



## MINISTRY ASSISTANT – SEEDS UNITING CHURCH POSITION & PERSON DESCRIPTION

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<b>Position:</b>	Ministry Assistant
<b>Tenure:</b>	1.0 FTE
<b>Term:</b>	12 Month Contract

### **Our Church**

Seeds Uniting Church is a mature church with three campuses (Aberfoyle Park, Kurralta Park and an Online Campus) in the south of Adelaide. The church offers a variety of community programs through its congregation. The church has a strong community presence and is supported by a large number of committed people, including paid pastoral and administrative staff and a network of volunteers in leadership and support roles.

### **Reporting Relationships**

The position is accountable to the Church Council through the Senior Pastor.

### **The Role**

Requires a committed and spiritually mature Christian who has a heart for Jesus and for the care of His people. The position requires an individual who has a call to use their gifts to assist in building a caring Christ led community at Seeds Church. To be successful the person is required to have a strong understanding and experience of Christian leadership and pastoral ministry.

### **Position Purpose:**

The Ministry Assistant will be a committed Christian who brings creativity and leadership to the role of assisting Seeds Church to grow the caring committed people that Jesus called us to be. The purpose of the position will:

### **Pastoral Care**

1. Develop guidelines for pastoral care that are compliant with the Uniting Church SA Safe Church practices.
2. Develop a sound knowledge of assistance available to those with pastoral needs to facilitate effective referrals.
3. As identified by the Senior Pastor, meet with those who have requested an appointment to discuss and raise pastoral issues.
4. When required, refer those with needs to appropriate support.
5. Develop an understanding of the key pastoral needs of the congregation.
6. Assist the staff and Elders to prioritise the pastoral needs.

7. Recommend responses and strategies to pastoral needs.
8. Build a team of pastoral carers, including providing training and teaching to pastoral carers.
9. Identify those with a passion to serve and using effective models of leadership, facilitate the development of teams to undertake pastoral care programs.
10. Developing a program for pastoral care of the Online Community and developing a team to care for this cohort.

**Discipleship:**

1. Leadership of all aspects of discipleship at Seeds.
2. Oversight of all Small Groups.
3. Building teams to give leadership to Small Groups.
4. Leading a program that integrates new people into the Seeds Community (including Welcome lunches, small group allocation etc)
5. Building and enhancing a discipleship culture at Seeds.

**Mission:**

1. Provide leadership for Mission/outreach opportunities at Seeds (for instance Skate Park Outreach).
2. Create a culture of outward community focus at Seeds.

Any other duties that may arise from time to time which fall within the parameters of this role and the skills, competency and training of the incumbent as directed by the Senior Pastor.

All responsibilities in this Position Description are supportive of the vision of Seeds Uniting Church including:

- Belief Statement, Mission Statement and Core Values
- UCA Called to Care policies and procedures (<http://sa.uca.org.au/called-to-care/>)
- Code of Ethics and Ministry Practice - Uniting Church in Australia

**Person Capabilities:**

The Ministry Assistant will be a Christian who:

- Is committed to Jesus Christ, is open to the leading of the Holy Spirit, and whose life evidences the fruit of the Spirit (Galatians 5:22-23)
- Has a strong and genuine desire to see children and youth, young adults and families become disciples of Jesus Christ
- Has a developing personal devotional life
- Accepts wholeheartedly the vision, mission and values of Seeds Uniting Church
- Is keen to work as part of a team to grow healthy relationships with a servant heart

**Personal abilities, gifts and skills:**

- Has a strong understanding of servant leadership
- Has the ability to network within the church community and has the ability to communicate effectively with all generations
- Has a demonstrated ability to empathise and sensitively work alongside individuals and groups who are experiencing difficult situations
- Has the capacity to fulfill a role requiring a high level of personal management and organisation

- Is available to work flexible working hours on site at the Seeds Church Offices
- Is willing to participate fully in the life of the Seeds Community, attending and supporting Sunday worship services
- Possesses highly developed written and verbal communication skills with the ability to present to the church community
- Maintain a high degree of confidentiality as required

**Knowledge and Experience:**

- Actively practicing Christian with a solid biblical knowledge and understanding
- Demonstrated administration and organisational skills

**Special Conditions:**

- Holds a current WWCC and DHS General Probity Check & Vulnerable Persons clearances.
- Hold a current "Provide First Aid" certificate or willingness to obtain

**Working Hours**

The position is for 1.0 FTE. The position demands flexibility including working sufficiently reasonable hours to satisfactorily carry out the duties and responsibilities including working week-ends and evenings as may be required. Regular time off in lieu of extra-ordinary hours worked is available.

**Work Location**

The Ministry Assistant is expected to work from an office at the administrative hub of the Church.