



## PLACEMENT PROFILE

### Presbytery Minister – Team Leader

<b>Presbytery:</b>	Port Phillip East
<b>Time fraction:</b>	Full Time (1.0)
<b>Term:</b>	5 years
<b>Suitable for:</b>	Minister of the Word/ Deacon/ Pastor/ Lay
<b>Approval date:</b>	13 September, 2022

#### Primary purpose of placement:

- To lead a Presbytery ministry team that is committed to meeting the key needs of the Presbytery.
- To act as a central point of communication for the Presbytery.
- To build confidence in the Presbytery as a partner with congregations, agencies and schools.
- To help Presbytery facilitate strategic priorities for the Presbytery.

## The Purpose and Role of the Presbytery

“Christ is the Good Shepherd who loves, knows, leads, protects, cares for and guides his flock. This is the loving oversight that God in Christ offers all creation and calls the church to embody. In seeking to embody this oversight the church does so not for the church’s own sake, but for the sake of all God’s people.

Presbyteries are one means by which we as church discharge the ministry of oversight entrusted to us as followers of Christ at mission in the world. *The Basis of Union* (Paragraph 15, 1992 edition) describes the Presbytery’s function as the district council to:

*...perform all the acts of **oversight** necessary to the life and mission of the Church in the area for which it is responsible, except for those agencies which are directly responsible to the Synod or Assembly. It will in particular exercise oversight over the congregations within its bounds, encouraging them to strengthen one another’s faith, to bear one another’s burdens and exhorting them to fulfil their high calling in Christ Jesus. It will promote those wider aspects of the work of the Church committed to it by the Synod or Assembly.”*

*Synod of Victoria and Tasmania, Presbytery Transition Team Report, 2017, Section D1, pg D1.4*

The core responsibilities of presbyteries are laid out in the *Constitution and Regulations* 3.1.3, and fall into three key areas: Pastoral, Mission/Education and Administration.

When Presbyteries are functioning well, they contribute to the building up of the whole Body of Christ:

- Congregations, agencies, faith communities and chaplaincies are supported and their life enriched;
- Congregations, agencies, faith communities and chaplaincies are helped in identifying and building their missional and ecumenical possibilities;
- Links between schools, agencies, faith communities, congregations and the wider church are forged and strengthened;
- People in ministry roles are encouraged, equipped and supported;
- Educational possibilities for congregations and those in ministry are facilitated;
- Intercultural relationships thrive;
- The relationship with Congress is strengthened; and
- Communication with the various parts of the Synod is clear, building up strong relationships between all councils of the Church.

## **Presbytery Minister/Staff**

### **Key Relationships**

Presbytery Ministers and staff members have a key role in facilitating collaboration between congregations, Presbytery, Synod and Assembly. As a Church we have shared Vision, Mission Principles and Strategic Priorities (see Appendix I) which outline our shared priorities in discipleship together. Presbytery appointed staff work collaboratively within the Presbytery and in relationship with the wider Synod in line with the Vision and Mission Principles. In particular, Presbytery-appointed staff will work collaboratively in a coordinated way with

- the **eLM unit** (equipping Leadership for Mission) and;
- the **Mission Resourcing unit**

to foster cooperation between Synod and Presbytery, so as to enhance our worship, witness and service across the Church.

### **Key (General Shared) roles include:**

- Exercising oversight (pastoral, missional) of those providing ministry undertaken in the congregations, agencies and schools in the Presbytery;
- Supporting congregations in their worship and missional life and witness;
- Ensuring the shared flow of resourcing (missional, financial, education and practical) for equipping leadership for mission within the Presbytery;
- Upholding the ethos of the Uniting Church as expressed in the Basis of Union;
- Advocating for the work of the Uniting Church throughout the Synod and Assembly;
- Providing pastoral and liturgical expression of the ministry where appropriate;
- Working effectively in a team context with other Presbytery staff (called and placed) and with Presbytery office bearers (Chairperson, Secretary, and Treasurer).

*To be included where the position is also designated eLM adjunct staff:*

- Engaging with eLM activities and resourcing as adjunct staff of eLM

## **Presbytery Context**

### **Description of the geographic and demographic area of the Presbytery**

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The Presbytery of Port Phillip East stretches from Burnley in the north to Flinders in the south, from Port Melbourne in the west to Pakenham in the east. Local government areas covered are Port Phillip, Bayside, Kingston, Frankston, Mornington Peninsula, Casey, Greater Dandenong, Monash, Glen Eira, Stonnington, and parts of Cardinia and Yarra.

The region includes long established and affluent suburbs in the north, industrial suburbs around Dandenong, the Mornington Peninsula, and an urban growth corridor on its south-east boundary. The Presbytery contains one of the most culturally diverse areas in the country. The region is socially, culturally, economically and generationally diverse.

### **Description of the Uniting Church in the Presbytery of Port Phillip East**

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There are more than 50 congregations, two formally recognised faith communities, two parish missions and other gathering initiatives in the Presbytery. Congregations concentrated in the north are long established and small in most cases. Congregations are more sparse in the growth areas to the south and east. Congregations and faith communities in the Presbytery worship in many languages, including English, Indonesian, Korean, Fijian, Samoan, Shona and Tamil. Several congregations are multicultural in nature.

Uniting Church associated schools in the Presbytery are Wesley College, St Kilda, Elsternwick and Glen Waverley, St Leonard's College, Brighton, Cornish College, Bangholme. The Presbytery has a connection with Beaconhills College, Berwick and Pakenham.

UC Camping site Merricks Lodge is on the south coast of the Mornington Peninsula.

Uniting AgeWell centres are in Noble Park and Mornington, as well as Commonwealth Home Support Programs (CHSP) programs run in Chadstone and Toorak.

Presbytery operations are run from a purpose-built office at St Columba's Noble Park Uniting Church, 1 Allan St, Noble Park, where most committee meetings and other Presbytery events are held. The office is no more than an hour from both the northern-most and southern-most points in the Presbytery.

The Presbytery in 2022 identified five key priorities for the short to medium-term life of the Presbytery:

1. Intercultural Ministry & Mission
2. Listening to First Peoples
3. Forming Lifelong Discipleship
4. New Ways of Being Faith Communities
5. Expressing Faith in Everyday Life

For further information on the vision, mission principles, shared values and missional priorities of Port Phillip East Presbytery, see Appendix I.

## Presbytery Staffing

### Organisational Structure

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The Presbytery Team is led by a Team Leader, through which the team is accountable to the Standing Committee. There are five staff:

- **Presbytery Minister – Team Leader.** This role is pivotal in the oversight of the Presbytery's ministry and operations. The person in this role oversees, coordinates and facilitates the life and effective operation of the Presbytery team. The Team Leader exercises an essential liaison and communication role between congregations, the Presbytery and the Synod, particularly in the areas of property and finance. The Team Leader will have strong capacity for strategic thinking and effective management. Full-time role.
- **Presbytery Minister – Pastoral.** This role aims is focused on supporting ministry agents and key lay leaders under the Presbytery's oversight. The person in this role shares responsibility with the Pastoral Relations Committee for navigating leaders through church processes, building trust between colleagues, fostering collegiality and strengthening effectiveness in ministry practice. Full-time role.
- **Presbytery Minister – Church Development.** This role is oriented toward assisting ministry agents and congregations to strengthen their mission focus in the post-Christendom context. The person in this role assists with strategic planning, both locally and regionally, and encourages creativity and experimentation. As a member of the Presbytery eLM ministers team, the person in this role will have a strong education focus, fostering shared clergy and lay learning, and working collaboratively with the other Presbytery Ministers in other Presbyteries. Full-time role.
- **Presbytery Administrator/Secretary.** This part-time role supports the administrative work of the team, the work of Presbytery committees. The person in this role will have strong organisational skill and experience, significant IT capacity and well-developed communication ability. The Presbytery Administrator/Secretary supports the Presbytery Ministry Team and works closely with the PRC, Standing Committee, and the Chairperson. The Presbytery Secretary is an ex officio member of the Presbytery Standing Committee.
- **Presbytery Communications Officer.** This part-time role is focused on strengthening the Presbytery's communication channels, including the monthly Newsbeat magazine, the Presbytery website, email and social media.

## **Presbytery Ministry Team Expectations**

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These five positions

- will be linked to the committee structure, teams and networks within the Presbytery;
- will relate with congregations and others through a variety of face-to-face encounters in local settings as well as through electronic communication;

The ministry team will reflect a healthy model of shared servant ministry, namely:

- provide a leadership role together;
- respect each other's roles;
- be accountable through the Team Leader to the Standing Committee and the priorities set by the Presbytery
- meet regularly and work as a team;
- work from the Presbytery office as appropriate;
- the PMs will undertake personal and team supervision.

### **Placements**

The three Presbytery Minister positions are placements of the Presbytery.

### **Accountability**

The Presbytery Ministry team is accountable to the Presbytery Standing Committee through the Presbytery Minister: Team Leader, who is a member of Standing Committee. Individual Presbytery Team members may attend Standing Committee meetings, and may be required to present specialised reports.

The position with the eLM component includes some accountability to the Director: Priorities, Focus and Advocacy at eLM.

## Role

### Description of the Presbytery Minister: Team Leader role

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#### Key Responsibilities

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##### Team Leadership:

- Work to facilitate a strong team, exemplified through consistent accountability and collaboration.
- Foster a creative, supportive learning team culture
- Encourage a mindset of spiritual discernment in how the team operates and engages with other.

##### Inter-conciliar Relationships:

- Act as the face of Presbytery to other councils of the church.
- Facilitate a sense of trust, unity and team across the Presbytery, incorporating social, cultural, economic and generational diversity.
- Manage correspondence across the Presbytery efficiently and effectively, prioritising and delegating as appropriate.
- Develop and maintain key relationships in the Presbytery and other parts of the wider church, including ecumenically.
- Share insights around healthy church life, including the polity of the UCA, with the Presbytery.

##### Strategic development

- To promote the vision, mission principles and values, shared priorities and strategies of the Presbytery, enabling the Presbytery to explore, discern and further implement these priorities.
- Oversee and facilitate, as needed, the building of strategic plans with Presbytery.
- To share, encourage and model best practice with the assurance that it is 'safe to fail'.

##### Operations:

- Provide reports and updates to relevant committees/ councils.
- Establish and maintain a strong working relationship with the Presbytery Chair and chairs of Presbytery committees and teams
- Oversee effective and efficient running of the Presbytery office, and Presbytery events, ensuring a focus on key priorities and with a continuous improvement approach.
- Work with staff to develop effective data management and communication systems.
- Facilitate the provision of meaningful insights, key trends and timely information, which provides support, encouragement and value to congregations.

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**Required gifts/skills and experience**

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- Strong communication and interpersonal skills.
- Self-starter with ability to manage high degree of change.
- Ability to deal effectively and constructively with conflict.
- Strong decision-making skills, with ability to prioritise and delegate sensibly.
- Strong facilitation skills.
- Proven strategic thinker, with experience in seeing strategies through.
- Experience in developing and leading church teams.
- Experience in bringing informed theological and spiritual reflection to the task of strategic development and discernment.

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**Desired gifts/skills**

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- Experience in using all forms of communication, including social media, to convey key messages
- Theological degree or equivalent from a theological academy/institution recognised by the Uniting Church.

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**Qualities**

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- Commitment to ongoing spiritual formation and discernment.
- Self-aware with the ability to differentiate.
- Appreciation of diversity within the church.
- Values collegiality and collaboration.
- Engaging and motivating.
- Capacity to manage change, high demands and workloads.
- Adaptable and discerning.
- Commitment to personal and professional growth.
- Has a knowledge of, love for, and a commitment to, the Uniting Church in Australia.



## **Appendix 1**

In June 2016 the Synod adopted a strategy that supports a coordinated, intentional focus on mission-mission that encompasses the very nature of the Christian life in all its liturgical, communal, institutional, spiritual and service dimensions. The Synod is seeking to lighten burdens and to encourage proactive spiritual discernment in our councils and committees so we may be free to join in God's mission.

At the core of this new strategy is the Strategic framework made up of the Vision and Mission Principles with a focus on three priority areas:

- Following Christ,
- Walking together as first and second peoples and
- Seeking community, compassion, and justice for all creation

### **Vision**

The Presbytery's vision as a movement of the Uniting Church in this region picks up the three elements of the vision outlined by the Synod of Victoria and Tasmania in June 2016, with the addition of a focus on building up healthy communities of faith.

As the Uniting Church in Port Phillip East

- Following Christ
- Walking together as first and second peoples
- Seeking community, compassion, and justice for all creation
- Building up healthy communities of faith

### **Mission Principles**

The Presbytery has adopted the seven mission principles developed across the Synod of Victoria and Tasmania, as a way of honouring the many ways we share together in God's mission in the world.

God in Christ is at mission in the world and sends the Church in the Spirit to:

1. Share the Good News of Jesus Christ
2. Nurture followers of Christ in life-giving communities of reconciliation
3. Respond in compassion to human need
4. Live justly and seek justice for all
5. Care for creation
6. Listen to each generation and culture so as to live out the Gospel in fresh ways.
7. Pursue God's mission in partnership

### **Shared Values**

The Presbytery has reflected on the flavour of church we believe God is calling us to express at this time: Growing a culture of local mission and ministry marked by

- Healthy relationships
- Lifelong disciples
- Collaborative leaders
- Active engagement with agencies, schools and each other.

### **Synod's Strategic Priorities**

The Presbytery notes that the Synod of Victoria and Tasmania has adopted the following three strategic priorities over the period 2016-2022.

1. Ministries which foster diverse gathered communities of renewal, Christian practice and mission
2. Culturally diverse mission and ministry
3. Mission and ministry with children, youth, their families and young people.

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**Emerging Priorities**

The Presbytery Standing Committee has noted three emerging priorities

- Connection with Uniting Church schools
- Connection with Uniting & Uniting AgeWell
- Covenanting – First and Second Peoples

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**Mission Priorities 2022-2024**

The Mission Leadership Development Committee and Presbytery Standing Committee in 2022 agreed on these priorities at this time:

1. Intercultural Ministry & Mission
2. Listening to First Peoples
3. Forming Lifelong Discipleship
4. New Ways of Being Faith Communities
5. Expressing Faith in Everyday Life

## **Appendix 2 Outcomes of Cultivating a New Future 2017-2020**

In October 2017 the Presbytery engaged an external consultant, Phil McCredde, to work with us on strategy development and cultural change. We called this project 'Cultivating a New Future'. Such work is never-ending. Under the leadership of Rev Andrew Boyle, chairperson until April 2020, the Presbytery made considerable progress.

### **Ministry Team**

The first outcome of our strategy was devising position descriptions for the Ministry Team centred on the key priorities of the Presbytery. The Presbytery Standing Committee recruited a new team with the experience and skills related to our priorities. The three Presbytery ministers, Duncan Macleod, Craig Mitchell and Anneke Oppewal, were appointed in 2019. Their work, especially during the difficulties of 2020, has led to a greater sense of strategic direction, missional focus, and collegiality across the Presbytery. The Presbytery Administrator, Anne Kim, started in her role in February 2021. Sarah Manase, the Presbytery Communications Officer, began in January 2022, following on from the previous work of Helen Beeby in that role.

### **Leadership Structures**

The Presbytery agreed on a governance model with the Presbytery in Council and the Standing Committee being largely concerned with learning, vision and strategy. The committees and teams are empowered to work with their mandates and report to the Standing Committee using an annual reporting timetable. Each of the committees works closely with a designated Presbytery minister. The Presbytery has established the Mission and Leadership Committee and a consultation strategy team. The Ministry of Pastor Team and Ministry Formation team have been formally connected with the Pastoral Relations Committee. The Presbytery has started the process of broadening the membership of committees around gender, age, cultural background and lay/ordained balance.

### **Congregational Missional Change Pilots**

The purpose of this strategic priority was to identify and invite a small number of congregations to engage in a missional cultural change process pilot. This cultural change process was to be designed to assist congregations to respond to the many challenges of the post-Christendom context. A steering group worked with Craig Mitchell and Phil McCredde to design a learning and experimentation program, including learning intensives, coaching, community listening, research and action. Greg Fry, Dev Anandarajan, Belinda Clear, Jay Robinson. Two congregations, Glen Waverley and Cheltenham-Mentone started in the Mission Pilot program in February 2020, with an intensive held at Phillip Island, and team meetings supported by coaches. The onset of COVID-19 related restrictions led to a pause in the program. Intensives and team meetings began again, using the Zoom platform. It became clear that the original design of the pilot would be difficult to implement. The Steering Group has sought feedback from participants and is documenting learning for the Presbytery.



### **Ministers**

The Presbytery agreed that the pastoral care and connections between ministry agents would be a key priority. Anneke Oppewal has worked with the Pastoral Relations Committee and others to build trust between colleagues, fostering collegiality and strengthening effectiveness in ministry practice. Anneke's encouragement of existing collegial groups and the development of new networks has been bearing fruit.

### **Resource Review**

The Presbytery set out to address the question of resourcing for future mission, including the question of property assets that can be made available to support the missional priorities of the Presbytery. A Resource Review group met in 2019 to develop strategy for consultation and decision making. At the same time, the Synod worked with the three metropolitan Presbyteries to establish the Money for Mission program. Duncan Macleod and David Higham represented the PPE on the steering group. The goal of the Money for Mission program is to provide congregations and presbyteries the opportunity to sell property excess to mission, invest the funds, with interest shared with the wider church. The Property Committee have undertaken responsibility for implementing this project within the Presbytery.

## Terms of Placement

1. Placement	Presbytery Minister: Team Leader	
2. Presbytery	Port Phillip East Presbytery	
3. Minister Name		
4. Time Fraction	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time - Time fraction : 0.....
5. Term	<input type="checkbox"/> Up to 10 years	<input checked="" type="checkbox"/> Fixed term of 5 years
6. Other details about term (eg plans for review)	Possible extension upon review	
<b>STIPEND – For further information refer to Summary of Ministerial Provisions and Charges</b>		
7. Stipend *	<input checked="" type="checkbox"/> YES	
8. Payment by Centralised Stipend	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
9. Additional provision (if any)	N/A	
<b>TRAVEL</b>		
10. Car and Fuel allowance * – Minimum of 5000km	30,000 km	
11. Is a car provided?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>HOUSING – For Aged Care, Defence Force, Education, Health Care and Prison Chaplains go to question 15</b>		
12. Manse	Owned by placement <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Rented by placement <input type="checkbox"/> YES <input type="checkbox"/> NO	
a. Address if manse owned by placement	31 Carnoustie Parade, Heatherton, VIC 3202	
b. Declared to be an acceptable condition by the Presbytery?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Date of inspection: May 2019
13. Manse Allowance	To be paid if minister does not require accommodation * <input type="checkbox"/> Minister to check box	
14. Other details		
<b>ALLOWANCES</b>		
15. Annual Leave	<input checked="" type="checkbox"/> 4 weeks annual leave (including 4 Sundays)	
16. Study Leave	<input checked="" type="checkbox"/> Minimum of 2 weeks study leave (pro rata) *	
17. Sundays (if applicable)	<input type="checkbox"/> One Sunday per quarter (non-cumulative) free of placement duties	
18. Internet & Phone Allowance	<input checked="" type="checkbox"/> Allowance (minimum \$70/month) \$ 80/month	
19. Personal Resources & Development Allowance (PRDA)	<input type="checkbox"/> Full - Minister does not use allocated equipment (PC, desk etc) * <input type="checkbox"/> Discounted - Minister to use allocated equipment \$..... To be negotiated with successful applicant <i>Please note that the Presbytery provides allowances for education resources and hospitality upon agreement.</i>	
<b>* AS DETERMINED ANNUALLY BY THE SYNOD</b>		
These Terms of Placement were approved by the Presbytery Standing Committee on 14 / 09 /2022		
		
Presbytery Secretary Date 14 / 09 /2022	Presbytery Chairperson Date 14 / 9 / 2022	Minister Accepting Call Date / /

## Notes in regard to the Terms of Placement Schedule

Ministers of the Word, Deacons, and Pastors are normally called for an undefined term. Extension beyond 10 years requires agreement of Minister, Placement and Presbytery. [Reg. 2.6.8]

Terms of Placement (ToP) must be approved by both the Church Council or other responsible body and the Presbytery, and lodged with the Placements Committee before the placement can be listed. When a call is accepted a copy of the ToP, signed by minister, placement and Presbytery, is to be sent to the Placements Committee Secretary and the Presbytery PRC. During a Placement, variation to these Terms of Placement needs the prior approval of the Presbytery; and the Placements Committee must be notified.

**STIPEND:** The Synod approves a minimum stipend figure each year.

**Additional loading:** Some Placements pay a percentage loading above the minimum, which must be justified to the Presbytery with the reasons being on public record within the Presbytery.

**CAR ALLOWANCE:** Synod determines annually a rate per 1000 km for operating (including standing) costs. The Placement with Presbytery approval determines the appropriate level of travelling expressed in thousands of kilometres.

**HOUSING:** In providing a manse the congregation shall offer:

- A manse which meets Synod guidelines and has been inspected and approved by the Presbytery; or
- Other accommodation which is considered appropriate by the minister, placement and the Presbytery. This may be a leased property.

The minister may choose not to accept the accommodation offered by the Placement but the maximum manse allowance is not an entitlement and consultation between the parties is required to determine the level of the allowance, with any resulting change to the terms of placement being reported to the Presbytery who will inform the Placements Committee. For advice regarding housing arrangements in part-time placements see the UCA Handbook of Ministerial Provisions and Charges

**PERSONAL RESOURCES AND DEVELOPMENT ALLOWANCE:** The purpose of PRDA is for personal resources for ministry, computer hardware costs and associated equipment, supervision, and professional development including attendance at the annual presbytery conference.

**STUDY LEAVE:** The Guidelines approved by the Synod Standing Committee include the following:

- 1 A minimum of 2 weeks Study Leave shall be available each year to Ministers in a Placement. Terms of Placement approved by the Presbytery may specify a more precise figure.
- 2 Study Leave shall normally be taken each year for a program (whether set courses or self-directed study) to equip for ministry within the life and ethos of the UCA. This shall be planned by the Minister in conjunction with the Church Council or other responsible body. The Presbytery, in the exercise of its pastoral and supervisory role, may also choose to be involved in this planning. Normally Study Leave not taken in the year in which it is due is forgone.
- 3 If a substantial period of study is planned, the Minister may negotiate with the Church Council or other responsible body for Study Leave to be accumulated up to five years' entitlement. This needs approval by the Presbytery, and must be reported to the Commission on Education for Ministry.
- 4 Ministers are expected on return from Study Leave to report to the Placement on the experience and its value to themselves and to the Placement.
- 5 Consideration shall be given to the needs of the Placement as well as the needs of the Minister, and the timing of Study Leave acceptable to both. Normally attention will be given to the following:
  - (a) Taking accumulated Study Leave in the same year as Long Service Leave shall require the approval of both the Church Council or other responsible body and the Presbytery.
  - (b) Ministers and Church Councils or other responsible bodies will seek to minimise potential difficulties if Study Leave requests involve multiple absences from a Congregation on a Sunday.

**FINANCIAL ASSISTANCE FOR STUDY LEAVE:** There is no specific requirement on a Placement. Some Placements offer assistance towards the cost of course fees, travelling, etc.

**MINISTERIAL ENTITLEMENTS:** The Synod publishes a handbook of Ministerial Provisions & Charges, including details on stipends, allowances, housing arrangements, leave provisions, retirement benefits. The implications for part-time Placements are explained. UCA Handbook <https://victas.uca.org.au/resources/terms-of-placement-committee/>