



Position Description

Pastoral Care Facilitator

Reporting to:	Chair – Church Council
Congregation:	Manningham Uniting Church (MUC)
Location:	109 Wood Street Templestowe
Tenure:	0.5 FTE position to 31 Dec 2022
Hours per week:	19 hours
Terms of employment:	Non-Placement Pastor ¹
Date:	March 2022

Employee Name

Employee Signature

Date

Manager's Name

Managers Signature

Date

¹ This is not a Pastor Role under the terms of UCA Regulations. Non-Placement Pastor Terms and Conditions apply.

Manningham Uniting Church

Manningham Uniting Church (MUC) was established in 2011 from the purposeful merger of four UCA congregations, and is located in the UCA Presbytery of Yarra Yarra.

MUC has a governance model that supports a missional focus and the implementation of Strategic Plan 'Our Journey Forward' (OJF) and all its values and priorities. The governance model also includes MUC operational plans and strategies developed to enact OJF, including the current Missional Community Development Strategy (MCDS). MUC physical assets are being consolidated through the Synod Asset Strategy Program (ASP) for the creation of a multipurpose community facility.

What is our Vision?

Inspired by God and seeking to emulate the life of Jesus we will identify and reflect God's love by creating, participating in and walking with communities locally, nationally and globally.

'For without a progressive vision you will dwell carelessly' Proverbs 29:18

What do we do?

We provide opportunities for meaningful worship, learning and discipleship, and purposeful mission.

'Our prayers are not answered when we are given what we ask but when we are challenged to be what we can be' Morris Adler



Leadership

MUC recognise every person involved the Church Council, ministry, eldership, all portfolios, operational support and paid employees to be leaders. Each leader has a opportunity to contribute their gifts and skills in the life of the church and beyond, and a responsibility for the respect and value of all others.

Our leaders are guided by the UCA Basis of Union, Ethos, Regulations and Code of Ethics and cohesively work toward achieving the Our Journey Forward - Vision, Mission and Values.

Pastoral Care Facilitator

The Pastoral Care Facilitator (PCF) will work with a Ministry Team made up of ordained ministers, a missional community development officer and administration support, and other positions as determined from time to time by the Church Council. The PCF will also liaise with volunteers who work to serve and resource the Pastoral Care Portfolio and support (7) other functional areas known as Portfolios. These Seven Portfolios are Finance, Property, Worship, Communications, Mission, Learning and Discipleship, and Community Building.

Role purpose

The PCF will work with the Ordained Minister, Elders and the Pastoral Care Portfolio to oversee the provision of Pastoral Care within MUC.

The role will work closely with the Portfolio convener and volunteers to ensure the strategies that emerge from the OJF are discussed, provided to, and built into the Portfolio TOR (Terms of Reference).

In facilitating pastoral care in MUC the confidentiality of the MUC community seeking support, or providing personal information, will be respected.

Key selection criteria

Qualifications and experience:

This position requires the following knowledge and experience:

- At least one unit of Clinical Pastoral Education (CPE) is preferred or a qualification relevant to a Pastoral Care setting in a faith community.
- Experience in a similar role is preferred
- Experience in supporting vulnerable people
- Experience within the not-for-profit sector (is desirable)
- Experience in working across an inter-generational community

Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Administration skills:** ability to identify processes, tasks and resources required to **provide** a positive outcome.
2. **People management:** clarify role expectations, provide timely and constructive feedback and organise training with the ordained ministers / portfolios to support volunteers to ensure they are effectively engaged and motivated; provide a safe workplace for self and others.
3. **Planning and organising:** ability to manage time, prioritise and handle competing demands, and meet deadlines; ability to set clearly defined objectives, reviewing and adjusting as required, and to identify processes and tasks required to achieve an outcome.
4. **Teamwork:** ability to cooperate and work well with others in pursuit of team goals; to collaborate and share information; to show consideration, concern and respect for others' feelings and ideas; to accommodate and thrive in context of others' different working styles.
5. **Problem solving:** ability to seek all relevant information for problem solving; probe for the facts; analyse issues from different perspectives; identify and propose workable solutions to problems.

Personal competencies and qualities

The successful applicant will also have these personal competencies and qualities.

6. **Initiative and accountability:** ability to be proactive; can seize opportunities and act on them; takes responsibility for own actions; acts with discretion when handling sensitive information and maintains confidentiality
7. **Flexibility:** capacity to be open to new ideas. Accepts changed priorities and recognises the merits of different options
8. **Communication skills:** excellent verbal and written communication skills; excellent interpersonal skills, and ability to effectively interact with a diverse range of individuals, groups and committees.
9. **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.

Other requirements

The appointee will be accountable to the Presbytery which has oversight of the Congregation in matters of faith and discipline, and to the appointing body for the exercise of ministry under this Position Description.

Applicants will be required to:

- Be familiar with and willing to comply with the requirements of the Uniting Church in Australia Code of Ethics and Ministry Practice.
- Possess or obtain a successful Working with Children Check,
- Obtain a successful National Criminal History Check.
- Be fully vaccinated against COVID-19
- Have undertaken or be committed to attending Safe Church Training
- Work flexible hours, including at weekends.

Key Accountabilities and Activities

Key accountabilities	Key activities
Support to the Pastoral Care Portfolio	Work with the Pastoral Care Portfolio convener and the Ordained Minister to: <ul style="list-style-type: none"> • Support both them and visitor roles within the Pastoral Care Portfolio • Facilitate and organise Pastoral Care Portfolio training activities • Attend Pastoral Care Portfolio and Ministry Team and Church Council meetings, including preparation of reports • Organise or assist with pastoral care support and/or worship in nursing homes

Provide support for funerals conducted at MUC	<ul style="list-style-type: none"> • Work with the Ordained Minister, Elders and Pastoral Care Portfolio to support families who have lost a loved one. • Assist with organising funerals. • Be available to visit families.
Support nursing home and retirement villages	<ul style="list-style-type: none"> • Work closely with volunteers taking church services in nursing homes. • Visit nursing homes to establish a positive relationship between their management and MUC. • Work with members of the Worship Portfolio to ascertain the role of the portfolio in providing Pastoral Care in Aged Care facilities.
Working with others	<ul style="list-style-type: none"> • Be familiar with, and communicate MUC's values, strategies and objectives. • Maintain an approach that encourages the sharing of information and opinions. • Ensure that professional development opportunities are available to support people working in the team (including self).
Communicate effectively	<ul style="list-style-type: none"> • Confidently convey ideas and information in a clear and professional way. • Handle difficult and sensitive communications. • Ensure written communications contain the information necessary to achieve their purpose.
Demonstrate team-work	<ul style="list-style-type: none"> • Openly share insights with others and maintain effective and respectful relationships. • Participate in meetings and conversations with peers in a way that encourages collaboration, • Resolve any conflicts that may arise, through effective reconciliation methods. • Participate in team development activities and exercises to foster a culture of teamwork across MUC.
Manage self	<ul style="list-style-type: none"> • Prepare own work plan with agreed measurable outcomes. • Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness.