education, annual ministry retreats and reports, supervision, peer support groups, leave taking, updating profiles, exit interviews, and mentoring;
- Being involved in regionalisation across the Presbytery which may include leading mission studies; and will include facilitating relationships between those in various ministry contexts;
- Arranging appropriate retreats for those in ministry contexts;
- Providing appropriate education and training opportunities;
- Offering Ethics training and maintaining records including safe church and Working with Children documentation;
- Representing the Presbytery at Synod committees required;
- Taking initiatives to fulfil key priorities of the Presbytery Strategy of Regenerating the Church, to engage with what the Faithful Futures and Act2 processes discern for our Church;
- Fostering local and regional ecumenism;
- Supporting candidates, people undertaking Periods of Discernment and mentors through the work of the Ministry Working Group and Pastoral Relations Committee;
- Participating in worship in the Presbytery and in its congregations;
- Advocating throughout the Presbytery for the work of the Uniting Church in Australia Synod and Assembly; and
- Attending Synod and National Presbytery Minister retreats as discerned within the Ministry Team.

4. Accountability

The Presbytery Minister Faith, Formation and Discernment will resource, participate in and be accountable to the whole Presbytery through the Standing Committee and team leader.

The Ministry Team meeting reports to the Standing Committee, through the team leader, on their completed work and proposed future plans (governance). In conjunction with the Presbytery committees, the ministry team, led by the team leader, has responsibility for the allocation of tasks across the team as required (management).

5. Key selection criteria

Qualifications and experience

1. Membership (or Membership in Association) of the Uniting Church in Australia is desirable.
2. A sound knowledge of the structure of the UCA, and prior involvement in a range of Uniting or other denomination Church Councils, including an understanding of, and the ability to theologically reflect on the UCA Basis of Union, Constitution, Regulations and Manual for Meetings;
3. Theological, educational and/or missional leadership qualifications. See Attachment C for specific requirements for a pastor;
4. Competence with IT software, equipment and applications, including Microsoft Office.

Skills and abilities

1. Leadership: Exercises leadership in a proactive and co-operative style, with strategic perspective.
2. Team Membership: Has experience in working in a team setting and an ability and commitment to working in a shared team environment.
3. Relationship development: Identifies issues in common and seeks knowledge to build mutually beneficial partnerships.
4. Diversity and inclusiveness: Demonstrated CALD sensitivity and intercultural awareness, and openness to working alongside LGBTIQ+ colleagues and leaders.
5. Planning and organising: Sets clearly defined objectives and priorities and operates accordingly.
6. Understanding and empathy: Relates to people in stressful situations and can provide relevant advice and assistance.
7. Creativity and Innovation: Generates new ideas; draws on a range of information sources to identify new ways of doing things.
8. Drive and commitment: Enthusiastic, resilient and committed. Demonstrates capacity for sustained effort and hard work.

Personal competencies

1. Initiative and accountability: can be proactive, seize opportunities and act on them; takes responsibility for own actions.
2. Communication skills: has excellent verbal and written communication and interpersonal skills; can interact effectively with a diverse range of individuals, groups and committees.
3. Spiritual awareness: can demonstrate insight into the importance of faith; can reflect on one's own spiritual life and journey; interacts comfortably with people of all faiths.
4. Ability and willingness to engage in meetings outside normal working hours.
5. Ability and willingness to work effectively in conflicted and difficult situations.

Additional requirements

1. The Uniting Church in Australia is committed to keeping children safe so a Working with Children Check and a current police check are required.
2. Current Australian driver's licence – please note that there is significant travel associated with this role.
3. Undertake regular personal supervision and participate in Code of Ethics training as required by the Synod.

Appendix A

Presbytery of Port Phillip West

1. What is a Presbytery?

“Christ is the Good Shepherd who loves, knows, leads, protects, cares for and guides his flock. This is the loving oversight that God in Christ offers all creation and calls the church to embody. In seeking to embody this oversight the church does so not for the church’s own sake, but for the sake of all God’s people.

Presbyteries are one means by which we as church discharge the ministry of oversight entrusted to us as followers of Christ at mission in the world. The Basis of Union (Para 15, 1992 edition) describes the Presbytery’s function as the district council 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 the congregations within its bounds, encouraging them to strengthen one another’s faith, to bear one another’s burdens and exhorting them to fulfil their high calling in Christ Jesus. It will promote those wider aspects of the work of the Church committed to it by the Synod or Assembly.”

Presbytery Transition Team Report, 2017, Section D1, pg D1.4

The core responsibilities of presbyteries are laid out in the Constitution and Regulation 3.1.3, and fall into three key areas: Pastoral, Mission/Education and Administration.

When Presbyteries are functioning well, they contribute to the building up of the whole Body of Christ:

- Congregations, agencies, faith communities and chaplaincies are supported and their life enriched; Congregations, agencies, faith communities and chaplaincies are helped in identifying and building their missional and ecumenical possibilities.
- Links between ministry contexts (schools, agencies, faith communities, congregations) and the wider Uniting Church are forged and strengthened.
- People in ministry roles are encouraged, equipped and supported.
- Educational possibilities for congregations and those in ministry are facilitated.
- Intercultural relationships thrive.
- The relationship with Congress is strengthened; and
- Communication with the various parts of the Synod is clear, building up strong relationships between all councils of the Church.

2. The Context of Presbytery of Port Phillip West

Description of the geographic and demographic area of the Presbytery

The Presbytery's boundaries stretch from Lorne in the south-west to Queenscliff in the south-east and include all the Bellarine Peninsula and Geelong. The western edge of the Presbytery includes Bacchus Marsh and Sunbury.

In the north, the Presbytery includes Macedon Ranges, and then on the eastern boundary it includes Wallan, Craigieburn, Darebin Northwest, Preston and Northcote. All of Melbourne's western and northwestern suburbs are within the Presbytery's boundaries.

This Presbytery has an extensive and varied demography, including high density inner city living, medium density living in the northern suburbs, and low density housing of the rural

countryside from the Surf Coast and surrounding area across to the Macedon Ranges. It has pockets of low socioeconomic living as well as established neighbourhoods of great wealth, and a large variety of retail businesses and light industrial areas.

The Uniting Church in the Presbytery of Port Phillip West

The Presbytery of Port Phillip West has 61 congregations and several agencies and schools.

The Presbytery of Port Phillip West is a region of great diversity: large and small, city and country, mono- and inter-cultural, traditional and experimental. It includes older and well-established areas and others which are brand new and developing. Congregations are also very diverse:

- ethnically;
- in size;
- in expressions of worship;
- theologically;
- in resources.

There are congregations which are growing in size and others that are declining, while some are looking at new ways of “being church”. It is a vital time to look at the viabilities of congregations. There are several ‘gathered congregations’ – congregations in which members come from a wide range of places to worship together.

Intercultural congregations and faith communities include communities whose backgrounds include Vietnamese, Dinka, Filipino, Fijian, Samoan, Cook Islander, Arabic, Tongan and Macedonian members as well as individuals from other ethnic groups. There are also some specific ministries with families and children in both new and established housing areas, ministries with faith communities, and ministry amongst people with mental health needs. There is also a significant chaplaincy ministry within aged care and community service institutions, universities, hospitals, prisons and schools. These ministries are both spiritual and practical in nature.

The Presbytery carries responsibility for a great deal of property which raises issues of missional strategy and maintenance. The Presbytery is asset rich and has carefully developed a strong investment portfolio. However, future development is predicated on investment growth.

The Presbytery Office is located at St Albans Uniting Church, corner East Esplanade and Elaine Street, St Albans 3021.

Our Strategy

The “Regenerating the Church” [Strategy – Presbytery of Port Phillip West \(ucappw.org.au\)](http://ucappw.org.au) seeks to encourage, nurture and sustain a culture of church renewal across the Presbytery through developing new forms of church, planting a variety of expressions of church and encouraging new missional life in existing congregations, faith communities, agencies and schools.

God’s work of love in the world, namely, the mission of God – has a Church - the Body of Christ.

The church has been called into being by God and empowered by the Holy Spirit. As first-fruits of the coming reign of God, we are collaborators in God’s mission. The church is the people of God, a servant people, a reconciling community of the Holy Spirit where divisions are broken down, the body of Christ in the world. As the church of God, we are a pilgrim people, called to “to confess the Lord in fresh words and deeds”, worshipping God and serving the world in our time and place. The church is called to be a lived-out expression of the Gospel, communities of reconciliation, and a blessing to our communities.

The Regenerating the Church Strategy is currently being reviewed and a new strategy will be developed in late 2026 to bring it and the Faithful Futures goals into alliance for the Presbytery.

Our Purpose and Vision

As the Presbytery of Port Philip West, we are called by God to steward our resources wisely, discerning what we are called to do in our part of God's vineyard. In particular, we will seek to work in partnership with the Uniting Church in Australia Synod of Victoria and Tasmania, following their vision of "Following Christ, walking together as First and Second Peoples, seeking community, compassion, and justice for all creation." Within that overarching vision for the Synod, our vision and hope is:

Through the work of the Spirit of Christ: For the Presbytery of Port Phillip West to be a network of increasingly vibrant, diverse, contextual and disciple-making communities of Christ participating in and witnessing to the wonder of God's mission.

Our Focus

New and Renewing: We live in times of great change and the UCA continues to adapt to bring life in all its fullness as promised by Christ. We need to be "inspiring and enabling more new contextual Christian communities to be born, and to renew existing ones to be more faithful and missional".

Intercultural: We learn from and enable diverse cultural groups within the Presbytery to flourish and grow together.

Intergenerational: We welcome, equip, and empower the different generations, in their life together, discipleship-making, ministry and mission.

Digital Church: We take risks and embrace digital technology that enables the Church to engage in missional engagement online. Creating discipleship pathways in social media and other on-line platforms.

Collaborate: We work with partners to engage together in mission.

3. Presbytery Organisation, Structure and Leadership

According to the Regulations, Presbyteries must undertake a number of tasks to fulfil their role, and to do this, they need to be well resourced. In 2017 the Synod resolved to fund two positions in each Presbytery. Additionally, the Synod 'Equipping Leadership for Ministry' (eLM) unit adjusted its staffing model to ensure a close working relationship between unit staff and each Presbytery; this has resulted in a 0.5 FTE "adjunct staff" position connected to eLM and engaging in its activities and resourcing. In response to these funding changes and in order to fulfil its mission, the Presbytery of Port Phillip West devised a new staffing model resulting in the Ministry Team described below. There is also an Executive of the Standing Committee comprising the Chairperson of Presbytery, Secretary/Administrator, Treasurer and Chair of the Pastoral Relations Committee.

The PPW Presbytery Ministry Team

The Presbytery of Port Phillip West currently has six paid staff:

- Presbytery Chairperson (0.6FTE)
- Two full-time Presbytery Ministers, (one the subject of this Position Description)
- Presbytery Administrator (0.2 as Presbytery Secretary), Presbytery Property Administration Support
- Presbytery Administration support person (0.6 FTE)

- Possibly, a third Presbytery Minister position, to be determined after the completion of the two Presbytery Minister positions approved in May 2026

The Presbytery defines the 'Ministry Team' as the Presbytery Chairperson, Secretary-Administrator and the Presbytery Ministers. The Ministry Team meets for mutual support and allocation of specific tasks.

How the Ministry Team works in the Presbytery

The Ministry Team will:

- Provide leadership across the Presbytery by having clearly defined roles and meeting regularly together to clarify particular responsibilities,
- Meet with the Presbytery Chairperson as required, usually monthly, to review current and potential ministry issues and tasks,
- Work as a team supporting each other,
- Respect each other's unique roles,
- Model team ministry across the Presbytery,
- Participate in regular professional team supervision,
- Regularly use the facilities of and support the Presbytery office located at St Albans Uniting Church.

Appendix B Faithful Futures Project

About the Project

What is Faithful Futures Project?

Faithful Futures Project is a collaborative effort between presbyteries and the Synod to discern priorities, direct resources, and ensure we are equipped for the challenges and opportunities ahead. The project was initiated out of conversation at the Presbytery Synod Forum and approved at the Synod Meeting 2025.

Shared vision

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

Shared goals



Coordinated Ministries

Coordinated ministry and mission in geographic areas such as Local Government Areas by 2030: attentive to renewing discipleship, and to the life and needs of the local context.



Respecting Country

Honouring the Church's Covenant with the Uniting Aboriginal and Islander Christian Congress, all communities of faith will listen to and be able to tell about some of the histories of the Country on which they are located by the end of 2028, and be invited to develop local and appropriate ways to respond.



Intercultural Leadership

By 2028, to:

- Be providing appropriate intercultural leadership formation and equipping for all ministry agents and congregations; and
- Develop intercultural networks for worship, witness, and service.



All-age growth

To have at least one all-age community of faith that is interactive, diverse, inclusive and transformative in 80% of Coordinated Ministries by 2030.



New communities of faith

Establish at least five new Christian communities by 2030.

Refer to [Faithful Futures - Uniting Church in Australia. Synod of Victoria and Tasmania](#)

Appendix C

Pastor Requirements

Any lay person applying for this position will need to meet both the core and general competencies as set out by the UCA Assembly. (Link below)

Core Competencies are those areas determined by the UCA Assembly as essential minimum requirements for an appointment for the ministry of Pastor. The Assembly has determined that these Core Competencies address two areas: The Basis of Union and UCA ethos, and the UCA Code of Ethics and Ministry Practice. Competencies include knowledge, skills and other abilities. Both these competencies are vital to this role of PM Faith, Formation and Discernment.

The General Competencies are grouped under the following headings. Note that the categories are not mutually exclusive, so there are some overlaps of competency in some areas.

1. Community Development
2. Education
3. Evangelism
4. Leadership
5. Pastoral Care
6. Organisation and Administration
7. Worship and Preaching

This role of PM Faith, Formation and Discernment requires all of these general competencies.

Detailed information about both the core and general competencies can be found [here](#).