

POSITION DESCRIPTION

Lay Specified Ministry of Pastor

EMPLOYER PROFILE

Our Purpose: To build a peaceful, inclusive, and just society where everyone belongs and finds purpose.

Our Mission: We will serve our community by following Jesus' example of love in service, encouragement and empowerment.

Our values: We practise social inclusion, support theological diversity, and challenge unjust systems.

[Engadine Uniting Church](#) is a faith community seeking to live God's love and compassion, acting for the common good. We are located in the Sutherland Shire of Sydney.

As well as regular Christian worship and small groups for prayer or theological discussion, we are engaged in a range of activities including the coordination and delivery of community book clubs, community sewing/upcycling initiatives, a seniors social club, a seasonal pop-up choir for justice and reconciliation, occasional political forums and other public meetings, collection of food for a local youth charity, and regular activities to support the work of Amnesty International, Sydney Alliance, Uniting World and the Uniting Climate Action Network. Our premises is a hub for women's small businesses offering dance, yoga, pilates, and a medieval choir.

Engadine Uniting Church has leaned heavily into the national UCA identity which appeals widely to a section of modern Australian society. By taking the statements of the Assembly as the positions of this congregation and neither debating nor diluting the messages on First Nations people, climate change action, fossil fuels, Palestine, drug law reform, domestic violence, and more, we have attracted new members as well as receiving positive recognition from people in the wider community who are pleased to see a religious institution that shares their values and priorities on issues of justice.

ABOUT THE ROLE

This newly created role, or roles, will be the key ministry position/s within the congregation. Working closely with the church council to continue existing work and seek opportunities for expansion in our four areas of focus to strengthen ministry efforts, grow the church's presence, foster community transformation, and ensure sustainability of our resources for the future, you will support and build the capacity of lay leaders, facilitate and equip church members involved in running activities and events, support small groups across the life of the congregation, and work with community members involved in our activities. Leading worship is required once per month.

Pastor is a Lay Specified Ministry of the Uniting Church in Australia and means a lay person commissioned by a Presbytery to minister within a Congregation, community or a Uniting Church based organisation for the purpose of undertaking one or more of the following tasks:

- teaching the beliefs and practices of the Uniting Church; and/or
- pastoral oversight of members and/or groups operating under the auspices of the Uniting Church; and/or
- leadership of worship in congregation or faith communities of the Uniting Church; and/or
- evangelism or service beyond a gathered congregation but which is exercised under the auspices of the Uniting Church.

KEY RESPONSIBILITIES

This role will take responsibility for the following:

Teaching the beliefs and practices of the Uniting Church

- Train, mentor and equip members to live out their faith and be a witness for others

- Provide oversight of the overall standard of teaching by leaders in the congregation
- Conduct topical seminars relevant to everyday life for members and non-members to help improve their quality of life
- Oversee children and youth ministries that ensures they are being discipled in an empowering, safe and nurturing environment
- Equipping interested people to serve in community by training and mentoring them as needed

Pastoral oversight of members

- Provide support to all congregation members to provide to each other, as appropriate, pastoral care as required within our congregation and community outreach groups.
- As part of the pastoral care team, Provide spiritual pastoral care that gives expression to the faith of believers, offers reconciliation between people and with God, supports people in their suffering and crisis, and helps people in their search to find purpose and meaning, value and direction, hope and peace.
- Ensure that any pastoral care staff or volunteers that you may supervise keep documents and records relating to clients and pastoral care services up to date
- Monitor, review and report on the effectiveness of pastoral care activities as required

Leadership of worship and special events

- Participate in the worship leaders team to coordinate weekly worship services and special events
- Explore various options to further enhance worship
- Lead worship once a month
- Have the ability to lead worship and prayer at wider Uniting Church functions, meetings, services and events as appropriate.
- If the successful candidate has the relevant experience and qualifications, they will be most welcome to offer the sacraments where required; to officiate at special occasions in the lives of the congregation, such as weddings, baptisms and funerals, and to join in shared oversight and direction for pulpit ministry, but these are not essential parts of the role.

Evangelism or service beyond a gathered congregation

- Explore ways of enhancing or implementing community outreach programs
- Explore ways of better connecting and working with existing community groups beyond the church
- Developing stronger connections with more local advertising and publicity

In addition to those outlined above, specific responsibilities also include:

- Reading and understanding the Basis of Union, and having a preparedness to work within the polity and ethos of the Uniting Church in Australia
- Abide by the discipline processes as set out in the Constitution and Regulation of the Uniting Church and the Code of Ethics and Ministry Practice adopted by the National Assembly as they relate to ministerial practice.
- Abide by the requirements of the Uniting Church Regulations in relation to the specified Ministry of Pastor.
- Having a genuine willingness to embrace challenges as they arise and to work flexibly in support of the overall key objectives of the Uniting Church in Australia
- A willingness to work a flexible schedule when required
- Following policy and procedures in relation to workplace health and safety
- Participating in maintaining a safe working environment for both yourself and others in the workplace
- Undertaking additional duties as directed

KEY RELATIONSHIPS

INTERNAL

- Church Council
- Administration Assistant

EXTERNAL

- Congregation members
- Community members involved in organising or participating in our activities
- UCA and non-UCA organisations with whom we partner as supporters, eg Uniting World.

KEY COMPETENCIES

- Articulate the key theological foundations of the Basis of Union
- Describe key historical elements contributing to the formation of the Uniting Church
- Articulate the place and role of key aspects of the Church's life and witness, in particular
- Understand the Councils and Ministries of the UCA
- Understanding of the UCA Basis of Union and ethos of the Uniting Church;
- Understanding of the UCA Code of Ethics and Ministry Practice for people engaged in professional ministry and the Sexual Misconduct Regulations of the Uniting Church.
- Spiritual maturity and sense of call
- Highly effective interpersonal, written and verbal communication skills, including moderate computer skills.

QUALIFICATIONS AND EXPERIENCE

Qualifications

- A Diploma or Degree in Theology or Ministry or Clinical Pastoral Education; Certificate IV in Christian Ministry and Theology.
- A suitably qualified lay person eligible to apply for Ministry of Pastor of the Uniting Church.
- Successful Criminal History Records Check, Working with Vulnerable People Check and Working with Children Check and 'in good standing with faith tradition' requirement.
- Driver's license
- The right to work in Australia

Experience

- Several years experience in ministry or community development. You will have excellent written and verbal communication skills, be organised, systematic, thorough, accurate and disciplined.
- Demonstrated experience working or volunteering in spiritual pastoral care, and to build the capacity of lay pastoral carers.
- Sound knowledge and understanding of the Uniting Church and its polity, its structure, systems and processes.
- Ability to lead worship, and teach the beliefs and practices of the Uniting Church
- Experience engaging successfully with a wide range of stakeholders, both internally and externally across the sector; the ability to work with local groups beyond the gathered congregation
- Experience working in community organising or campaigning
- Demonstrated ability to work well in a multi-disciplinary team of volunteers, and experience in training or building capacity of volunteers

NOTE: As this role involves pastoral duties, fringe benefits may be provided to the staff where the person meets one of the following descriptions:

- Ordained as a minister or deacon (i.e. minister of religion); or
- A student at a theological college undertaking a course in order to become a minister of religion; or
- Listed on the Register of lay ministers of the Uniting Church and admitted/commissioned to hold authority on doctrine or religious practice.

ROLE OVERVIEW

Classification: Award free

Employment Type: Full time, or two part-time roles, for an initial three year appointment

Appointing Body: [Engadine Uniting Church](#)

Report Line: Church Council

Contact: email Church Council on admin@engadine.unitingchurch.org.au to arrange a phone call for discussion about the role or to apply for the role

Created by: Engadine Uniting Church Council, May 2025