



## Church Pastoral Position

### Job Description

Your application to be Pastor of MCC Brisbane must address the following Selection Criteria. Please provide suitable information based on your experience, personal beliefs and external evidence, including actual examples to support the Selection Criteria. You do not need to provide copies of legal documents at this stage but should be prepared to do so if required.

1. Applicants must be eligible to work in Australia. The applicant must have or should be able to obtain an Australian Business Number (ABN) (If you do not have an ABN, you will be advised when you are required to apply).

For details about legal work status go to:

<https://www.border.gov.au/Busi/Empl/Empl/employing-legal-workers/legal-workers-a-guide-for-employers>

For information about applying for an ABN go to:

<https://abr.business.gov.au/ContactUs/Apply>

2. Applicants must be able to complete a Police Check successfully and hold or obtain a Blue Card (Working with Children and Youth Check) from the Queensland Government. (You can perform these checks if your name is short listed for interview. You will be advised when a Police Check and a Working with Children Check are required and MCC Brisbane will assist you with the process.)

3. Applicants must be eligible for credentialed clergy status in the Universal Fellowship of Metropolitan Community Churches, either by prior ordination or by making suitable arrangements for clergy preparation through the MCC Office of Formation and Leadership Development. For more information go to: <http://ofld.mcccchurch.org/>

4. Applicants must be able to present Bible-based, Christ-centred messages (when rostered) as part of MCC Brisbane worship services. The messages are to be clear, concise and convincing, and form part of an overall plan to explain, expound and apply Biblical messages to people. MCC Brisbane broadly follows the Revised Common Lectionary of the Uniting Church in Australia while allowing for individual freedom.

5. Applicants must be able to carry out the Rites of MCC Brisbane and all aspects of public worship, including (but not limited to), preaching the Word, Holy Communion, baptism, child dedication, addition of new members, Holy Unions, funerals, prayer for the sick, commemorative events and other services as required. The pastor will be expected to delegate duties and worship service activities as appropriate, and to roster, check and organise such persons to ensure that worship services proceed as planned.

6. Applicants must be able to relate to people on a personal basis and provide adequate pastoral care. MCC Brisbane places a high priority on the provision of individual spiritual care for members, seekers and visitors to our church. While not requiring the pastor to provide professional counselling, the pastor should know when and where to refer persons to suitably qualified professional services.
7. Applicants must be able to reach out to seekers and unchurched persons in public and community events with a view to providing ministry services to the broader community, especially the LGBTIQ community. Such activities may include providing community support services according to needs, evangelistic outreach designed to achieve church growth, providing information about the church to seekers, and conducting membership classes for interested persons.
8. Applicants must be able to provide church leadership in administration. Administration includes (but is not limited to): chairing committees, board and church business meetings; preparing agendas; leading discussions; and following accepted parliamentary procedures. The pastor is expected to liaise with church officers including the church treasurer to ensure adequate oversight of church finances, the church secretary for the maintenance of church records, and the Lay Delegate to coordinate MCC denominational events. The pastor is expected to work alongside the Congregational Care Team in support of our members. The pastor should provide broad vision and achievable goals for the church.
9. Applicants must have excellent communication skills demonstrated in public speaking, writing, telephone calls, emails, personal conversations, group discussion etc.
10. Applicants must be inclusive of all persons, regardless of ethnic background, culture, sexuality, gender identity, health status or personal appearance. Since the majority of members at MCC Brisbane identify as LGBTIQ, applicants must be able to demonstrate a willingness and ability to communicate and serve within that community.
11. Experience with church music and varying worship styles.
12. Experience in ministry with youth.
13. Experience in information technology including programs such as: Microsoft Word, PowerPoint, Photoshop, email and website administration, and related tasks.
14. Experience in graphic design required for church bulletins, announcement sheets, notices, posters and related tasks.
15. Flexibility in answering phone calls, emails and other communication at any time, seven days a week.

Due to the pastor’s paid time being limited, the church will expect the pastor to concentrate paid hours on the core functions of the church. The core functions of the pastor are listed below. The suggested hours for each task (out of 20 hours per week) are indications of the relative importance of each role. The hours are not prescriptive nor mandatory but suggest the priority the church assigns to each function.

We are looking for someone who has well developed management and leadership skills, including the ability to use integrity and discretion, whilst appropriately reflecting the sensitive and privileged information expected to be managed.

<b>Core Functions</b>	<b>Suggested tasks (but not limited to)</b>	<b>Suggested Hours per Week</b>
<b>1: Personal Ministry</b>	Personal contact with: <ul style="list-style-type: none"> <li>• Church members and regular attendees</li> <li>• Visitors</li> <li>• Interested/curious/unchurched people.</li> <li>• Others as required</li> </ul> Communication methods include <ul style="list-style-type: none"> <li>• Face-to-face</li> <li>• telephone and email</li> <li>• Social media</li> </ul> Ministry includes provision of: <ul style="list-style-type: none"> <li>• Listening ear</li> <li>• Encouragement</li> <li>• Pastoral care and counselling</li> <li>• Prayer</li> </ul>	6-8 hours
<b>2: Worship Service Preparation</b>	<ul style="list-style-type: none"> <li>• Preparation of Church worship roster</li> <li>• Bible study and research</li> <li>• Rostering speakers for weekly message and communion</li> <li>• Preparation of the message – if rostered</li> <li>• Preparation for Communion – if rostered</li> </ul>	6-8 hours
<b>3: Outreach Ministry</b>	<ul style="list-style-type: none"> <li>• Outreach ministry to unchurched</li> <li>• Church publicity/media</li> <li>• Sending welcome emails to visitors</li> <li>• Preparation of new member classes</li> </ul>	3-4 hours
<b>4: Church Administration</b>	<ul style="list-style-type: none"> <li>• Leadership and visioning</li> <li>• Goal setting</li> <li>• Prepare of plans</li> <li>• Dealing with correspondence</li> </ul>	1-2 hours
<b>5: General</b>	<ul style="list-style-type: none"> <li>• Other duties as required</li> </ul>	