

Glen Waverley Uniting Church

Position Description

Position: Alanee's New Role - (Faith Formation and Cross Cultural Ministry, GWUC)
0.3 – Outreach Activities and establishment of Kingsway Ministry.
0.5 – Faith development for Youth and Young Adults.
0.2- Leadership and responsibility for resourcing Children's Ministry.

Reporting to: Chair of Church Council

Location: GWUC, 10 - 12 Bogong Avenue, Glen Waverley

Date created: 31 August 2016.

Congregation Setting

Glen Waverley Uniting Church (GWUC) is located in the South-eastern suburbs of Melbourne and has a membership of approximately 650.

GWUC is a faithful, Christ-centered community that meets God and aims to share that unconditional love. We are committed to having 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 a wide variety of 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 is an engaged and active congregation with a vibrant plan and a committed and dedicated volunteer framework. As a member of the Ministry team support comes from supportive collegiate team environment and the convenors.

Accountabilities

General:

- The position is accountable to Church Council, but 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 on a monthly basis.
The position involves coordinating with other members of the Ministry team for all functions and responsibilities associated with the Ministerial functions;
- Number of staff reporting to this role: Nil - but there is a broad leading and coordinating functions across the various groups involved in developing and implementing these programs and in overseeing the engagement of volunteers.

Ministry to youth and young adults (0.5 role)

- 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 for youth and young adults as a key element. Role is conditional and subject to a Police Check and Working with Children Check.

Resourcing of ministry to Children and young families (0.2 role)

- Assume leadership responsibilities for the resourcing of Children's and Families Ministry and be the day to day reference point.
- Whilst accountable to Church Council the role is unsupervised on a daily basis, but the appointee will provide oversight and guidance, whilst also providing leadership in these areas to the broader Ministry team.

Outreach activities and establishment of Kingsway ministry (0.3 role)

- Assume a leadership role in the development of the outreach activities associated particularly with the establishment of the planned Kingsway Ministry.
- Developing a multi-cultural faith community and / or engaging other language congregations within the specific functions of this role.
- Facilitate and maintain the development of links and associations with related agencies and community organisations, including schools, where there are opportunities to nurture and develop the faith and community engagement

Special requirement of the position

- Role requires completion of Police Check and working with Children's Check;
- Employment is subject to a satisfactory National Criminal History Check;
- The Uniting Church is committed to keeping children safe. Employment in this role is subject to a current working with children check;
- Capacity and willingness to work within the ethos and values of the Uniting Church in Australia;
- All additional requirements for Uniting Church, ministers of the word and youth workers.

Job Competencies

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 associated "new" communications and social media which relates to education and communicating with these groups. The ability to use these media to relate to and engage with these groups who engage with and live with this media.
- Knowledge and understanding of relationship needs, associated with agencies and communities which service these groupings within our geographic sphere.
- Strategic planning capability to develop and implement programs which will align with our strategic direction whilst engaging and nurturing a faith development operational plan which is sharing questioning and exploring in direction.
- Experience and expertise in the "whole technology" and multi-media field as part of the development of engaging programs, which are attractive and engaging to these groupings.
- Demonstrated experience in relationships and fostering open connectedness and community engagement and undertaking administrative projects with minimal supervision.
- A self-starter, highly engaging with the younger groups with a demonstrated record of success with these groups

Skills and abilities

- 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 the "New" media (across all formats)
- Presents a professional, friendly, welcoming and visible face of GWUC.
- Ability to work independently as well as collaboratively demonstrating pro-activeness, initiative, responsiveness, thoroughness, reliability, tact and flexibility.
- Excellent oral and written personal communication skills.
- 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 and appreciation of understanding relating to volunteerism and being able to engage, encourage and support volunteers;

- Ability to produce documents and presentations with attention to detail and a high degree of accuracy which will motivate and nurture these groups whilst building a connectedness and genuine community spirit from engagement and relationships.
- Good decision making ability. Ability to decide and appropriately convey decisions in a practical and informed manner which respects confidentiality and individual privacy.
- Be able to work harmoniously in a team and alongside volunteers to assist in developing and implementing these programs.
- Notwithstanding the importance of the role to Youth and Children's ministry, the ability to relate to and participate, work and cover the delivery of ministerial functions to all groups across our broad congregation. Whilst supportive and committed to faith formation stages this also does not necessarily imply a younger person, but does allude to the skills and competencies needed to address the needs of these groups

Personal and professional competencies

- 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 as we seek to build and develop these relationships and associations.
- 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.

Responsibilities & Duties

General

- Organize and coordinate the strategy and planning of these specific elements within the Ministry Team of GWUC in order to ensure organizational effectiveness and efficiency in terms of process, activities and practices.
- Controlling, updating and maintaining records of activities and events and the broad communications strategy associated with areas of Ministry.
- Ensure the adherence to all guidelines provided by Church Council and related Committees (e.g. Property, Finance and Communications Committee) associated with areas of Ministry;
- Participate and support in coordination of Services and Preaching / Leadership therein.
- Ministerial team support and engagement across the whole team.

Ministry to youth and young adults

- Manage the internal connectedness and faith development at GWUC in relation to Youth, Young Families and children's ministry including maintaining the overall responsibility for programs and their implementation.

Resourcing of ministry to Children and young families

- Maintain the leadership functions associated with ensuring a vibrant Children's and youth ministry.

Outreach activities and establishment of Kingsway ministry

- Responsible for the development and implementation of our strategy associated with the Outreach program of Kingsway Ministry by developing harmonious relationships with other multi-cultural or ethnic specific church communities.
- Build key relationships with actions associated with pastoral care and prayer support to businesses and groups in relation to Kingsway businesses and participate in Kingsway events.
- Refer and proactively engage in outreach activities and also in associated welfare enquiries received by or referred to the Welfare team.

Annual review and Term of the Role.

There will be an annual review of the position, unless there are material changes in the work and/or availability, which would require review and adjustment in the interim.

The role has been created through GWUC Congregation requesting Port Phillip East Presbytery to extend the placement of Alanee Hearnshaw for up to 5 years. The role has been created and Presbytery has agreed that Church Council can extend the term of employment of Alanee Hearnshaw by up to 5 years.

Remuneration

Remuneration will be in accordance with and in line with the remuneration of Ministers of the Word within the Uniting Church in Victoria. The role will attract all of the terms and conditions applicable as though Alanee was in a placement. This is an appointment specifically between Alanee Hearnshaw and GWUC.