



## **Glen Waverley Uniting Church Position Description - Faith Formation Ministry Full Time Position (1.0EFT)**

This Ministry covers 4 key areas:

- ***Faith Development of Youth and Young Adults***
- ***Leadership and resourcing Children & Families Ministry***
- ***Outreach and Community Partnerships***
- ***Worship leadership and Involvement***

### **Congregation Setting**

Glen Waverley Uniting Church (GWUC) is located in the South-eastern suburbs of Melbourne and has a membership of approximately 500.

GWUC is a faithful, Christ-centered community that meets God and aims to share that unconditional love. We are committed to have a diverse ministry that encourages and empowers individuals, families, youth, and children to explore their faith and purpose in a community environment of unconditional love. Offering a variety of worship services, communion, faith development, baptisms, weddings, funerals, small groups, faith exploration groups, bible studies, welfare, broadcasts, podcasts, gatherings, hospitality, English conversation classes, pastoral care, coffee and so many other seasonal programs and ministries, for all ages and cultures. In all we do, we aim to serve our community, our world and each other.

GWUC takes a team approach to ministry. The position reflects the congregation's commitment to this Ministry. The person will be part of our ministry team.

### **Ministry of Pastor**

This position is recognized by the Presbytery of Port Philip East as suitable for a Ministry of Pastor position according to Regulations 2.6.9. Upon assessment of current Core and General Competencies to meet UCA Assembly requirements, this person would be commissioned by the Presbytery as a person serving in the Ministry of Pastor at Glen Waverley Uniting Church.

It is expected that the person serving in this role is, or will become, a member or a member in association of the Church.

### **Accountability**

- The position is accountable to Church Council for all functions and responsibilities within the Position Description. There is also a day-to-day reporting relationship with the Minister of the Word for guidance and direction.
- The person will report to Church Council monthly and be involved in their meetings to fulfil the role and its goals and assist the congregation achieving its goals.
- The position involves coordinating with other members of the Ministry team for all functions and responsibilities associated with the ministry and mission of the congregation.
- In operational terms, the appointee will be a member of the Ministry Team which meets weekly for planning, support, and encouragement.
- The role oversees and supervises the work of the Family and Children's Worker (currently a limited tenure position).
- The role includes broad leading and coordinating functions across the various groups involved in developing and implementing these programs and in overseeing the engagement of volunteers.
- Port Phillip East Presbytery recognises the person in this role as a member of the Presbytery and expects attendance at the Ethical Ministry refresher twice a year, regular meetings with a supervisor, and a plan for continuing education.

### **Responsibilities & Duties**

#### **Faith Development of Youth and Young Adults**

- This role has specific emphasis upon the formation of Faith community relationships involving and facilitating youth and young adult engagement.
- The appointee will assume a leadership role within the overall ministry team in relation to these areas of faith formation and faith journey for youth and young adults as a key element.

#### **Pastoral Care**

- Pastoral care for the youth and young adults of GWUC is a key responsibility of this position.

#### **Leadership and resourcing Children & Families Ministry**

- Assume leadership responsibilities for the resourcing of Children's and Families Ministry and be the key reference point.
- Supervise and support the Families and Children's Worker (Please note - the Families & Children's Worker is currently a limited tenure position).

#### **Outreach and Community Partnerships**

- Assume a leadership role in the development of the outreach activities with the focus being on opportunities to nurture and develop the faith and community engagement.
- Facilitate, build, and maintain partnerships in the local community including with local schools and community organisations.
- Work towards an intercultural and intergenerational approach within the congregation and their partnerships and outreach.

- Facilitate and maintain the development of links and associations with related agencies.

### **Worship leadership and Involvement**

- As part of the Ministry team prepare, participate in and lead worship services both individually and as part of the team.
- Think strategically and creatively in planning Worship services and specific periods such as Advent and Easter.
- Ensure inclusiveness of families, children, youth, and young adults in the Worship Life of the congregation.

### **Qualifications and Experience**

- Formal qualifications with defined Biblical / Theological training with demonstrated experience in relation to Youth, Young people and Families and Children ministry in a congregation with a substantive program covering these areas.
- Excellent communications skills and contemporary knowledge of social media, online platforms, and similar technologies. The ability to use these media to relate to and engage with the congregation and specifically young people and their families.
- Knowledge and understanding of relationship issues and needs, associated with agencies and communities which service these groupings within our geographic sphere.
- Strategic planning capability to develop and implement programs which align with the congregation's strategic direction whilst engaging and nurturing a faith development operational plan which is sharing questioning and exploring in direction.
- Development of programs, which are attractive and engaging to the target audience and where appropriate include social media, online platforms, and other technologies.
- Demonstrated experience in relationships and in fostering open connectedness and community engagement.
- A self-starter, highly engaging with the younger groups.
- Capacity to discern and maintain strict confidentiality across the various elements of these interest groups and respect individual's privacy and rights.
- Excellent organisational and planning skills which reflect positive individual and group leadership.
- Strong communication skills using social media, online platforms, and other technologies.
- Ability to work independently as well as collaboratively demonstrating pro-activeness, initiative, responsiveness, thoroughness, reliability, tact, and flexibility.
- Capacity to manage competing priorities and meet strict deadlines within these distinct ministries.
- Thorough understanding of the learning and development functions and processes related to Youth, Young Families and Children.
- Empathy, appreciation, and commitment to volunteerism.

- Strong decision-making ability. Ability to decide and appropriately convey decisions in a practical and informed manner which respects confidentiality and individual privacy.
- The ability to relate to and deliver pastoral care to all groups across our broad congregation.

### **Personal Qualities**

- A warm and genuine person of high integrity that is honest and discreet and able to maintain confidences.
- Strong interpersonal skills with a genuine and warm approach.
- Ability to liaise effectively with a wide range of people across the Congregation and externally to GWUC.
- Be compassionate, perceptive, discerning, professional, and relational.
- Demonstrated initiative and drive in both the strategic development and in the operational delivery of programs aligned to the core sectors of the role.
- Capacity to work autonomously and as part of a team.
- Excellent attention to detail in strategy and operational implementations.
- Ability to delegate and engage with volunteers.

### **Other Requirements**

- Employment is subject to a satisfactory National Criminal History Check and ongoing satisfactory Working with Children Check.
- Capacity and willingness to work within the ethos and values of the Uniting Church in Australia.
- Meets all required core and general competencies required to be recognized as a person serving in a Ministry of Pastor role.
- There will be an annual review of the position.

20 August 2021



**Uniting Church in Australia**  
SYNOD OF VICTORIA AND TASMANIA

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Ms Alanee Hearnshaw  
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10-12 Bogong Avenue  
Glen Waverley Vic 3150

Dear Alanee,

**Offer of Full-time Continuing Employment**  
**Faith Formation Ministry – Level 4 Non-Placement Pastor role**  
**Glen Waverley Uniting Church**

This letter serves to formalise your continuing employment with Glen Waverley Uniting Church in the role of Faith Formation Ministry with a minimum term of three years with the option of extending for a maximum term of 5 years commencing 1 October 2021. We copy below the relevant details from PRC.

We have been advised that at the 2021 August meeting of the Presbytery of Port Philip East's Pastoral Relations Committee, the position of Faith Formation Ministry located at Glen Waverley Uniting Church was reviewed and designated as an appropriate position for the exercise of the Ministry of Pastor. This is in accordance with regulations 2.2.2. (a) and (c).

In this review the position description was read, and it was determined that this position equates to a Level 4 classification under the Non-Placement Pastor terms and conditions.

Presbytery also recognises the remuneration rates and allowances you currently have in place for this position. The PRC also deemed that Alanee Hearnshaw has the required core and general competencies to undertake this role and that she be recognised as serving in this Ministry of Pastor position according to regulations 2.4.6 (a), (b) and (c).

We have all contributed to progress this outcome and we are delighted to formally make this letter of offer which is in accordance with our discussions and those agreements approved by Church Council.

Please find the enclosed documents that provide the terms of your employment, given your acceptance of the role in terms of our earlier discussions of August and October 2016. In accepting this offer of employment, the documents attached include:

- Terms of employment (Uniting Church)
- Position Description for role of Faith Formation Ministry.
- Remuneration Schedule (the current terms and conditions have been confirmed).

As you are aware your continuing employment with Uniting Church in Australia remains subject to an ongoing National Criminal History Check and current Working with Children Check. It is intended that we complete Performance Reviews for each 12-month period. As discussed, we all understand that the role needs to be working for both yourself and for the Church.

Should you have any questions please contact myself or Ken Coutts, Convenor of our People & Culture Committee.

Please sign and return this original letter, whilst retaining the attached copy for your records.

Alanee, sincere congratulations, we are delighted to have you in a continuing challenging role here at Glen Waverley Uniting Church and assisting in continuing growth and development of our strategic plan and direction.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Glyn Howells', written in a cursive style.

Glyn Howells  
Chairperson,  
Church Council

A handwritten signature in black ink, appearing to read 'Ken Coutts', written in a cursive style with a large, stylized 'K'.

Ken Coutts  
Convenor,  
People & Culture