

Pastor is a new lay specified ministry of the Church. It means a lay person commissioned by a Presbytery, Synod or Assembly, to minister within a Congregation, community or Church based organisation for the purpose of undertaking one or more of the following tasks:

- (a) Teaching the beliefs and practices of the Church; and /or
- (b) pastoral oversight of members and/or groups operating under the auspices of the Church; and/or
- (c) leadership of worship in congregations or faith communities of the Church; and/or
- (d) evangelism or service beyond a gathered congregation but which is exercised under the auspices of the Uniting Church.

LAY SPECIFIED MINISTRY OF PASTOR

Guidelines for Congregations

date

2010

location

**SYNOD OF NSW AND
THE ACT**

Guidelines and recommended process for Congregations.

These guides are exactly that, guides.

They are not meant to be a set of definitive regulations or rules but working guidelines for our Synod.

They have been developed over a few months after visiting and talking with most Presbyteries in this Synod, the Synod secretariat, Boards, Synod and other Church training providers, and the Assembly.

The fact is our Synod is large and diverse which has meant that the way in which the regulations dealing with the ministry of Pastor are dealt with is not able to be applied in the exactly the same way all the time in all situations. This is indeed another way of celebrating our diversity and shows just how important it is to understand our own contexts.

These guides are not static in that they will continue to evolve as we as a Synod implement the ministry of Pastor. Therefore they will be updated from time to time and you will be alerted to this via the website, www.ucapastor.org

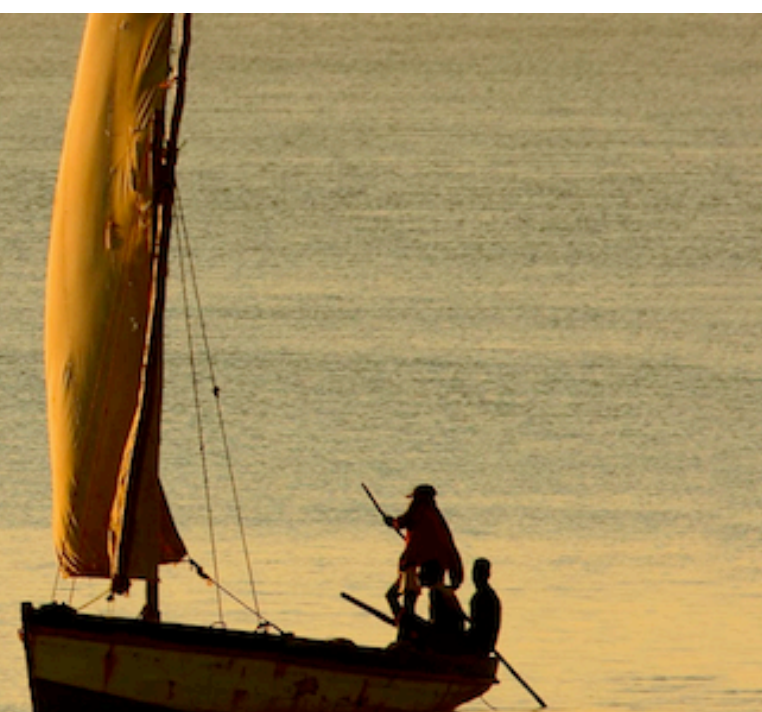


We do however need your help!

In order for these guides to continue to be useful, we need people on the ground, like you, to tell us if some of the guidelines are not working in your context, and why. This way we will be able to make adjustments where appropriate so that over time we can enjoy a robust resource in these guides.



Ministry of Pastor
Synod of NSW and the ACT



In the following steps, when the word Presbytery is used, it can also be understood as Synod (in the case of a Synod appointment) or Assembly (in the case of an Assembly appointment)

If you are creating a new position then you should follow the process outlined below:

Step 1: You decide that you need to create a new position

Step 2: Write a draft Position Description (PD) which outlines the tasks etc. expected in the job. There are position description templates and examples on the ministry of pastor website (www.ucapastor.org)

Step 3: If the PD includes **any of the tasks in Regulation 2.14.2 (below)** and is **not a bona fide fixed term position** of no more than 12 months duration, then send the position description with other relevant documents (the hours of work and pay you intend for this position - these should be a separate document and not part of the PD) to your Presbytery.

You may also wish to email, mail or fax the PD to the Ministry of Pastor Consultant (Jorge) on jorger@nsw.uca.org.au or (02)96836617 [fax] before or at the same time you send it to Presbytery.

You should not advertise the position until Presbytery has assessed it.

If the position does not meet the above stated criteria, there is no need to follow this process and you should contact Human Resources in the Synod offices directly for help and advise.

Regulation 2.14.2:

The ministry of Pastor includes:

- a. teaching the beliefs and practices of the Church; and/or**
- b. pastoral oversight of members and/or groups operating under the auspices of the Church; and/or**
- c. leadership of worship in congregations or faith communities of the Church; and/or**
- d. evangelism or service beyond the gathered congregation but which is exercised under the auspices of the Church**

Step 4: Once you have been advised by the Presbytery with respect to the appropriateness of the location for the exercise of the Ministry of Pastor, you can begin advertising the position.

The Presbytery will provide your Nominating Committee / interview panel with a representative from Presbytery and a person who is able to assess any applicant for their competency or potential to gain competency in the Core Competencies required (Regulation 2.14.7)

Step 5: Conduct advertising and interviews

Step 6: Once you have found the person to whom you will offer the employment, the Presbytery (via the assessor) will assess for core competencies. If Presbytery (via the assessor) assesses the person to be competent or has the potential to gain the required core competencies within the first 3 months of their employment, then

Step 7: contact HR and ask them to produce for you an official **Letter of Offer** for the position. You can download the Form requesting a letter of offer from the ministry of pastor website. HR will also provide you with a letter of "invitation to be recognised as a pastor". These two should go together forming the employment contract.

Step 8: Offer employment (*remember to use the Letter of Offer which was produced for you by HR in the Synod*)

Step 9: Now that the person has been employed, the Presbytery will take steps to (a) if appropriate commission the person into the Ministry of Pastor, (b) work out the person's required continuing education and training and establish a Learning Agreement for their continuing education, and (c) provide the person with 50 hours per year [pro rata] of faith and spiritual formation.



It is advisable to be placed on the
ministry of Pastor
mailing list

(Go to www.ucapastor.org)

and/or join the ministry of Pastor Blog
(www.ucapastor.blogspot.com) to keep
up to date.

Ministry of Pastor Consultant

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