



Placement Profile

Presbytery Minister — Secretary and Administrative Leadership

Presbytery:	Yarra Yarra
Time Fraction:	0.5 FTE
Term:	Up to ten years
Suitable for:	Lay/Pastor/Minister
Terms & Conditions	Refer to Terms of Placement
Approval Date:	Presbytery Standing Committee, <date>

Primary purpose of the placement:

The Presbytery of Yarra Yarra has resolved to combine the positions of Secretary and Administrative Leadership. The person appointed to the role will be a key member of the leadership team, providing support to the Presbytery, its leadership and committees, and to congregations to live out the Presbytery strategy of Looking, Learning, Leading and Loving.

The person appointed to this placement will have responsibility for the administration of the Presbytery, and will have the role of Secretary as defined in the Uniting Church in Australia Regulations.

The role is supported by a part-time Office Secretary.

This Profile Supplement is to be read in conjunction with the generic Yarra Yarra Presbytery Minister Profile document, “Yarra Yarra Ministry and Leadership 2023”, attached as Appendix One.

Presbytery of Yarra Yarra

Position:

Presbytery Minister — Secretary and Administrative Leadership

The Presbytery:

The function of the Presbytery is 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 congregations within its bounds, encouraging them to strengthen one another's faith and bear one another's burdens, and exhorting them to fulfil their high calling in Jesus Christ. It will promote those wider aspects of the work of the Church committed to it by the Synod or the Assembly.

All of these functions are dependent upon the key factor of Presbyteries having relational oversight for those congregations within its bounds. This is not oversight as exercising power or control but a relational way of being where the gathered members of the Uniting Church are cared for and working together to fulfil their call to discipleship in Jesus Christ.

Role purpose:

As a member of the Presbytery Ministry Team in the Presbytery, the appointee to the role will be the Presbytery Secretary, and will provide a wide range of administrative support services to the Presbytery leadership, and to Presbytery Committees and the congregations under its oversight.

Within Yarra Yarra Presbytery, all Presbytery Ministers are appointed under a common Profile, although each member of the team has particular responsibilities which are set out in this supplement to the broader profile.

Key duties associated with this role include:

- Acting as the Secretary to the Presbytery and the performance of those duties required by the Regulations;
- Facilitating communication and relationships within the Presbytery, Assembly, Synod congregations, and agencies;
- Ensuring that the practical work of being a structured organization, responsible for the resources it has under its stewardship, is done faithfully and carefully;
- Oversight of the work of the Office Secretary in supporting presbytery activities
- Working with the Office Secretary to support those seeking contact with the Presbytery, in order to provide relevant and appropriate referrals;
- Supporting the Treasurer in order to ensure that all financial matters are efficiently and properly managed;
- Supporting and oversight of the work of the Property Project Officer appointed by the Synod;
- Supporting the chairperson of the Presbytery in matters of discipline;
- Working with the Synod HR Department to ensure oversight of human resources practice in congregations;
- Assisting congregations to fulfill the UCA Regulations, especially those referring to property, investments, banking and auditing.

Key selection criteria:

Qualifications and experience

- Membership of the Uniting Church in Australia is a regulated requirement for appointment as Presbytery Secretary.
- An understanding of and willingness to work within the faith and polity of the Uniting Church in Australia.
- Familiarity with the Councils and Regulations of the Uniting Church in Australia.

- The Uniting Church in Australia is committed to keeping children safe so a Working with Children Check is required.
- A high level of competence with IT software, equipment and applications, including Microsoft Office
- Experience in the administrative support of a similar organisation.

Skills and abilities

1. **Leadership:** Ability to exercise leadership in a proactive but co-operative style.
2. **Team Membership:** Experience in working in a team and an ability to work as an equal member in a shared team environment.
3. **Relationship development:** Identifies issues in common and seeks knowledge to build mutually beneficial partnerships.
4. **Planning and organising:** Sets clearly defined objectives and priorities and operates accordingly
5. **Understanding and empathy:** Relates to people in stressful situations and is able to provide relevant advice and assistance.
6. **Creativity and Innovation:** Generates new ideas; draws on a range of information sources to identify new ways of doing things
7. **Drive & commitment:** Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work.

Personal competencies

1. **Initiative and accountability:** ability to be proactive; can seize opportunities and act on them; takes responsibility for own actions.
2. **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.
3. **Spiritual awareness:** ability to demonstrate insight into the importance of faith; ability to reflect on one's own spiritual life and interacts comfortably with people of all faiths.

Additional requirements

- Familiarity with and willingness to comply with the requirements of the Uniting Church in Australia Code of Conduct for Lay Leaders.
- Current Victorian driver's licence
- Ability and willingness to engage in meetings outside normal working hours.

Specific Tasks and Responsibilities

Within the context of the range of tasks described in Section 7.3 of the Profile, the following specific tasks may be included.

- Providing pastoral and liturgical expression of the ministry;
- Helping and supporting the Presbytery Ministers, Officers and Committee Secretaries¹;
- Liaison with Synod agencies¹;
- Offer support and coordination in the event that the Presbytery, its congregations or agencies are impacted by a community emergency¹;
- Working with congregations as they identify and develop local and regional plans for the effective use of their resources;
- Committee membership of Presbytery Standing Committee and Resourcing and Property Committee;

¹ The Presbytery Office Secretary is responsible for the day-to-day tasks of this responsibility and the corresponding data management.

- Supporting the Treasurer in maintaining appropriate financial management by being one of Presbytery's banking authorisers for the bank accounts and internet banking, and assisting with budgeting and congregational financial matters referred to Presbytery, when required.
- Provide oversight and direction of the work of the Office Secretary in supporting presbytery activities such as:
 - Meeting agenda, minutes and correspondence;
 - Nomination processes for Presbytery and Synod appointments;
 - Annual reporting by congregations;
 - Presbytery meetings and other events; and
 - Maintenance of presbytery office facilities.



Appendix One: PRESBYTERY LEADERSHIP PROFILE²

1. The role of Presbytery

The function of Presbyteries is 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 congregations within its bounds, encouraging them to strengthen one another's faith and bear one another's burdens, and exhorting them to fulfill their high calling in Jesus Christ. It will promote those wider aspects of the work of the Church committed to it by the Synod or the Assembly.³

All of these functions are dependent upon the key factor of Presbyteries having relational oversight⁴ for those congregations within its bounds. This is not oversight as exercising power or control but a relational way of being where the gathered members of the Uniting Church are cared for and working together to fulfill their call to discipleship in Jesus Christ.

1.1. The functions of the Presbytery

We are first and foremost called to be disciples of Jesus Christ. We gather together as the body of Christ and join in his life and mission. The Uniting Church, according to the Basis of Union, has structured herself through a series of inter-related councils to meet this end.

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

When Presbyteries are functioning well, the life of the whole church is enhanced:

- Congregations are supported and their life enriched;
- Congregations are helped in identifying and building their missional and ecumenical possibilities;
- Links between congregations, schools and agencies and the wider church are forged and strengthened;
- People in ministry roles (lay and ordained) are encouraged, equipped and supported;
- Educational possibilities for congregations and those in ministry are facilitated;
- Relationships are developed with cross-cultural ministries;
- The relationship with Congress is strengthened (where applicable); and
- Communication with the various parts of the Synod is clear, building up strong relationships between all councils of the Church.

1.2. Presbytery–Synod Relationships

The Presbytery does not exist in isolation, but in relationship with the Synod and other Presbyteries. In 2016 the Synod of Victoria and Tasmania adopted a set of core relational expectations which set out the basis for the Synod and Presbyteries to work together to build capacity for being the church at mission in contextual ways, ensuring the strategic use of property for missional purposes, and establishing a coordinated relationship between the Synod's leadership and presbyteries' leadership, with a spirit of mutuality and mutual accountability.⁵

These expectations were further detailed by the Synod in 2017 when it requested Presbyteries to engage collaboratively and in a coordinated manner with the Synod to enable

² Updated July 2023

³ Paragraph 15, *The Basis of Union* (1992 edition)

⁴ Relational Oversight *is the focused care that a council or person has for another that involves ensuring they keep the faith of the church, are given support and encouragement for ministry and are held accountable for faith and action.*

⁵ Synod Resolution 16.6.20F.

Presbyteries to function in ways that are “lighter and simpler”, and so be free to give priority to the Presbyteries’ vital task of oversight involving pastoral-missional leadership.⁶

In order to ensure that these expectations are embodied in the ministry team models adopted by Presbyteries, the Synod further resolved to request each Presbytery and the Equipping Leadership for Mission unit to enter into a process of conversation and discernment as part of the implementation process to develop a ministry team model appropriate for its life and for effective resourcing for enabling mission.⁷

Presbytery Minister/staff have a key role in facilitating collaboration between the Presbytery and congregations and the Synod. As a church we have shared Vision, Mission Principles and Strategic Priorities (see Appendix B) which outline our shared priorities in discipleship together. Presbytery appointed staff work collaboratively within the Presbytery and in relationship with congregations and the Synod in line with the Vision and Mission Principles. In particular, Presbytery appointed staff will work collaboratively in a coordinated way with the Synod to foster cooperation between Synod units and the Presbytery, so as to enhance our worship, witness and service across the Synod.

2. Description of the geographic and demographic area of the Presbytery

The Presbytery of Yarra Yarra straddles the beautiful Yarra River for most of its length, and forms a large wedge covering the majority of the eastern suburbs of Melbourne. It contains the Melbourne CBD and inner-city suburbs, and stretches along an Eastern boundary through Ashburton, Rowville and on to Emerald. The Western boundary reaches through Northcote, the Northern growth corridor of the Plenty Valley, and on to Whittlesea. The outer boundary is connected by the semi-rural towns of Yarra Glen, Healesville, Yarra Junction, and Gembrook.

This presbytery has an extensive varied demography, from high density inner city living, to the medium density living of the Eastern suburban sprawl, to low density housing of the outer semi-rural countryside surrounding the Dandenong ranges. It has pockets of low socio-economic living as well as established neighbourhoods of great wealth, and a large variety of retail businesses and light industrial areas.

3. Description of the Uniting Church within the Presbytery of Yarra Yarra

The Yarra Yarra Presbytery is a region of great diversity. It includes older and well-established areas and others which are brand new and developing. Congregations are also very diverse:

- ethnically;
- in size;
- in expressions of worship;
- theologically; and
- in resources.

There are congregations which are growing in size while some are declining, and others are looking at new ways of co-operating together. In places some congregations working together are resourced for lay leadership. Carlton Church of all Nations and North Melbourne are associated with Parish Missions. There are several ‘gathered congregations’ – congregations in which members come from a wide range of places to worship together.

Multi- and cross-cultural congregations include communities whose backgrounds are Chinese, Indonesian, Korean, Samoan and Tongan. There are also some specific ministries with faith communities, including: ministry among people living in rooming houses and among people with disabilities and mental health needs; this is both a spiritual and practical ministry.

There is a significant chaplaincy ministry within aged care and community service institutions, universities, hospitals and schools. The Presbytery carries responsibility for a great deal of property which raises issues of missional strategy and maintenance. It is asset rich, although this does not easily translate into an ability to provide funds for ministry.

The Presbytery Office is located at 415 Belmore Road, Balwyn East, and provides office and meeting room accommodation, as well as ample car parking. It is adjacent to the Koonung Heights Church, and within walking distance of a small shopping centre. Presbytery Ministers share a

⁶ Synod Resolution 17.4.9A(a).

⁷ Synod Resolution 17.6.11.1(d).

pleasant office, with space available for private meetings and conversations. Communications and IT infrastructure are connected through the services by the Synod IT unit.

4. Presbytery organisation and structure

The Presbytery of Yarra Yarra has been structured in a way that provides leadership through elected office-bearers, three Presbytery Minister placements, and a number of committees and working groups that involve both lay and ordained members of the Presbytery.

The Presbytery has continued to develop new ways of meeting and working together to achieve the missional and organizational goals of the Presbytery. In addition to its Standing Committee, the primary committees of the Presbytery include Pastoral Relations, Resourcing and Property (responsible for oversight of both finance and property resources) and Ministry Formation.

In June 2023 the Presbytery appointed an Office Secretary to support the leadership group and to take responsibility for the routine operation of the Presbytery office.

4.1. Presbytery Minister placements

According to the regulations, there are a number of tasks which need to be undertaken for Presbyteries to fulfill their role. For the Presbyteries to fulfill their roles, they need to be well resourced. In 2017 the Synod resolved that funding would be provided for two positions; and Presbyteries were encouraged to develop sources of income beyond that provided from the Synod budget, through the appropriate stewardship of property that does not deprive the wider church of just and appropriate sharing.⁸

An evolving staffing model within the Synod Equipping Leadership for Ministry unit ensures that there is a close working relationship between unit staff and each Presbytery, with the possibility of some staff resources (currently 0.5 FTE) being appointed to a position designated as “adjunct staff” of the unit, and engaging in its activities and resourcing.

Key roles of Presbytery staff include:

- Exercising pastoral and missional oversight 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;
- Providing pastoral and liturgical expression of the ministry where appropriate;
- Working effectively in a team context with other Presbytery staff and with Presbytery office bearers.

In order to fulfil its mission, the Presbytery of Yarra Yarra has approved a presbytery staffing model based on at least three full-time (or equivalent) Presbytery Minister positions as a basis for future planning⁹, in addition to the assistance provided through volunteer activity in the roles of Chairperson and Treasurer.

The key staff positions are seen as Placements because of the need to ensure that the primary focus of the team is the mission of God with the Church. The third position, because it may need to be filled on a relatively short-term basis by staff appointed to the Synod, is not necessarily a placement.

There are significant benefits for both the Presbytery and the staff in ensuring that all staff are to some degree capable of performing multiple roles. In order to provide the maximum flexibility, and to allow for evolving and changing work patterns, a common position description has been established for all positions. Nevertheless, it is recognized that people bring individual gifts, graces and skills, and so the team will be selected to ensure that there are team members capable of:

- Working with congregations, agencies and institutions;
- Working with ministry agents; and
- Working with administration, finance and property to support both congregations and ministers

These ministries:

- are open to both lay and ordained people;

⁸ Synod Resolution 17.6.11.1(f).

⁹ Presbytery Resolutions 18.03.4 and 21.08.5

- may consist of three full-time positions or of combinations of full-and part-time ministries;
- will be linked to the committee structure 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; and
- will liaise with the Synod Equipping Leadership for Mission unit and other services offered by the Synod to ensure that training and equipping for these ministries is made available.

4.2. Presbytery Property Support Role

In addition to the Presbytery Minister roles, the Presbytery has recognised¹⁰ since 2021 that there is a need for a dedicated and skilled resource person to have oversight of the large property portfolio which is part of the Presbytery. The role will carry the designation “Property Project Officer.”

It is anticipated that the Synod Property Services Unit will appoint a person who will have a role as Presbytery Property Support Officer to support the activities of presbyteries.

The main support focus for the role will be to further the Money for Mission Fund (MFMF) enabling activity in Presbyteries (given it is to be funded from Wider Church share of MFMF contributions), and to assist with general property issues in Presbyteries as needed and time permits. Essential Safety Measure (ESM) support will also be coordinated with assistance from this role.¹¹

5. Team Ministry

In walking the way of Jesus, it is expected that the ministry team will reflect a healthy model of shared servant ministry, and:

- provide a leadership role together with the Presbytery leadership team;
- meet and pray weekly and work as a team;
- support each other and respect each other’s role and expertise;
- accept a discipline of openness to accountability;
- engage in individual and team supervision;
- ensure there is a designated Presbytery Centre (primary office space); and
- model team ministry within the Presbytery, in relationships with Synod staff and the other Presbyteries;

5.1. Placements

Placements for these ministries will be approved through the normal placements process. There will also be an opportunity to formally advertise the placements. They will be placements of the Presbytery.

A lay person appointed as a Presbytery Minister will be classified as a Pastor (Regulation 2.2.2).

5.2. Accountability

All Presbytery Ministers and the Property Project Officer will be part of and accountable to the whole Presbytery through a leadership team that will include at least the Chairperson, Secretary (if a separate role) and, when appropriate, the Treasurer, and will be responsible to the Standing Committee and the whole Presbytery for the exercise of this accountability for the team and the individual members of the team. This leadership team would have responsibility for oversight of the staff positions, and would report as appropriate to the Presbytery Standing Committee.

The leadership team will designate the team member who has responsibility for convening meetings and coordinating ministry functions (Regulation 2:11.3(b)).

The Presbytery Standing Committee will require the leadership team to exercise both pastoral care and oversight of the Presbytery Ministry team. This will include revision of tasks where necessary and through negotiation.

¹⁰ Presbytery Minute 21.08.5

¹¹ Correspondence from Peter Thomas, Director Property Services, May 2023.

The leadership team will agree on the allocation of tasks among Presbytery Ministers and will maintain a management document (see Appendix C) which sets out the particular and agreed responsibilities of each person.

All Presbytery Ministers will be members of the Presbytery Standing Committee, and each will be expected to relate to one or more committees and other groups within the Presbytery, providing leadership and liaison with the Standing Committee and other groups as required.

The Presbytery Standing Committee will ensure that the leadership team initiates an annual appraisal of the ministry of each Presbytery Minister.

5.3. Shared Responsibilities

The Presbytery Ministers will work together in the following areas, taking both group and individual responsibility for:

- *Relational oversight* of those providing ministry undertaken in the congregations in the Presbytery;
- Upholding the ethos of the Uniting Church as expressed in the Basis of Union;
- Attending regular Presbytery Minister team meetings;
- Assisting and encouraging the development of Presbytery leaders for their ministries;
- Taking initiatives to fulfil key priorities and policies as determined from time to time by the Presbytery;
- Management and oversight of Presbytery operations and administration;
- Working with and supporting Presbytery committees in ways which ensures efficient use of time and skills;
- Facilitating relationships between those in various ministries of the UCA;
- Helping to equip and enrich all congregations and agencies to engage in mission beyond the bounds of the church;
- Engaging in regional planning for the life and work of the Uniting Church in the area through congregations, faith communities, Uniting Care and Aged Care agencies, chaplaincies and UCA schools;
- Fostering local and regional ecumenism;
- Participating in worship in the Presbytery and in its congregations; and
- Advocating throughout the Presbytery for the work of the Uniting Church in Synod and Assembly.

6. Ministry gifts and skills required in team ministry within a Presbytery context

The Presbytery Ministers work together as a team. While each Minister will have the freedom to work and operate independently, it is expected that there will be an understanding of the way the roles complement each other and those of the elected leaders, and a willingness to work together to ensure both continuity and seamlessness in the support of the Presbytery.

While there may be particular requirements, skills and qualifications for particular roles, there is a common set of requirements that will apply to all positions in the team. The following are seen as characteristics which will be shared by the team.

6.1. Personal Qualities and Experience

Each member of the team will have:

- A sound knowledge of the structure of the UCA, and prior involvement in a range of UCA Councils, including an understanding of, and commitment to the ethos of the UCA and the Presbytery model adopted by the Synod in 2017;
- Familiarity with the UCA Basis of Union, Constitution, Regulations and Manual for Meetings;
- An understanding of ministry and mission in the UCA, with developed theological insight and reflective skills;
- An understanding of and commitment to the multi- and inter-cultural nature of the UCA and its commitment to working with both First and Second Peoples.

Each member of the team will:

- Understand that re-definition and role adjustment may take place as the Presbytery discerns its way forward;
- Have competency as a leader, and be able to inspire others;

- Be able to articulate the importance of a Call to the Ministry of Presbytery Minister for the life of the Church and for him or herself;
- Have a realistic sense of her or his own identity and an awareness of strengths and weaknesses;
- Have the flexibility to work with people in a variety of contexts;
- A commitment to Team Ministry and regular team meetings, while able to work independently and co-ordinate activity within a team environment
- Be motivated with energy and enthusiasm.

6.2. Skills and Abilities

Each member of the team will have:

- Demonstrated capacity to think strategically and to facilitate strategic planning;
- An ability to reflect on issues theologically within the broad theological framework of the Basis of Union of the UCA;
- Demonstrated capacity to act as change agent, comfortable with change and able to manage change while energising and resourcing complex organisations;
- Demonstrated capacity to lead and work with people, councils and agencies within the UCA in an encouraging and constructive manner;
- Demonstrated effective interpersonal communication skills, particularly in the areas of liaison, negotiation, mediation, decision making and problem solving;
- Demonstrated capacity to implement policy decisions, coupled with compassion.

6.3. Desirable skills and qualities:

Each member of the team will be able to demonstrate:

- A pro-active approach that listens and responds to people;
- Creativity; and an ability to deal with ongoing role adjustment;
- Clarity on responsibilities and boundaries;
- Willingness to break new ground without losing focus on ‘business as usual’;
- Accountability – in the role and with others;
- A well-organised approach, with good time management and relevant IT skills;
- Good pastoral and administrative skills.

7. The Presbytery Minister Roles

Particular tasks must be undertaken, and particular responsibilities exercised in each of the three key areas referred to above. These tasks will be undertaken by the team as a whole, and are not linked one-to-one with any given position or appointment.

The primary tasks which must be undertaken by the team are listed in the following sections.

It is recognised, however, that no individual will be expected to work across, or be expert in all these areas. The profile anticipated that associated with each position will be a management document (see Appendix C) which will set out particular tasks and expectations for the person appointed to the position. This will be a “living” document that will need to be updated and adjusted following any appointment as the skills and gifts of the appointee are developed. It may also be necessary to make appropriate fine-tuning adjustments following, for example, annual reviews or if there are changes in other placements in the Presbytery.

7.1. Working with congregations, agencies and institutions

- Helping to equip and enrich all congregations and agencies to engage in mission beyond the bounds of the church;
- Helping congregations and ministry workers to develop, implement and evaluate their local and regional mission plans;
- Engaging in regional planning for the life and work of the Uniting Church in the area through congregations, faith communities, Uniting Care agencies, chaplaincies and UCA schools
- Developing expertise in mission and theological discernment in congregations, faith communities and agencies
- Helping Presbytery establish and strengthen links with its schools and agencies;
- Resourcing the Lay Preachers Committee
 - Providing advice about requirements and regulations relating to Lay Preachers;

- Assisting to identify appropriate training opportunities for potential and current lay preachers;
- Facilitating mission studies and reviews of future ministry requirements prior to profile writing;
- Helping congregations and agencies identify and develop suitable placements for both specified ministries and pastor;

7.2. Working with Ministry Agents

- Facilitating relationships between those in various ministries of the UCA;
- Coordinating the work of pastoral care of ministry agents and their families across the Presbytery;
- Resourcing the Ministry Formation Committee;
 - Work with people in a period of discernment
 - The process of application for candidature for a specified ministry
 - Pastoral Care of Candidates
 - Helping with the preparation for readiness for the ordination the ordination itself
- Resourcing the Pastoral Relations Committee
 - Encouraging ministry agents in regard to continuing education, annual ministry conferences, supervision, peer support groups, taking leave entitlements, updating profiles, conducting reviews of ministry, mentoring and compliance with the Code of Ethics;
 - Working with the PRC to manage the appointment, training and support of Joint Nominating Committees;
- Representing the Presbytery as one of its representatives on the Synod Placement Committee;
- Conducting or participating in debriefing at the end of placements;
- Engaging in crisis work with ministers and congregations, conflict resolution and support in times of loss and grief;
- Supporting the chairperson of the Presbytery in matters of discipline

7.3. Providing administrative support to the Presbytery, and to its congregations and ministers

- Acting as the Secretary to the Presbytery and the performance of those duties required by the Regulations;
- Facilitating communication and relationships within the Presbytery, Assembly, Synod congregations, and agencies¹² ;
- Ensuring that the practical work of being a structured organization, responsible for the resources it has under its stewardship, is done faithfully and carefully;
- Oversight of the work of the Office Secretary in supporting presbytery activities
- Working with the Office Secretary to support those seeking contact with the Presbytery, in order to provide relevant and appropriate referrals¹²;
- Supporting the Treasurer in order to ensure that all financial matters are efficiently and properly managed;
- Supporting and oversight of the work of the Property Project Officer appointed by the Synod;
- Supporting the chairperson of the Presbytery in matters of discipline;
- Working with the Synod HR Department to ensure oversight of human resources practice in congregations;
- Assisting congregations to fulfill the UCA Regulations, especially those referring to property, investments, banking and auditing¹².

¹² The Presbytery Office Secretary is responsible for the day-to-day tasks of this responsibility and the corresponding data management.

8. Presbytery Leadership Roles

The Presbytery has established role descriptions for the leadership positions of Chairperson, Secretary and Treasurer. These are included as Appendix A to this document to provide clarity and to indicate areas of both overlap and difference between these roles and those of the Presbytery Ministers.

A Presbytery decision in 2021 means that the role of Secretary is included in the responsibilities of the Presbytery Minister with responsibility for administration.

9. Position Requirements

The position of Presbytery Minister within the Yarra Yarra Presbytery is a placement within the Uniting Church in Australia, and is open to ordained and lay members of the Church. The person appointed to the position will require:

- Flexibility in work practice, including availability for scheduled after-hours and occasional weekend work;
- Occasional intra- and interstate travel may be required;
- A current Working with Children Check as a mandatory requirement;
- A valid driver's licence; and
- Accreditation (or a willingness to seek accreditation) as a community chaplain with VCC Emergency Services.

10. Appointment process

This profile was approved by the Presbytery Standing Committee on **<date>**.

When one of the positions described in this Leadership Profile becomes vacant, the Presbytery, through its Standing Committee, will establish a Joint Nominating Committee, and request the Synod Placements Committee to appoint a Convener.

In general, it will be expected that vacancies will be advertised as well as being part of the normal Placements process for identification of those suitable for the position.

11. Terms of placement

The Presbytery has adopted the terms of placement described in the standard pro forma shown on the following pages.

12. Appendix A: Presbytery Leadership Roles

The Presbytery of Yarra Yarra has adopted the following position descriptions for the Chairperson, Secretary and Treasurer.

12.1. Presbytery Chairperson

The responsibilities of the Presbytery include the pastoral and administrative oversight of the life and mission of the Church within its bounds, the stimulation and encouragement of congregations, and a variety of tasks set out in Regulation 3.1.3. Each Presbytery is to appoint a chairperson, whose responsibilities are generally described in Regulation 3.6.2:

3.6.2(c) *The duties of the chairperson shall be to constitute, preside over and generally direct the business of the meetings of the Presbytery, to exercise pastoral oversight and to perform such other duties as may be prescribed.*

The role of the Chairperson may be further described as follows:

- The Chairperson is entrusted with a leadership role. He/she will guide and lead the Presbytery, will act as a pastor to the members and congregations of the Presbytery, and will generally look to how he/she can point the church to Christ, help her remain true to the ancient faith of the Church and encourage her to be faithful on her worship, service and witness.
- In addition, the Chairperson is quite explicitly given a pastoral role within the life of the Presbytery. How this is exercised will vary from chairperson to chairperson, although it is understood that this role is exercised co-operatively with the Presbytery Ministers. The Chairperson is responsible for arranging services of ordination and induction. He/she will also arrange Presbytery worship times.
- An important function of the Chairperson is to preside over meetings of the Presbytery in Council. It is important to remember that in this capacity the Chairperson must take the meeting through its business agenda as expeditiously as possible but with care and sensitivity.

Specific duties, some of which are mentioned already in the above material, include:

- To share with the Presbytery Ministers in the exercise of pastoral oversight of congregations and members;
- To preside over meetings of the Presbytery and the Presbytery Standing Committee;
- To be a member of the Presbytery Leadership Team, and to act, when appropriate, as its team leader;
- To arrange for and preside at services of ordination and induction;
- With the Presbytery Ministers, to arrange for services of worship for the Presbytery;
- To be an ex officio member of the Pastoral Relations Committee;
- To attend, when appropriate, and have the right to speak at meetings of any Presbytery committee; and
- To represent the Presbytery as required in various church and other forums.

12.2. Presbytery Secretary

The Regulations require that the Presbytery shall appoint a secretary for such period as up to five years as the Presbytery shall determine (Regulation 3.6.2(f)). The Regulations also specify the secretary shall be a confirmed member of the Church and that:

3.6.2(g) *The duties of the secretary shall include:*
(i) *Convening meetings, preparing the agenda and keeping a record of all proceedings of the Presbytery;*

- (ii) *Attending to all other correspondence on behalf of the Presbytery, including advising affected parties of the decisions of the Presbytery;*
- (iii) *Maintaining and having custody of the books and records of the Presbytery, including the roll of the Presbytery, except such as may be assigned to other officers;*
- (iv) *Furnishing information and reports to the Synod and Assembly and to other bodies as required;*
- (v) *Dealing with property, disciplinary and other matters in accordance with Regulations;*

The Presbytery of Yarra Yarra in meeting these requirements has identified the following duties and activities undertaken by the Secretary.

- Providing pastoral and liturgical expression of the ministry;
- Attendance at Presbytery Celebrations as required;
- Being a member of the Presbytery Leadership Team;
- Provide oversight and direction of the work of the Office Secretary in supporting presbytery activities;
- Supporting congregations and the Presbytery in the development of strategic directions and initiatives.

12.3. Presbytery Treasurer

The Regulations require that the Presbytery shall appoint a Treasurer for such period as up to five years as the Presbytery shall determine (Regulation 3.6.2(i)). The Regulations also specify that:

- 3.6.2(j) *The Treasurer shall receive all moneys on behalf of the Presbytery and pay them into a bank account of an approved financial institution, keep proper books of account and furnish financial statements to the Presbytery at the end of each year and at such other times as the Presbytery may require.*

The Presbytery of Yarra Yarra in meeting these requirements asks its Treasurer to:

- Bank all moneys on behalf of the Presbytery into bank account(s) as approved by the Presbytery;
- Being a member of the Presbytery Leadership Team;
- Prepare and present to the Presbytery meeting held in November a budget for the coming year detailing separate budgeted income and expenditure across the various Presbytery activities;
- Provide a monthly financial report to the Presbytery Standing Committee;
- Provide a quarterly report to the Presbytery Standing Committee setting out year-to-date versus actual income and expenditure and current account balances for the various Presbytery activities;
- Prepare invoices and receipts as required;
- Arrange for the timely payment of accounts in the name of the Presbytery of Yarra Yarra;
- Arrange for an annual audit of the books of account for presentation to the Presbytery Day held in May; and
- Provide financial information as requested by Presbytery Office Bearers, Presbytery Ministers, or Chairs of Committees and Working Groups.

13. Appendix B: Synod of Victoria and Tasmania Vision, Mission Principles and Strategic Priorities

In June 2016 the Synod adopted a strategy that supports a coordinated, intentional focus on 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 freer 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:

13.1. Vision

- Following Christ;
- Walking together as First and Second Peoples; and
- Seeking community, compassion and justice for all creation.

13.2. Mission Principles

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; and
7. Pursue God's mission in partnership.

13.3. Strategic Priorities

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

14. Appendix C: Tasks and Responsibilities

The Presbytery of Yarra Yarra profile for Presbytery Ministers is a generic document that describes the role of the Presbytery and the way that Presbytery Ministers will work with and support the Presbytery. It identifies the way that those in these roles will be accountable to the Presbytery and work in team ministry together, and lists personal qualities, experience and skills that will be important for those appointed to the positions.

The Profile also includes the three primary areas under which the range of duties have been categorized by the Presbytery, as:

- Working with congregations, agencies and institutions;
- Working with ministry agents; and
- Working with administration and as Presbytery Secretary.

It is recognised, however, that no individual will be expected to work across, or be expert in all these areas. The profile anticipates that associated with each position will be a management document which will set out particular tasks and expectations for the person appointed to the position. This will be a “living” document that will need to be updated and adjusted following any appointment as the skills and gifts of the appointee are developed. It may also be necessary to make appropriate fine-tuning adjustments following, for example, annual reviews or if there are changes in other placements in the Presbytery.

All Presbytery Ministers will be appointed under the generic profile, and so there is an expectation that the management document does not provide a set of boundaries, but rather a set of emphases that will provide guidance and the basis for establishing priorities within the role. Attention is drawn to Section 7 of the Profile which describes the full breadth of the Presbytery Minister Roles.

When a position is to be filled, a specific position profile will be prepared to include specific information about the set of particular tasks and responsibilities involved, so that this can be used when talking with potential appointees to a position and as a basis for determining a detailed management document for each specific appointment.

The following are examples of tasks that may be included in the specific profile for the various positions.

14.1. Working with congregations, agencies and institutions

Within the context of the range of tasks described in Section 7.1 of the Profile, the following specific tasks may be included.

- Helping with mission studies prior to profile writing;
- Working with congregations as they identify and develop local and regional plans for ministry;
- Encouraging the development of lay education.
- Developing, resourcing and supporting effective mission networks;
- Promoting and encouraging national and world mission;
- Developing mission leadership by ensuring effective teaching and theological teaching within the presbytery;
- Monitoring and researching emerging mission patterns and models throughout Australia.
- Committee memberships may include:
 - Presbytery Standing Committee
 - Presbytery Pastoral Relations Committee
 - Presbytery Ministry Formation Committee
 - Other Presbytery committees related to mission, strategy and community services

14.2. Working with ministry agents

Within the context of the range of tasks described in Section 7.2 of the Profile, the following specific tasks may be included.

- Conducting or participating in debriefing at the end of placements;
- Helping with mission studies prior to profile writing;

- Crisis work with ministers and congregations, conflict resolution and support in times of loss and grief;
- Working with those undertaking a period of discernment or applying for various ministries.
- Committee memberships may include:
 - Presbytery Standing Committee
 - Presbytery Pastoral Relations Committee
 - Presbytery Ministry Formation Committee
 - Synod Advisory Committee on Ministerial Placements (ACOMP)
 - Other Presbytery committees related to mission and strategy

14.3. Working with administration and as Presbytery Secretary

Within the context of the range of tasks described in Section 7.3 of the Profile, the following specific tasks may be included.

- Providing pastoral and liturgical expression of the ministry;
- Helping and supporting the Presbytery Ministers, Officers and Committee Secretaries;
- Liaison with Synod agencies;
- Offer support and coordination in the event that the Presbytery, its congregations or agencies are impacted by a community emergency;
- Working with congregations as they identify and develop local and regional plans for the effective use of their resources;
- Committee membership of Presbytery Standing Committee;
- Supporting the Treasurer in maintaining appropriate financial management by being one of Presbytery's banking authorisers for the bank accounts and internet banking, and assisting with budgeting and congregational financial matters referred to Presbytery, when required.
- Provide oversight and direction of the work of the Office Secretary in supporting presbytery activities such as:
 - Meeting agenda, minutes and correspondence;
 - Nomination processes for Presbytery and Synod appointments;
 - Annual reporting by congregations;
 - Presbytery meetings and other events; and
 - Maintenance of presbytery office facilities.