Received: 15 October 2026

The Uniting Church in Australia
PRESBYTERY OF YARRA YARRA

Presbytery Placement Profile

Presbytery	Yarra Yarra
Placement	Presbytery Minister for Ministry
EFT	Full-time
Term	Up to ten years
Suitable for	Minister of the Word, Ministry of Deacon, Ministry of Pastor (Pastor in Placement)
Terms & Conditions	Refer to Terms of Placement
Approval Date	Presbytery Standing Committee 23 Aug 2026
Appendices	Appendix A: Yarra Yarra Presbytery – Ministry and Leadership Profile Appendix B: Presbytery Leadership Roles Appendix C: Synod of Victoria and Tasmania Vision, Mission Principles and Strategic Priorities Appendix D: Terms of Placement

The Responsibilities of a Presbytery

The Presbytery shall have such oversight as is necessary to the life and mission of the Church in the area committed to it; it shall stimulate and encourage the Congregations within the bounds, providing them with opportunities for counsel in the strengthening and assistance of one another and in their participation in wider aspects of the work of the Church. The Presbytery shall also have such further responsibilities as may be assigned to it by the Assembly or Synod and may do such other things as are consistent with the purposes of the Church, not being the exclusive responsibility of any other council or body within the Church. (UCA Constitution, para 26)

Presbytery Purpose Statement

To support the flourishing of congregations, congregational leadership and ministry agents in life-giving ministry and mission.

Purpose of the Placement

The Presbytery of Yarra Yarra (PYY) is supported by a ministry team of Presbytery Ministers and other staff. The person appointed to this role will be a key member of the Presbytery ministry team, providing support to the Presbytery, its leadership, membership, committees and congregations.

Within PYY, all Presbytery Ministers are appointed under a common Presbytery Leadership Profile

(see appendix B) and share in a range of general tasks and responsibilities. Additionally, the Presbytery Minister for Ministry will have particular responsibility for resourcing the Presbytery's responsibilities in the oversight and support of its ministry agents.

THE ROLE

Presbytery Ministry Team: Shared Tasks and Responsibilities

The Presbytery Minister for Ministry will work closely in team ministry with other Presbytery Ministers and staff members. The following tasks and responsibilities are shared by all Presbytery Ministers, with the allocation of tasks coordinated by the Presbytery Minister - Team Leader and managed within the team:

- Facilitating the strengthening of relationships across the Presbytery
- Providing Presbytery support to ministry agents, congregations and agencies of the Presbytery
- Contributing to the work of discernment, development and implementation of the Presbytery's strategic priorities
- Attend weekly team meetings and meetings of the Presbytery in Council
- Presbytery Ministers will be members of the Presbytery Standing Committee and may be members of other Presbytery Committees
- Engaging in crisis work with ministry agents and congregations, conflict resolution and support in times of loss and grief
- Represent the Presbytery at special services and events of congregations, agencies and other councils of the UCA
- With the delegated responsibility of the Presbytery Chairperson, presiding at Presbytery services of induction, commissioning and conclusions
- Supporting the Presbytery Chairperson in matters of discipline
- Participating in relationships across the various ministries, agencies and councils of the UCA, including attendance at various meetings and gatherings for Presbytery Ministers and Presbytery and Synod leadership
- Work related to strategic priorities under Faithful Futures (Synod of VicTas) and Act2 (National Assembly)
- Attend meetings of the Synod in Council

Key duties of the Presbytery Minister for Ministry

- Coordinating the pastoral care of ministry agents across the Presbytery
- Representing the Presbytery on the Synod Placements Committee

The Presbytery Minister for Ministry will be a member of the **Pastoral Relations Committee** and will support and resource the work of the committee in the following areas:

- Encouraging and counselling of ministry agents in regard to healthy ministry teams and pastoral relationships, Safe Church requirements, continuing education, annual ministry retreats, supervision, peer support groups, leave entitlements, updating Ministry Profiles, Terms of Placement, mentoring and compliance with the Code of Ethics

- Coordinating and advising on the appointment, training and support of Joint Nominating Committees
- Coordinating and participating in Ministry Reviews and Life & Witness Consultations
- Coordinating and participating in debriefing at the end of placements
- Oversight of Person of Concern matters
- Oversight of supply ministry

The Presbytery Minister for Ministry will be a member of the **Ministry Formation Committee** and will support and resource the work of the committee in the following areas:

- The Period of Discernment, including process guidance and support, development of learning agreements and mentoring
- Candidates for Ordination, including in the process of application, support in the requirements of Phase 2 and preparation for readiness for ordination
- Ministry of Pastor, including the designation of ministry locations, processes of appointment and assessment of Core and General Competencies

KEY SELECTION CRITERIA

Required qualifications and experience

- Membership (or Membership in an association) of the Uniting Church in Australia, and an understanding of and willingness to work within the faith, ethos and polity of the UCA
- A sound knowledge of the structure of the UCA, and prior involvement in a range of Uniting or other denomination ecclesial Councils
- A solid understanding of the UCA Basis of Union, Constitution, Regulations and Manual for Meetings
- The ability to reflect theologically with ministers and congregations on current missional contexts and missional possibilities
- Theological, educational and/or missional leadership qualifications. See Addendum A for specific requirements for the Ministry of Pastor;
- A high level of competence with IT software, equipment and applications, including Microsoft 365.

Desired qualifications and experience

- Theological qualifications to at least a Bachelor's degree
- Ministry experience in a UCA Congregation, Faith Community or Parish Mission

Required skills, abilities and competencies

Leadership: Ability to exercise leadership in a proactive, collaborative and cooperative style

Team membership: Experience in working in a team; with the willingness and ability to work as an equal member in a shared team environment

Communication skills: excellent verbal and written communication skills; excellent interpersonal skills; ability to effectively interact with a diverse range of individuals, groups and committees

Understanding and empathy: Relates well with people; with the ability to think and communicate clearly in stressful situations

Relationship development: Identifies issues in common and seeks knowledge to build mutually beneficial partnerships; is able to provide relevant advice and assistance

Initiative and accountability: Demonstrates the ability to be proactive; can seize opportunities and act on them; takes responsibility for own actions

Planning and organising: Sets clearly defined objectives and priorities, and operates accordingly

Creativity and innovation: Generates new ideas; draws on a range of information sources to identify new ways of doing things

Drive and commitment: Enthusiastic and committed; demonstrates the energy and capacity for sustained effort and hard work

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

Self-management: capacity to manage own workload and attend to self-care in the context of considerable demands

Growth and development: committed to ongoing development of ministry skills and capacities

Additional requirements

- Working With Children's Check and other Safe Church requirements
- Compliance with the Code of Ethics and Ministry Practice
- A lay appointee to this position will need to meet the requirements for the specified Ministry of Pastor (See Appendix A)
- Current Victorian driver's licence
- Ability and willingness to engage in meetings outside normal working hours, including weekends

Addendum A: 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 for a Ministry of Pastor appointment to this position are indicated in the section "Key Duties of the Presbytery Minister for Ministry", above.

This role of PM Ministry requires all of these general competencies.

Detailed information about both the core and general competencies can be found here.

Uniting Church in Australia
Synod of Victoria and Tasmania

Presbytery of Yarra Yarra

Appendix A:
Yarra Yarra Presbytery – Ministry and Leadership 2025[1]

1. The role of Presbytery

The function of Presbyteries 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.[2]

All of these functions are dependent upon the key factor of Presbyteries having relational oversight[3] 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 fulfill their call to discipleship in Jesus Christ.

1.1. The functions of the Presbytery

We are first and foremost called to be disciples of Jesus Christ. We gather together as the body of Christ and join in his life and mission. The Uniting Church, according to the Basis of Union, has structured herself through a series of inter-related councils to meet this end.

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, the life of the whole church is enhanced:

- Congregations are supported and their life enriched.
- Congregations are helped in identifying and building their missional and ecumenical possibilities.
- Links between congregations, schools and agencies and the wider church are forged and strengthened.
- People in ministry roles (lay and ordained) are encouraged, equipped and supported.
- Educational possibilities for congregations and those in ministry are facilitated.
- Relationships are developed with cross-cultural ministries.
- The relationship with Congress is strengthened (where applicable); and
- Communication with the various parts of the Synod is clear, building up strong relationships between all councils of the Church.

1.2. Presbytery–Synod Relationships

The Presbytery does not exist in isolation, but in relationship with the Synod and other Presbyteries. In 2016 the Synod of Victoria and Tasmania adopted a set of core relational

[1] Minor review November 2025

[2] Paragraph 15, *The Basis of Union* (1992 edition

[3] Relational Oversight *is the focused care that a council or person has for another that involves ensuring they keep the faith of the church, are given support and encouragement for ministry and are held accountable for faith and action.* [4] Synod Resolution 16.6.20F.

expectations which set out the basis for the Synod and Presbyteries to work together to build capacity for being the church at mission in contextual ways, ensuring the strategic use of property for missional purposes, and establishing a coordinated relationship between the Synod's leadership and presbyteries' leadership, with a spirit of mutuality and mutual accountability.[4]

These expectations were further detailed by the Synod in 2017 when it requested Presbyteries to engage collaboratively and in a coordinated manner with the Synod to enable Presbyteries to function in ways that are "lighter and simpler", and so be free to give priority to the Presbyteries' vital task of oversight involving pastoral-missional leadership.[4]

In order to ensure that these expectations are embodied in the ministry team models adopted by Presbyteries, the Synod further resolved to request each Presbytery and the equipping Leadership for Mission unit to enter into a process of conversation and discernment as part of the implementation process to develop a ministry team model appropriate for its life and for effective resourcing for enabling mission.[5]

Presbytery Ministers/staff have a key role in facilitating collaboration between the Presbytery and congregations and the Synod. As a Church, we have shared Vision, Mission Principles and Strategic Priorities (see Appendix C) which outline our shared priorities in discipleship together. Presbytery appointed staff work collaboratively within the Presbytery and in relationship with congregations and the Synod in line with the Vision and Mission Principles. In particular, Presbytery-appointed staff will work collaboratively in a coordinated way with the Synod to foster cooperation between Synod units and the Presbytery, so as to enhance our worship, witness and service across the Synod.

2. Description of the geographic and demographic area of the Presbytery

The Presbytery of Yarra Yarra straddles the beautiful Yarra River for most of its length and forms a large wedge covering the majority of the eastern suburbs of Melbourne. It contains the Melbourne CBD and inner-city suburbs, and stretches along an Eastern boundary through Ashburton, Rowville and on to Emerald. The Western boundary reaches through Northcote, the Northern growth corridor of the Plenty Valley, and on to Whittlesea. The outer boundary is connected by the semi-rural towns of Yarra Glen, Healesville, Yarra Junction, and Gembrook.

This Presbytery has an extensive, varied demography, from high-density inner-city living, to the medium-density living of the Eastern suburban sprawl, to low-density housing of the outer semirural countryside surrounding the Dandenong ranges. It has pockets of low socio-economic living as well as established neighbourhoods of great wealth, and a large variety of retail businesses and light industrial areas.

3. Description of the Uniting Church within the Presbytery of Yarra Yarra

The Yarra Yarra Presbytery is a region of great diversity. It includes older and well-established areas and others which are brand new and developing. Congregations are also very diverse:

ethnically.

in size.

[4] Synod Resolution 17.4.9A(a).

[5] Synod Resolution 17.6.11.1(d).

in expressions of worship.

theologically,

and in resources.

There are congregations that are growing in size, while some are declining, and others are looking at new ways of cooperating together. In some places, congregations working together are resourced by lay leadership. Church of all Nations (Carlton) and the Congregation of Mark the Evangelist (Parkville) are designated Parish Missions. There are several 'gathered congregations' – congregations in which members come from a wide range of places to worship together.

Multi- and cross-cultural congregations include communities whose backgrounds are Chinese, Indonesian, Korean, Samoan and Tongan. There are also some specific ministries with faith communities, including: ministry among people living in rooming houses and among people with disabilities and mental health needs; this is both a spiritual and practical ministry.

There is a significant chaplaincy ministry within aged care and community service institutions, universities, hospitals and schools. The Presbytery carries responsibility for a great deal of property which raises issues of missional strategy and maintenance. It is asset-rich, although this does not easily translate into an ability to provide funds for ministry.

The Presbytery Office is located at 415 Belmore Road, Balwyn East, and provides office and meeting room accommodation, as well as ample car parking. It is adjacent to the Koonung Heights Church, and within walking distance of a small shopping centre. Presbytery Ministers share a pleasant office, with space available for private meetings and conversations.

Communications and IT infrastructure are connected through the services by the Synod IT unit.

4. Presbytery organisation and structure

The Presbytery of Yarra Yarra has been structured in a way that provides leadership through elected office-bearers (Appendix B), three Presbytery Minister placements, and a number of committees and working groups that involve both lay and ordained members of the Presbytery.

The Presbytery has continued to develop new ways of meeting and working together to achieve the missional and organizational goals of the Presbytery. In addition to its Standing Committee, the primary committees of the Presbytery include Pastoral Relations, Resourcing and Property (responsible for oversight of both finance and property resources) and Ministry Formation.

In June 2023 the Presbytery appointed an Office Manager to support the leadership group and to take responsibility for the routine operation of the Presbytery office.

4.1. Presbytery Minister placements

According to the regulations, there are a number of tasks which need to be undertaken for Presbyteries to fulfill their role. For the Presbyteries to fulfill their roles, they need to be well resourced. In 2017 the Synod resolved that funding would be provided for two positions; and Presbyteries were encouraged to develop sources of income beyond that provided from the Synod budget, through the appropriate stewardship of property that does not deprive the wider church of just and appropriate sharing.[6]

An evolving staffing model within the Synod equipping Leadership for Ministry unit ensures that there is a close working relationship between unit staff and each Presbytery, with the possibility of some staff resources (currently 0.5 FTE) being appointed to a position designated as "adjunct staff" of the unit and engaging in its activities and resourcing.

[6] Synod Resolution 17.6.11.1(f).

Key roles of Presbytery staff include:

- Exercising pastoral and missional oversight of those providing ministry undertaken in the congregations, agencies and schools in the Presbytery.
- Supporting congregations in their worship and missional life and witness.
- Ensuring the shared flow of resourcing (missional, financial, education and practical) for equipping leadership for mission within the presbytery.
- Upholding the ethos of the Uniting Church as expressed in the Basis of Union.
- Providing pastoral and liturgical expression of the ministry where appropriate.
- Working effectively in a team context with other Presbytery staff and with Presbytery office bearers.

In order to fulfil its mission, the Presbytery of Yarra Yarra has approved a presbytery staffing model based on at least three full-time (or equivalent) Presbytery Minister positions as a basis for future planning[7], in addition to the assistance provided through volunteer activity in the roles of Chairperson and Treasurer.

The key staff positions are seen as Placements because of the need to ensure that the primary focus of the team is the mission of God with the Church.

There are significant benefits for both the Presbytery and the staff in ensuring that all staff are to some degree capable of performing multiple roles. In order to provide the maximum flexibility, and to allow for evolving and changing work patterns, a common position description has been established for all positions. Nevertheless, it is recognized that people bring individual gifts, graces and skills, and so the team will be selected to ensure that there are team members capable of:

- Working with congregations, agencies and institutions.
- Working with ministry agents; and
- Working with administration, finance and property to support both congregations and ministers

These ministries:

- are open to both lay and ordained people.
- may consist of three full-time positions or of combinations of full-and part-time ministries.
- will be linked to the committee structure and networks within the Presbytery.
- will relate with congregations and others through a variety of face-to-face encounters in local settings as well as through electronic communication; and
- will liaise with the Synod equipping Leadership for Mission unit and other services offered by the Synod to ensure that training and equipping for these ministries is made available.

4.2. Presbytery Property Support Role

In addition to the Presbytery Minister roles, the Presbytery has recognised[8] since 2021 that there is a need for a dedicated and skilled resource person to have oversight of the large property portfolio which is part of the Presbytery. Funding for, and scope of, this role are under review by the Presbytery (November 2025)

The main support focus for the role will be to further the Money for Mission Fund (MFMF) enabling activity in Presbyteries (given it is to be funded from Wider Church share of MFMF contributions), and to assist with general property issues in Presbyteries as needed and time

[7] Presbytery Resolutions 18.03.4 and 21.08.5

[8] Presbytery Minute 21.08.5

permits. Essential Safety Measure (ESM) support will also be coordinated with assistance from this role.[9]

5. Team Ministry

In walking the way of Jesus, it is expected that the ministry team will reflect a healthy model of shared servant ministry, and:

- provide a leadership role together with the Presbytery leadership team.
- meet and pray weekly and work as a team.
- support each other and respect each other's role and expertise.
- accept a discipline of openness to accountability.
- engage in individual and team supervision.
- ensure there is a designated Presbytery Centre (primary office space); and
- model team ministry within the Presbytery, in relationships with Synod staff and the other Presbyteries.

5.1. Placements

Placements for these ministries will be approved through the normal placements process. There will also be opportunity to formally advertise the placements. They will be placements of the Presbytery.

A lay person appointed as a Presbytery Minister will be classified as a Pastor (Regulation 2.2.2).

5.2. Accountability

All Presbytery Ministers will be part of and accountable to the whole Presbytery through a leadership team that will include at least the Chairperson, Secretary (if a separate role) and, when appropriate, the Treasurer, and will be responsible to the Standing Committee and the whole Presbytery for the exercise of this accountability for the team and the individual members of the team. This leadership team would have responsibility for oversight of the staff positions and would report as appropriate to the Presbytery Standing Committee.

The leadership team will designate the team member who has responsibility for convening meetings and coordinating ministry functions (Regulation 2:11.3(b)).

The Presbytery Standing Committee will require the leadership team to exercise both pastoral care and oversight of the Presbytery Ministers. This will include revision of tasks where necessary, through negotiation.

The leadership team will agree on the allocation of tasks among Presbytery Ministers and will maintain a management document (see Section 7) which sets out the particular and agreed responsibilities of each person.

All Presbytery Ministers will be members of the Presbytery Standing Committee, and each will be expected to relate to one or more committees and other groups within the Presbytery, providing leadership and liaison with the Standing Committee and other groups as required.

The Presbytery Standing Committee will ensure that the leadership team initiates an annual appraisal of the ministry of each Presbytery Minister.

5.3. Shared Responsibilities

The Presbytery Ministers will work together in the following areas, taking both group and individual responsibility for:

- Relational oversight of the those providing ministry undertaken in the congregations in the Presbytery.

[9] Correspondence from Peter Thomas, Director Property Services, May 2023.

- Upholding the ethos of the Uniting Church as expressed in the Basis of Union.
- Attending regular Presbytery Minister team meetings.
- Assisting and encouraging the development of Presbytery leaders for their ministries.
- Taking initiatives to fulfil key priorities and policies as determined from time to time by the Presbytery.
- Management and oversight of Presbytery operations and administration.
- Working with and supporting Presbytery committees in ways which ensures efficient use of time and skills.
- Facilitating relationships between those in various ministries of the UCA.
- Helping to equip and enrich all congregations and agencies to engage in mission beyond the bounds of the church.
- Engaging in regional planning for the life and work of the Uniting Church in the area through congregations, faith communities, Uniting Care and Aged Care agencies, chaplaincies and UCA schools.
- Fostering local and regional ecumenism.
- Participating in worship in the Presbytery and in its congregations; and
- Advocating throughout the Presbytery for the work of the Uniting Church in Synod and Assembly.

6. Ministry gifts and skills required in team ministry within a Presbytery context

The Presbytery Ministers work together as a team. While each Minister will have the freedom to work and operate independently, it is expected that there will be an understanding of the way the roles complement each other and those of the elected leaders, and a willingness to work together to ensure both continuity and seamlessness in the support of the Presbytery. While there may be particular requirements, skills and qualifications for particular roles, there is a common set of requirements that will apply to all positions in the team. The following are seen as characteristics which will be shared by the team.

6.1. Personal Qualities and Experience

Each member of the team will have:

- A sound knowledge of the structure of the UCA, and prior involvement in a range of UCA Councils, including an understanding of, and commitment to the ethos of the UCA and the Presbytery model adopted by the Synod in 2017.
- Familiarity with the UCA Basis of Union, Constitution, Regulations and Manual for Meetings.
- An understanding of ministry and mission in the UCA, with developed theological insight and reflective skills.
- An understanding of and commitment to the multi- and inter-cultural nature of the UCA and its commitment to working with both First and Second Peoples.

Each member of the team will:

- Understand that re-definition and role adjustment may take place as the Presbytery discerns its way forward.
- Have competency as a leader and be able to inspire others.
- Be able to articulate the importance of a Call to the Ministry of Presbytery Minister for the life of the Church and for themself.
- Have a realistic sense of their own identity and an awareness of strengths and weaknesses.
- Have the flexibility to work with people in a variety of contexts.
- A commitment to Team Ministry and regular team meetings, while able to work independently and co-ordinate activity within a team environment

- Be motivated with energy and enthusiasm.

6.2. Skills and Abilities

Each member of the team will have:

- Demonstrated capacity to think strategically and to facilitate strategic planning.
- An ability to reflect on issues theologically within the broad theological framework of the Basis of Union of the UCA.
- Demonstrated capacity to act as change agent, comfortable with change and able to manage change while energising and resourcing complex organisations.
- Demonstrated capacity to lead and work with people, councils and agencies within the UCA in an encouraging and constructive manner.
- Demonstrated effective interpersonal communication skills, particularly in the areas of liaison, negotiation, mediation, decision making and problem solving.
- Demonstrated capacity to implement policy decisions, coupled with compassion.

6.3. Desirable skills and qualities:

Each member of the team will be able to demonstrate:

- A pro-active approach that listens and responds to people.
- Creativity: and an ability to deal with ongoing role adjustment.
- Clarity on responsibilities and boundaries.
- Willingness to break new ground without losing focus on 'business as usual'.
- Accountability – in the role and with others.
- A well-organised approach, with good time management and relevant IT skills.
- Good pastoral and administrative skills.

7. The Presbytery Minister Roles

Particular tasks must be undertaken, and particular responsibilities exercised, in each of the key areas in Sections 5 and 6. These tasks will be undertaken by the team as a whole and are not linked one-to-one with any given position or appointment.

The primary tasks which must be undertaken by the team are listed in the following sections.

It is recognised, however, that no individual will be expected to work across, or be expert in all these areas. The profile anticipates that associated with each position will be a management document which will set out particular tasks and expectations for the person appointed to the position. This will be a "living" document that will need to be updated and adjusted following any appointment as the skills and gifts of the appointee are developed. It may also be necessary to make appropriate fine-tuning adjustments following, for example, annual reviews or if there are changes in other placements in the Presbytery.

The division of labour in the management document will be mindful of the following ministry, oversight and facilitation areas of work. The division of labour does not directly correspond to any particular PM position. Particular PMs may be responsible for large parts of 7.1, 7.2 or 7.3, but there will also be negotiated overlap according to gifts and capacities.

As a team, the Presbytery ministers will:

7.1. Work with congregations, agencies and institutions

- Helping to equip and enrich all congregations and agencies to engage in mission beyond the bounds of the church.
- Helping congregations and ministry workers to develop, implement and evaluate their local and regional mission plans.
- Engaging in regional planning for the life and work of the Uniting Church in the area through congregations, faith communities, Uniting Care agencies, chaplaincies and UCA schools

- Assisting congregations and faith communities towards cooperation in mission and ministry, were appropriate
- Developing expertise in mission and theological discernment in congregations, faith communities and agencies
- Helping Presbytery establish and strengthen links with its schools and agencies.
- Resourcing the Lay Preachers Committee
- Providing advice about requirements and regulations relating to Lay Preachers.
- Assisting to identify appropriate training opportunities for potential and current lay preachers.
- Facilitating mission studies and reviews of future ministry requirements prior to profile writing.
- Helping congregations and agencies identify and develop suitable placements and ministry positions for local ministry needs.

7.2. Work with Ministry Agents

- Facilitating relationships between those in various ministries of the UCA.
- Coordinating the work of pastoral care of ministry agents and their families across the Presbytery.
- Resourcing the Ministry Formation Committee.
- Work with people in a period of discernment
- The process of application for candidature for a specified ministry
- Pastoral Care of Candidates
- Helping with the preparation for readiness for the ordination itself
- Resourcing the Pastoral Relations Committee
- Encouraging ministry agents in regard to continuing education, annual ministry conferences, supervision, peer support groups, taking leave entitlements, updating profiles, conducting reviews of ministry, mentoring and compliance with the Code of Ethics.
- Working with the PRC to manage the appointment, training and support of Joint Nominating Committees.
- Representing the Presbytery as one of its representatives on the Synod Placements Committee.
- Conducting or participating in debriefing at the end of placements.
- Engaging in crisis work with ministers and congregations, conflict resolution and support in times of loss and grief.
- Supporting the Chairperson of the Presbytery in matters of discipline

7.3. Provid administrative support to the Presbytery, and to its congregations and ministers

- Facilitating communication and relationships within the Presbytery, Assembly, Synod, congregations, 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.
- Oversight of the work of the Office Manager in supporting presbytery activities
- Working with the Office Manager to support those seeking contact with the Presbytery, in order to provide relevant and appropriate referrals.
- Supporting the Treasurer in order to ensure that all financial matters are efficiently and properly managed.
- Supporting and oversight of the work of the Property Project Officer appointed by the Synod.
- Supporting the chairperson of the Presbytery in matters of discipline.

- Working with the Synod People and Culture Unit to ensure oversight of human resources practice in congregations.
- Assisting congregations to fulfill the UCA Regulations, especially those referring to property, investments, banking and auditing.

8. Presbytery Leadership Roles

The Presbytery has established role descriptions for the leadership positions of Chairperson, Secretary and Treasurer. These are included as Appendix B to this document to provide clarity and to indicate areas of both overlap and difference between these roles and those of the Presbytery Ministers.

9. Position Requirements

The position of Presbytery Minister within the Yarra Yarra Presbytery is a placement within the Uniting Church in Australia and is open to ordained and lay members of the Church. The person appointed to the position will require:

- Flexibility in work practice, including availability for scheduled after-hours and occasional weekend work.
- Occasional intra- and interstate travel may be required.
- A current Working with Children Check as a mandatory requirement.
- A valid driver's licence

10. Appointment process

This profile was approved by the Presbytery Standing Committee on November 12, 2025.

When one of the positions described in this Leadership Profile becomes vacant, the Presbytery, through its Standing Committee, will establish a Joint Nominating Committee and request the Synod Placements Committee to appoint two persons (one as Convener) to the JNC as per Regulation 2.6.6(f).

In general, it will be expected that vacancies will be advertised as well as being part of the normal Placements process for identification of those suitable for the position.

11. Terms of placement

The Presbytery has adopted the terms of placement described in the standard pro forma shown on the following pages.

Template: Terms of Placement

1. Placement	Presbytery Minister	
2. Presbytery	Yarra Yarra	
3. Minister Name		
4. Time Fraction	☒ Full time	☐ Part time - Time fraction: 0. .....
5. Term	☒ Up to 10 years	☐ Fixed term of ..... years
6. Other details about term (e.g. plans for review)		
STIPEND – For further information refer to Summary of Ministerial Provisions and Charges		

7. Stipend *	☒ YES	
8. Payment by Centralised Stipend	☒ YES ☐ NO	
9. Additional provision (if any)	..... % Reason:	
TRAVEL		
10. Car and Fuel allowance * – Minimum of 5000km	TBA km	
11. Is a car provided?	☐ YES ☒ NO	
HOUSING – For Aged Care, Defence Force, Education, Health Care and Prison Chaplains go to question 15		
12. Manse	Owned by placement ☒ YES ☐ NO Availability to be determined Rented by placement ☒ YES ☐ NO	
a) Address if manse owned by placement	The Presbytery owns a manse at 1B Hotham Court, Mont Albert 3127. It is currently occupied by one of the Presbytery Ministers.	
b) Declared to be an acceptable condition by the Presbytery?	☒ YES ☐ NO	Date of inspection:
13. Manse Allowance	To be paid if minister does not require accommodation * ☐ Minister to check box	
14. Other details	Housing to be determined in negotiation, as required	
ALLOWANCES		
15. Annual Leave	☒ 4 weeks annual leave (including 4 Sundays)	
16. Study Leave	☒ Minimum of 2 weeks study leave (pro rata) *	
17. Sundays (if applicable)	☒ One Sunday per quarter (non-cumulative) free of placement duties	
18. Internet & Phone Allowance	☒ Allowance (minimum $70/month):	
19. Personal Resources & Development Allowance (PRDA)	☒ Full - Minister does not use allocated equipment (PC, desk etc) * ☐ Discounted - Minister to use allocated equipment $ ..... optional	
*** AS DETERMINED ANNUALLY BY THE SYNOD**		

These Terms of Placement were approved by the Presbytery Standing Committee on / /

Presbytery Chairperson		Minister Accepting Call
Date / /	Date / /	Date / /

Notes in regard to the Terms of Placement Schedule

Ministers of the Word, Deacons, and Pastors are normally called for an undefined term. Extension beyond 10 years requires agreement of Minister, Placement and Presbytery. [Reg. 2.6.8]

Terms of Placement (ToP) must be approved by both the Church Council or other responsible body and the Presbytery, and lodged with the Placements Committee before the placement can be listed. When a call is accepted a copy of the ToP, signed by minister, placement and Presbytery, is to be sent to the Placements Committee Secretary and the Presbytery PRC. During a Placement, variation to these Terms of Placement needs the prior approval of the Presbytery; and the Placements Committee must be notified.

STIPEND: The Synod approves a minimum stipend figure each year.
Additional loading: Some Placements pay a percentage loading above the minimum, which must be justified to the Presbytery with the reasons being on public record within the Presbytery.

CAR ALLOWANCE: Synod determines annually a rate per 1000 km for operating (including standing) costs. The Placement with Presbytery approval determines the appropriate level of travelling expressed in thousands of kilometres.

HOUSING: In providing a manse the congregation shall offer:

- A manse which meets Synod guidelines and has been inspected and approved by the Presbytery; or
- Other accommodation which is considered appropriate by the minister, placement and the Presbytery. This may be a leased property.

The minister may choose not to accept the accommodation offered by the Placement, but the maximum manse allowance is not an entitlement and consultation between the parties is required to determine the level of the allowance, with any resulting change to the terms of placement being reported to the Presbytery who will inform the Placements Committee. For advice regarding housing arrangements in part-time placements see the UCA Handbook of Ministerial Provisions and Charges

PERSONAL RESOURCES AND DEVELOPMENT ALLOWANCE: The purpose of PRDA is for personal resources for ministry, computer hardware costs and associated equipment, supervision, and professional development including attendance at the annual presbytery conference.

STUDY LEAVE: The Guidelines approved by the Synod Standing Committee include the following:

1 A minimum of 2 weeks Study Leave shall be available each year to Ministers in a Placement. Terms of Placement approved by the Presbytery may specify a more precise figure.

2 Study Leave shall normally be taken each year for a program (whether set courses or self-directed study) to equip for ministry within the life and ethos of the UCA. This shall be planned by the Minister in conjunction with the Church Council or other responsible body. The Presbytery, in the exercise of its pastoral and supervisory role, may also choose to be involved in this planning. Normally Study Leave not taken in the year in which it is due is forgone.

3 If a substantial period of study is planned, the Minister may negotiate with the Church Council or other responsible body for Study Leave to be accumulated up to five years' entitlement. This needs approval by the Presbytery and must be reported to the Commission on Education for Ministry.

4 Ministers are expected on return from Study Leave to report to the Placement on the experience and its value to themselves and to the Placement.

5 Consideration shall be given to the needs of the Placement as well as the needs of the Minister, and the timing of Study Leave acceptable to both. Normally attention will be given to the following:

(a) Taking accumulated Study Leave in the same year as Long Service Leave shall require the approval of both the Church Council or other responsible body and the Presbytery.

(b) Ministers and Church Councils or other responsible bodies will seek to minimise potential difficulties if Study Leave requests involve multiple absences from a Congregation on a Sunday.

FINANCIAL ASSISTANCE FOR STUDY LEAVE: There is no specific requirement on a Placement. Some Placements offer assistance towards the cost of course fees, travelling, etc.

MINISTERIAL ENTITLEMENTS: The Synod publishes a handbook of Ministerial Provisions & Charges, including details on stipends, allowances, housing arrangements, leave provisions, retirement benefits. The implications for part-time Placements are explained. UCA Handbook
https://victas.uca.org.au/resources/terms-of-placement-committee/

Appendix B: Presbytery Leadership Roles

The Presbytery of Yarra Yarra has adopted the following position descriptions for the Chairperson, Secretary and Treasurer.

Presbytery Chairperson

The responsibilities of the Presbytery include the pastoral and administrative oversight of the life and mission of the Church within its bounds, the stimulation and encouragement of congregations, and a variety of tasks set out in Regulation 3.1.3. Each Presbytery is to appoint a chairperson, whose responsibilities are generally described in Regulation 3.6.2:

> *3.6.2(c) The duties of the chairperson shall be to constitute, preside over and generally direct the business of the meetings of the Presbytery, to exercise pastoral oversight and to perform such other duties as may be prescribed.*

The role of the Chairperson may be further described as follows:

- The Chairperson is entrusted with a leadership role. He/she will guide and lead the Presbytery, will act as a pastor to the members and congregations of the Presbytery, and will generally look to how he/she can point the church to Christ, help her remain true to the ancient faith of the Church and encourage her to be faithful on her worship, service and witness.
- In addition, the Chairperson is quite explicitly given a pastoral role within the life of the Presbytery. How this is exercised will vary from chairperson to chairperson, although it is understood that this role is exercised cooperatively with the Presbytery Ministers. The Chairperson is responsible for arranging services of ordination and induction. He/she will also arrange Presbytery worship times.
- An important function of the Chairperson is to preside over meetings of the Presbytery in Council. It is important to remember that, in this capacity, the Chairperson must take the meeting through its business agenda as expeditiously as possible but with care and sensitivity.

Specific duties, some of which are mentioned already in the above material, include:

- To share with the Presbytery Ministers in the exercise of pastoral oversight of congregations and members.
- To preside over meetings of the Presbytery and the Presbytery Standing Committee.
- To be a member of the Presbytery Leadership Team, and to act, when appropriate, as its team leader.
- To arrange for and preside at services of ordination and induction.
- With the Presbytery Ministers, to arrange for services of worship for the Presbytery.
- To be an ex officio member of the Pastoral Relations Committee.
- To attend, when appropriate, and have the right to speak at meetings of any Presbytery committee; and
- To represent the Presbytery as required in various church and other forums.

Presbytery Secretary

The Regulations require that the Presbytery shall appoint a secretary for such period as up to five years as the Presbytery shall determine (Regulation 3.6.2(f)). The Regulations also specify the secretary shall be a confirmed member of the Church and that:

> *3.6.2(g) The duties of the secretary shall include:*
>
> *(i) Convening meetings, preparing the agenda and keeping a record of all proceedings of the Presbytery.*
>
> *(ii) Attending to all other correspondence on behalf of the Presbytery, including advising affected parties of the decisions of the Presbytery.*
>
> *(iii) Maintaining and having custody of the books and records of the Presbytery, including the roll of the Presbytery, except such as may be assigned to other officers.*
>
> *(iv) Furnishing information and reports to the Synod and Assembly and to other bodies as required.*
>
> *(v) Dealing with property, disciplinary and other matters in accordance with Regulations.*

The Presbytery of Yarra Yarra in meeting these requirements has identified the following duties and activities undertaken by the Secretary.

- Attendance at Presbytery Celebrations as required.
- Being a member of the Presbytery Leadership Team.
- Provide oversight and direction of the work of the Office Secretary in supporting presbytery activities.
- Supporting congregations and the Presbytery in the development of strategic directions and initiatives.

Presbytery Treasurer

The Regulations require that the Presbytery shall appoint a Treasurer for such period as up to five years as the Presbytery shall determine (Regulation 3.6.2(i)).

The Regulations also specify that:

> *3.6.2(j) The Treasurer shall receive all moneys on behalf of the Presbytery and pay them into a bank account of an approved financial institution, keep proper books of account and furnish financial statements to the Presbytery at the end of each year and at such other times as the Presbytery may require.*

The Presbytery of Yarra Yarra in meeting these requirements asks its Treasurer to:

- Bank all moneys on behalf of the Presbytery into bank account(s) as approved by the Presbytery.
- Being a member of the Presbytery Leadership Team.
- Prepare and present to the Presbytery meeting held in November a budget for the coming year detailing separate budgeted income and expenditure across the various Presbytery activities.
- Provide a monthly financial report to the Presbytery Standing Committee.
- Provide a quarterly report to the Presbytery Standing Committee setting out year-to-date versus actual income and expenditure and current account balances for the various Presbytery activities.
- Prepare invoices and receipts as required.
- Arrange for the timely payment of accounts in the name of the Presbytery of Yarra Yarra.

- Arrange for an annual audit of the books of account for presentation to the Presbytery Day held in May; and
- Provide financial information as requested by Presbytery Office Bearers, Presbytery Ministers, or Chairs of Committees and Working Groups.

Appendix C: Synod of Victoria and Tasmania Vision, Mission Principles and Strategic Priorities

Faithful Futures

Faithful Futures Project is a collaborative effort between presbyteries and the Synod to discern priorities, direct resources, and ensure the church is equipped for the challenges and opportunities ahead. The project was initiated out of conversation at the Presbytery Synod Forum. In September 2025, the VicTas Synod affirmed a vision and adopted a set of mission goals under the heading of "Faithful Futures", outlined as follows:

Vision

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

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.