

## **Eastern Bay of Plenty Presbyterian Parish**

### **Knox Cluster Mission Leader**

#### **Ministry Position Description**

##### **Background**

The Eastern Bay of Plenty Presbyterian Parish (EBOPPP) is seeking a Nationally Ordained Minister, or other suitable candidate. **This is a 60% position.** Within the Parish they would serve the faith communities of Knox-Whakatāne, Ohope and Waimana (Knox Cluster). This opportunity requires someone who can honour and support the existing life of these three separate faith communities and also take a leading role in initiating a new future under the guidance of the Holy Spirit. They would do this as a part of a church community that is committed to following Jesus and has a heart for their local community.

Flowing from their own life of Christian Faith, this Minister will have a passion for mission and possess a range of gifts to help nurture and lead the Knox Cluster on their journey of following Jesus. They will work collegially with staff, and the Leadership Team, exercising their authority with clear accountability and well-structured lines of communication.

The focus of this position is on building the community of faith and on mission in the wider community. Because it is a half time position, the allocation of time needs to be strategic and thoughtfully carried out. So, to allow for this focus, the expectation would be for the minister to have a reduced pastoral and administrative role. Pastoral care would largely be the responsibility of the faith communities to ensure that people are cared for through the stages of their lives. Administrative work would be undertaken by members of the leadership team and suitably qualified members who can be seconded to carry these out.

##### **Parish Structure**

The Eastern Bay Parish is made up of four faith communities. St David's-Edgecumbe, Knox-Whakatāne, Ohope and Waimana. St David's and the Knox Cluster have their own leadership structures and operate separate finances. A Coordinating Council has been set up which deals with matters relevant to the whole Parish, encourages cooperation and a shared vision across the whole. It is made up of two representatives of Presbytery and an equal number from Edgecumbe and the Knox Cluster. It is convened by one of the people from Presbytery. The appointed Minister would be a part of the Coordinating Council. A Memorandum of Understanding outlines in detail the relationship and its workings. A copy of the MOU can be sent on request.

##### **Ministry Expectations – Minister for the Knox Cluster**

The appointee will be expected to:

Work with the Leadership to pursue the vision.

Have the ability to lead the implementation of the vision. Focusing on the Parish Plan, keeping track of how it's initiatives are progressing and on what needs to be developed further (Parish Plan attached as a separate document).

Plan and conduct worship at Ohope and Knox-Whakatāne and Waimana in conjunction with lay-preachers, service and worship leaders in each faith community. 60% might

look like twice a month at Ohope and Whakatāne (8.30 and 10am) and once a quarter at Waimana.

Have oversight of the key areas of the church, ensuring appropriate actions are taken to achieve the agreed vision and goals, utilising and managing the resources available.

### **Key Roles**

- Mission catalyst
- Team Leader
- Encourager to all ages
- Growing of Church family
- Co-ordinator/overseer
- Engage with Presbytery and National Church as a part of the whole PCANZ

### **Spheres of Responsibility**

#### **Ministry and Mission:**

- Give support and oversight to existing mission initiatives, the main ones being: School Holiday programme, Christians Against Poverty, and Breakaway Christmas meal.
- Work with the Leadership in developing ministry and mission within the Knox Cluster.
- Oversee new ministry/mission initiatives from conception to implementation.
- Encourage use of gifts and talents amongst the church family for service within the church fellowship and wider community.
- Day to day supervision of staff and key volunteers: assessing workloads and tracking achievements.

#### **Functions of the Leadership Team, relating to the appointment of a Minister.**

To give the minister dedicated time to initiating new ministry and mission opportunities, pastoral care would be the primary responsibility of the leadership team to oversee with a team of church members taking an active, caring role in the faith communities. Funerals could be taken by church members as is appropriate to the families involved.

The Minister, moderating the Leadership team, would have oversight of the Knox Cluster. However, it is envisioned that members of the leadership team, or members seconded for specific tasks, would have responsibility for carrying out the more administrative aspects of the work including:

- The ongoing administrative needs of the church's systems, policies, procedures and compliances. Health and safety, and other policies + Charities Commission.
- The business operations of the church; including ongoing financial management, budgeting and accountability for the expenditure of church funds.
- Carrying out the maintenance of the church buildings and management of the rental of church facilities.
- Ensuring that annual reviews are completed fairly, making sure job descriptions cover the work being done and that remuneration is appropriate for the position would be the task of the Leadership Team.

### **Personal Characteristics/ Values of a Minister**

- Firm commitment to Jesus Christ as Saviour and Lord
- Demonstrates a Spirit filled life
- Relational – a heart for people of all ages
- Cultural awareness and sensitivity
- A good listener
- Team player – working with ministry areas and structures that are established
- Able to express their own ideas
- Be a leader
- Have vision
- Be a good communicator

### **Skills and Qualifications**

It is expected that the Minister will:

- Have a spiritual life which they are able to maintain and manage.
- Be able to set good boundaries
- Set a Godly example to the church in lifestyle.
- Manage their time effectively.
- Be eligible to receive a call as a Nationally Ordained Minister in the PCANZ (or other suitable pathway).
- Be a minister in good standing with PCANZ/ within the wider Church
- Have a good understanding of Presbyterian governance, or be willing to learn.
- Possess good missional training and/or experience, with a strong sense of the Church being sent into the world to participate in God's wider mission including bringing people into Faith in Jesus Christ and inclusion in the Church.
- Have experience in ministry and mission among families.
- Have a demonstrated ability to preach and teach the Bible, lead services of worship.
- Enjoy working with a variety of people.
- Have good listening and communication skills; the ability to encourage and equip others.
- Be able to handle sensitive and confidential matters.
- Understand social media and how it can be best used to help support the church's mission.
- Have a sound working knowledge of computers and be adept at operating on the internet wisely.

### **Minister's Reporting and Relationships**

The Minister would be a part of the Kaimai Presbytery.

They would be expected to have external supervision which the church pays for.

Locally, they would report to the Knox Cluster Leadership team on their ministry.

The Leadership team are to regularly review areas of responsibility, ensuring that they are allocated to bring the best outcomes for the Parish and make best use of the Ministers' respective skills. A review of roles and relationships to take place four months after appointment and then annually, ensuring the 60% is manageable. 4

60% works out at 6-7 units of work a week (including Sunday). A unit is one portion of a day, morning, afternoon or evening. In weeks where more than six units are worked, the minister would be expected to self-manage so they took appropriate extra time off within other weeks. For more information on employment expectations see the PCANZ conditions of service manual:

[https://www.presbyterian.org.nz/sites/default/files/for\\_parishes/Conditions%20of%20Service%20Manual%20-%202022%20August%20.pdf](https://www.presbyterian.org.nz/sites/default/files/for_parishes/Conditions%20of%20Service%20Manual%20-%202022%20August%20.pdf)

As funds allow, the position could grow into more of a full-time one.

**Remuneration and Conditions of Service**

PCANZ standard terms of call – 60% (including 60% of standard allowances, housing allowance and full reimbursement of travel).

**Expression of interest**

Expressions of interest, together with an up to date CV, should be directed to the convener of the Ministry Settlement Board, Rev. Simon Cornwall, [simon@rdpc.org.nz](mailto:simon@rdpc.org.nz)