



POSITION DESCRIPTION				
Position:	Minister's Development Plan (MDP) - Facilitator			
Reporting to:	National Office (Wellington)			
Location:	National			
Staff responsibility:	Number of direct reports:	Nil	Number of indirect reports:	Nil
Effective date:	March 2021			

Our Mission and Purpose

The Presbyterian Church of Aotearoa New Zealand (PCANZ) believes it is called by God to work with others in making Jesus Christ known through –

- Teaching and nurturing people in Christian faith
- Loving service responding to human need
- Proclaiming the gospel
- Seeking to transform society
- Caring for God's creation

These are often referred to in our Church as the Five Faces of Mission.

Position Purpose

The purpose of this role is to facilitate the PCANZ Minister's Development Plan (MDP) process with allocated Ministers. The focus of the MDP is on the Minister's own personal and professional development for a 3-year period and is not a review or evaluation of the ministry in which they are serving.

Contractual Relationship

Facilitators are engaged under a contract for services. Payment to the Facilitator will be on the presentation of an invoice or timesheet. Remuneration rates are exclusive of GST if the Facilitator is registered for GST (a GST Invoice must be submitted if claiming GST). The Facilitator is responsible for their own tax obligations and holiday entitlements.

Key Accountabilities

The Facilitator is responsible for:

- **Completing an Induction and Training Programme**
 - Becoming familiar with the MDP process as outlined in the documents.
 - Understanding of the survey questions completed by the Minister and Development Partners
 - Becoming familiar with the role and requirements of a Facilitator as set out in the position description.
 - Attending an on-line training workshop as part of the Facilitator role (including ongoing refresher training)
 - Working in collaboration with the National Office team in facilitating their first Plan
 - Support any ongoing implementation as a result of any improvements or changes to the process as required.
 - Taking part in regular MDP Facilitator on-line forums to form a community of practice and contributing suggestions or comments for continuous improvement
 - Signing declaration of all conflict of interest, i.e. relation to Minister that is seen as perceived, actual and potential.

- **Facilitating the MDP Process**
 - Guiding an allocated Minister through the MDP process including completion of two surveys, guided self-reflection after each and completion of the Development Plan and Summary
 - Advising the Minister on selection of his/her Development Partners to achieve trusted and insightful feedback
 - Maintaining a positive pace through the process so that it is completed in the 6–8-week timeframe
 - Liaising with the National Office to ensure the Minister and/or Development Partners are sent reminders if the due dates for completion of the surveys are not met
 - Adhering to the full MDP process, taking care not to introduce additional steps or tools into the process; especially services that the Facilitator might leverage additional revenue from
 - Delivering to schedule is required and communicate in writing early if the dates are not met, National Office will review and confirm.
 - Having the flexibility to travel to accommodate the Minister request (face to face meeting)

- **Establishing relationships of trust and support**
 - Contacting the allocated Minister and investing time in establishing a relationship of trust and support.

- Contacting Development Partners after they have received the link to the survey to establish a relationship built on trust, to answer any questions/concerns, to encourage open and constructive feedback
 - Maintaining rigorous levels of confidentiality before, during and after the MDP process, including when discussing learnings with other Facilitators
 - Signing confidentiality agreements with PCANZ and each allocated Minister
 - Seeking support from the National Office should any concerns be raised during the MDP process (these must be identified earlier in the process and clearly communicated)
- **Facilitating Self-Reflection by the Minister**
- Recognising that the intention of the MDP process is for the Minister to take ownership his/her on-going personal and professional development
 - Using accepted coaching and supervision techniques, enable the allocated Minister to explore their own feedback and the feedback from their Development Partners in an open and positive manner so that significant insights are gained
 - Encourage the allocated Minister to discover and own their development opportunities
 - Explore with the allocated Minister options for building further strengths and minimising weakness so that a practical set of actions are developed.
- **Reporting and Communications**
- Providing the National Office with monthly updates of progress on allocated Plans
 - Providing the National Office with six-month in advance on availability to accept new Plans (this must be communicated at least a month in advance)
 - Provide National Office with at least 2-month notice if unable to take facilitate a Ministers MDP
 - Providing monthly reports on any recommendations for improvements to the MDP process or issues that have been encountered (while respecting confidentiality) – feedback for opportunities to the National office
 - Ability to provide Ministers report within the allocated timeframe and signal any delays to the National office
- **Participating in Moderation**
- Being available to engage in regular moderation conducted by the National Office following initial induction and training plus ongoing moderation as required for quality management.
 - Discussing with the National Office the feedback the allocated Minister has given on their experience of the MDP process
 - Once permission of the allocated Minister has been given, making available to the National Church all e-mails, surveys, workbooks, Development Plans and Summaries to allow the moderation to take place
 - Discussing with the National Office the results of that moderation and agreeing any improvements or changes that are to be made.
 - Making the agreed changes to approach or techniques used in future MDP's to improve the outcome for Ministers



- **Participating in Audit programme to ensure compliance and quality objectives are achieved**
 - National office will conduct a comprehensive audit of the facilitators to ensure the probity, efficiency and effectiveness of the MDP operation
 - Annual audits are conducted and undertaken at least on an annual basis by the National office
 - Outcome of audits may trigger refinement of ongoing training to respond to factors identified through the audit
 - National office ensures any non-conformances identified in audit findings are managed appropriately, e.g. through the continuous improvement process
 - Outcome of audit findings is to be communicated to the facilitator which may result in further training or termination of role as facilitator for Presbyterian Church Aotearoa New Zealand

Giving notice of Contract

- A Facilitator may withdraw from the MDP Facilitation team by giving notice (6 weeks) that they will not accept any further Plans from a specified date.
- It is expected that, unless otherwise agreed with National Office, all Plans currently underway will be completed.
- Where audit outcomes identify that a Facilitator is not following the MDP process in a competent manner or
- Has behaved in a manner that compromises the integrity of the MDP process, the National office will work with the Facilitator to remedy those concerns.
- If the incompetent or inappropriate behaviour is repeated, then the National office will recommend to the AES that the Facilitator be removed as a Facilitator.
- A report will be completed by National Office and recommendation to the AES
- AES approval is required in order for a Facilitator to be removed
- The Facilitator will be informed of the outcome and removed from the PCANZ register
- AES will provide all updates to LSC through its normal process i.e. report
- Any MDPs currently underway will be redirected to another Facilitator with appropriate discussions with the Ministers concerned.



Qualifications, Experience and Skills Required

- An understanding of the commitments and context of Presbyterian Ministry
- Not currently in a PCANZ stipend position or performing a role similar to a Minister
- A professional qualification or equivalent industry experience in coaching, training, development, negotiation, facilitation and/or supervision
- Excellent interpersonal skills with the ability to foster relational trust in a range of diverse church environments
- Experience in working with a range of cultures and ethnicities
- Ability to speak another language (preferred not required)
- Ability to work with Ministers, in the following ways:
 - to ask questions that empowers the Minister's own self-reflection skills and
 - to provide constructive feedback that enriches the development of the Minister
- Process orientated with attention to detail and a commitment to excellence.
- Excellent written and oral communication skills, particularly the ability to communicate clearly, concisely and in plain language
- Excellent report writing skills including ability to articulate and analyse
- Self-motivated with the ability to work effectively to deadlines
- Strong negotiation, effective problem solving and conflict resolution skills
- Ability to work collaboratively with other professionals to form a community of practice
- Computer literate in MS suite of products, particularly Word and Excel, and preferably have had experience in working with Survey Monkey or similar survey platforms (Monday.doc).