



Position Description

TITLE OF POSITION:	Mission and Property Project Officer
APPOINTED BY:	Presbytery Standing Committee
RESPONSIBLE TO:	Chairperson of the Presbytery or their delegate on behalf of the Presbytery
TYPE OF APPOINTMENT:	Negotiated start date. 6 month term.
CONDITIONS:	0.5 FTE

1. Background

The Presbytery provides oversight to Ministers and congregations within its bounds and promotes the wider missional challenges and responsibilities of the work of the Presbytery.

The Presbytery works with the Synod regarding the selection and oversight of candidates and is responsible for the ordination, accreditation or recognition of specified ministries. The Presbytery is also responsible for such administrative functions as are necessary for the satisfactory workings of the Presbytery.

In 2022 Synod appointed a Synod Strategy and Planning Mission and Property (SSPMP) working group who developed a questionnaire for congregations to respond to, which generated an indication of missional vitality. At the 2023 Synod meeting a proposal was passed for Presbyteries to progress this work alongside congregations, providing Synod with results of missional mapping and outcomes of congregational conversations.

The Project Officer will be appointed by the Presbytery Standing Committee to progress this work.

2. Summary of the broad purpose of the position in relation to the church's goals

The Project Officer will work collaboratively with the Regional Coordinators and across Presbyteries to reach the best outcome for congregations and the wider church community. Through a relational lens the Project Officer will gather the data/demographic information which will assist the congregations and Project Officer to provide a map of congregations across the Presbytery. The Project Officer will work with Synod and with other Presbytery Leaders to ensure consistency and collaboration.

3. Reporting and working relationships

The Project Officer is accountable to the Presbytery Standing Committee and will be directly responsible to the Presbytery Chairperson or their delegate on behalf of the Presbytery.

The Project Officer will be expected to have close working relationships with the:

- Presbytery Chairperson
 - Presbytery Secretary
 - Presbytery Treasurer
 - Regional Coordinators and
 - Chairperson and Secretary of the Pastoral Relations Committee
 - Synod and Other Presbytery Leadership
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4. Key Responsibilities

In undertaking the responsibilities of the position, the Project Officer will work within the UCA Constitution and Regulations, the priorities and values established by the Presbytery and the policies and rules approved by the Presbytery and the Synod (as appropriate).

Primary Responsibility:

The Project Officer will be responsible for progressing the next steps of the SSPMP working group, discovering creative solutions alongside congregations, and potentially developing regionally based ministry centres and identifying possible areas for region renewal.

Key areas of work:

1. Lead the development of a Wimala Property and Mission Presbytery action committee
2. Develop a guiding document to share with the wider Presbytery
3. Review the desktop audit and work with the regional coordinators and presbytery leaders.
4. Provide next steps for missional and strategic conversations with each congregation/faith community. Connect pastorally with church councils/congregations/faith communities, being led by their identified needs, mindful of context and engaging in empowering conversations, encouraging congregational experiences.
5. Provide a document to Synod which identifies the missional options available in Wimala (renewal, regional or urban church planting etc)
6. Provide a document to Standing Committee which outline ways for Wimala to support and resource congregations/faith communities

5. Background Experience and Skills

- Working knowledge of the structure and operations of the Uniting Church
- High knowledge of the Wimala Presbytery, Congregations and Faith Communities and their context

- Understanding of local experiences and wider information about regional renewal, regional area support and church planting
- Highly developed leadership skills
- Proven ability to work well with team members
- Self-motivated
- Gifts in strategic thinking, wisdom and discernment
- Strong coordination and administrative skills
- Strong demographic and data analysis skills
- Good spoken and written communication skills

6. Personal Qualities and Attributes

- Active Christian faith and a commitment to the Uniting Church's ethos, structure and values
- Passionate commitment to the ethos, values and culture of the Presbytery
- Passionate commitment to the gospel and mission of God through the Church and a positive view about the Church's future
- In good standing in the Uniting Church
- Ability to offer effective leadership within a complex, diverse and participative culture.
- Demonstrates ability to think strategically
- Possesses high emotional intelligence
- Experience in exercising conflict management and applying counselling skills to support individuals and groups through complex situations

7. Special Conditions

The Project Officer will be appointed on a stipended basis (subject to approval). Reasonable expenses incurred in the position may be reimbursed.

The Project Officer will be required to have a satisfactory Criminal History Reference Check and Working With Children Check prior to appointment to the position.

The position requires attendance at meetings out of normal working hours.

The Project Officer may be lay or ordained.

The Project Officer will be remunerated at 0.5 FTE stipended basis from a negotiated start date and for 6 months.

All Presbytery Officers are required to disclose and maintain a register of interests. Any potential conflicts of interest shall be disclosed immediately to Presbytery or its Standing Committee.