



PLACEMENT PROFILE

SECTION 1 – BASIC INFORMATION

1.1 Placement Name(s): Ringwood Uniting Church

1.2 Please list congregations/agencies names below

- Ringwood Uniting Church
.....
-
-
-

1.3 Profile approved by Church Council/Governing Body / /

1.4 Primary purpose of placement:

Minister of the Word
.....
.....
.....

1.5 Suitable for (bold all that apply): **Minister of the Word** / Deacon / Ordinand/ Pastor

1.6 Time fraction: _____100_____%

1.7 Term:

Undefined up to 10 years (See Reg 2.7.3(a)) x
Fixed Term: _____ Years
Initial Term reviewed in: _____ Years

x

This profile should be prepared by the Congregation(s)/ agency in consultation with Presbytery. It is specifically designed to assist in the placement process but it can also be used as a record of mission planning.

Contents

Section 1: Basic Information

Section 2: Mission Direction

Section 3: Context

Section 4: People and Activities – to be completed by each congregation in the placement.

Section 5: Joint Congregations – to be completed if more than one congregation in the placement.

Section 6: Working Relationships

Section 7: New Minister – this section contains a list of mission and pastoral activities which are also listed on Minister's Personal profiles

Section 9: Presbytery – to be completed by Presbytery Pastoral Relations Committee.

Section 10: Terms of Placement

ENCLOSURES

Please mark all the documents attached to the profile:

- Floor plan of residence
- Financial information including a copy of last year's Financial Statement and financial projections
- Position descriptions of relevant ministers
- Others

SECTION 2 – MISSION DIRECTION

2.1 What is the Vision statement and or Mission priorities of the placement (or of the individual congregations)

Vision Statement – The people of the Uniting Church at Ringwood are called into God's action contributing in the tradition of Jesus to known and unknown neighbour's lives.

Mission Priorities –

- Practising Worship – providing vibrant engaging worship in a variety of forms.
- Practising Community Engagement – continuing contribution to the social capital of our wider community. Building connection between the Ringwood Uniting Church and the wider community.
- Practising Hospitality – building community with one another and our neighbours,
- Practising Discipleship - discipleship training, faith sharing opportunities, partnered support for groups supporting the community
- Practising Partnership in Mission - partnerships in and beyond Ringwood. Financial supports with BOMAR and Synod and with Uniting World and Frontier Services.

For more details see attached documents

2.2 Date adopted 2013

2.3 Provide a short description of the placement/congregation(s)

The congregation is a vibrant, enthusiastic community which encompasses a wide age range with predominant numbers in the middle aged and older age groups. The congregation has a long standing tradition of involvement in social justice and community outreach programs. There are many people in the congregation with significant skills in leadership of worship, music and the administrative bodies of the church. There is a strong emphasis on a variety of worship forms.

2.4 How has the placement/congregation(s) changed over the last 5 years?

In the last 5 years there has been a major review of mission goals and future planning. This has been partly stimulated by the changes in the community surrounding the church- in particular the development of Eastland shopping centre and the increase in higher density living. There has been some decrease in the number of people regularly attending worship which is largely related to an older congregation with some deaths and others moving into residential supported care and no longer able to attend worship. However we continue to have a significant group of younger families who are committed to faith development and leadership.

We have been reviewing the use of our properties as our previous manse, caretaker's cottage and another adjoining property are rather rundown and requiring a lot of maintenance. We have a Project Control Group working in conjunction with the Property Services Group of Synod. A consideration has been constructing offices and both Uniting and EACH have expressed interest in using office space on our site. There may also be some scope for building residential apartments. This is all subject to council rezoning to allow commercial activity. Any building project is several years away. If Uniting and EACH were to use office space on the site we believe this would create missional opportunities for us

2.5 What are the congregation(s)/placement's goals?

Our goals are

- To grow in the practice of our faith with particular emphasis on our 5 mission objectives.
- To explore avenues to encourage to deepen the spirituality of our congregation
- Ongoing review our future use of our property

2.6 What are the next Strategic Steps to achieving those goals?

- To continue to explore ways to implement our mission objectives with ongoing input from the Mission Working Group
- Development of spirituality and leadership amongst children and young adults in the congregation. This is a key goal of the Ministry Development Worker .
- Encourage participation in the Immerse program across all groups in the congregation.
- Ensure regular communications between those groups and our congregation.

SECTION 3 - CONTEXT

3.1 Describe the communities in which this placement is located (Mission context).

Ringwood is a suburb within the local government area of Maroondah and is 27kms. east of Melbourne's CBD. It has evolved from a satellite town to a busy suburb. The current population of the City of Maroondah is 112,310. The central Ringwood area has many older style residential houses but over the last 2 decades significant numbers of these have been replaced by higher density living such as units. The Eastland shopping centre which is just over the railway line from the church has just been extended again and is now the second biggest suburban shopping centre in Melbourne. Ringwood Uniting Church is immediately opposite the Ringwood railway station and a large bus interchange. City of Maroondah statistics show an average number of preschool children for the metropolitan area but a higher than average number of retirees. There are a significant number of small businesses clustered around Eastlink. There are a number of different cultures represented in the community but people from English speaking backgrounds are in the majority.

3.2 How does your congregation reflect or vary from the age, and ethnic mix of your local community?

Our congregation is older than the rest of the community. We have a decreasing number of children at worship but the children attending our kindergarten are predominantly from other cultures.

3.3 What are the opportunities and points of stress and pain in the wider community?

As in many communities there are many facing poverty and unemployment or under employment. There are single parent families and some with drug and addiction problems. There is an opportunity for cross cultural work with the families attending our kindergarten. If it transpires that our property is redeveloped and community agencies use our office space there will be opportunities for missional activities and interaction with these groups.

3.4 List ways in which you connect with, serve, or partner with people in your wider community?

●	The Community Living Centre
●	The Friendship Centre - for the isolated elderly people in the community
●	Biala – parent respite for those with children with special needs
●	Kindergarten
●	Fresh Theatre – a drama group, under professional leadership, involving our youth and youth at risk in the wider community
●	Kids Hope - mentors for at risk children at Great Ryrie St school
●	Provision of food for pantry at EACH
●	Members volunteer for various community agencies
●	Worship services at 3 aged care facilities in the community

3.5 What schools/agencies/institutions are in your local communities?

Schools

Great Ryrie St Primary School, North Ringwood Primary School, East wood Primary School, Mullum Primary School, Ringwood Secondary College, Norwood Secondary College. Tintern, Aquinas College

Agencies

Open Doors, Wesley Mission, EACH (Eastern Access Community Health)

Institutions

Maroondah Hospital, Knox Private Hospital, Mitcham Private Hospital, Ringwood Private Hospital

SECTION 4 – PEOPLE AND ACTIVITIES¹

Congregation name Ringwood Uniting Church

Location Station St Ringwood 3134

Website information <http://ringwood.unitingchurch.org.au>

4.1 Activities

Including worship services, study groups and special events - outlined and described in the mission documents

Activity	Day and time	Frequency	Style	Average Attendance
9am service	Sunday	weekly	Contemporary	78
10.45 am service	Sunday	Weekly	Traditional	28

4.2 Estimated number of people who attend worship at least monthly.

_____ 150 _____

4.3 Estimated number of people the church is in contact with in mission over any given month.

_____ 200 _____

4.4 Statistics

	CURRENT		DURING THE LAST 2 YEARS
Confirmed members	160	Baptisms	5
Baptised members	63	Confirmations	0
Members in Association	6	Transfers in	1
Adherents	37	Transfers out	4
No. of elders	16	Marriages	4
	15 + 1 life member +minister of word, ministry development worker.	Funerals	13
No. of Church Council Members	Elders and church councils meet as one.		
Frequency of Church Council Meetings	monthly		

4.5 What roles do members of the congregation have in leadership of worship, study, action and prayer groups and missional activities?

¹ To be completed by each congregation in the placement.

There are a number of working groups who report to the church council. These working groups organise activities in their area.

These working groups are

Worship/ Music - there are 5 worship groups who are involved in the planning and running of 9am service. There are also 5 music groups who provide the music for 9am worship. There are number people who act as liturgists in the 10.45 service. These people do the bible reading and prayers.

Pastoral Carers - Allocates a pastoral partner to each participant in the life of the church and arranges training session for pastoral partners

Mission Development Group ongoing exploration of missional opportunities within our congregation and wider community

Administration and Finance- manages the financial and administrative matters of the congregation

Property Working Group- manages the maintenance of the buildings and grounds

Christian Education - promotes and arranges adult Christian education opportunities

Fellowship and Social Outreach –overseers social groups and arranges additional social activities

Children and Youth Ministry –overseers the youth and children’s ministry program and arranges leadership of these groups. We are adopting the Safe Church Program.

SECTION 5 – JOINT CONGREGATIONS N/A

5.1 List the names of congregations relevant to the placement

- _____
- _____
- _____
- _____
- _____
- _____
- _____

5.2 Do the congregations have separate church councils or a joint church council?

.....

.....

5.3 Please describe the existing or potential relationships between congregations

.....

.....

.....

5.4 How long have the congregations been working together?

.....

.....

.....

5.5 What changes and developments are anticipated in the next 3 to 5 years?

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.....
.....

5.6 Is ministerial time expected to be divided in a particular way?

.....
.....
.....
.....

SECTION 6 – NEW MINISTER

6.1 Is this placement a replacement role? YES NO

6.2 If the position is a replacement role, name the previous minister.

Rev. Stan Clarke

6.3 Date from which the placement is available.

Available for immediate placement

6.4 What are the primary responsibilities expected of the role?

- Leadership of worship is an essential component of the role. WE are seeking a person who is prepared to harmoniously and creatively with our worship groups
- Leadership of the ministerial team
- Encouraging the deepening of the spirituality of the congregation.
- Pastoral care in partnership with the pastoral support worker and the pastoral partners.
- Significant leadership role in church council and administrative affairs of the congregation
- Encouraging and helping facilitate the congregation to engage in new mission initiatives.
- The congregation has traditionally encouraged its minister to take up roles in the Presbytery and Synod. If our property development does go ahead there will be a significant role in liaison with Synod and Presbytery as it progresses

6.5 Are there language requirements or preferences for the placement?

No

6.6 What housing arrangements are available to the minister?

We own a property at 15 Lois St East Ringwood which is at present rented on a short lease to Uniting. If our new minister requires a manse we intend to sell this property and purchase one which meets synod requirement. An alternative would be for the minister to rent or buy with the assistance of the manse allowance.

6.7 What is the location of the office?

Office is located within the church buildings at Station St Ringwood

6.8 PRIORITY IN MINISTRY- CONGREGATION(S)

As your placement/congregation(s) contemplate future ministry, please consider the priorities that have been adopted and the gifts and skills you will be seeking.

Eighteen ministry, mission and pastoral activities are listed here with space for you to list an additional “skill”. The same list is also on ministers Personal Profiles”.

Please list the level of priority (H=high, M = medium and L = low) that your congregation seeks from a minister. Please limit high priority (H) to **no more than five activities**.

		H	M	L
1.	Assisting congregations in vision for mission	x		
2.	Assisting people and groups to work through difficult issues		x	
3.	Caring for marginalised people in the local community		x	
4.	Developing covenantal understanding and relationships with indigenous people			x
5.	Developing cross cultural understanding, relationships and ministry		x	
6.	Enabling, training and supporting lay leadership of worship	x		
7.	Engaging in new mission initiatives beyond traditional structures	x		
8.	Establishing new worshipping communities			x
9.	Fostering ecumenical understanding and practice			x
10.	Fostering mission and service in local community		x	
11.	Knowledge of church administrative procedures and finance		x	
12.	Leadership of worship and proclamation of the gospel	x		
13.	Nurturing people in their faith, spiritual development, and capacity to share faith with others		x	
14.	Pastoral care and visitation	x		
15.	Reflecting theologically with the church and unchurched		x	
16.	Working on issues of social justice and advocacy		x	
17.	Working with older people		x	
18.	Working with people in the first third of life		x	
19.	Other:			

6.9 Expand on the priorities that are being sought.

- Practising worship is seen as a top priority – consistent with mission goals
- Implementing our objectives of practising community engagement, hospitality, partnership in mission, discipleship is crucial to our ongoing life as a faithful congregation.

6.10 What qualities are important in a new minister in this placement?

- Highly skilled and creative in worship leadership
- Ability to lead a ministry team in supportive manner
- Ability to deliver pastoral care to many different people in a variety of situations
- Sound organizational skills
- Ability to work with and support lay people who take an active role within the worship of the church
- Good understanding of the structures and workings of the church including Synod and Presbytery.

SECTION 7 – WORKING RELATIONSHIPS

7.1 Is this placement part of a team ministry? YES NO

7.2 If so, list the other positions (including and designation) and if available attach relevant Position Descriptions. name

- Peter Rivett – Ministry Development Worker
- Margi Haartsen - Pastoral Support Worker
- Maryann Rivett – Pastoral Support Worker
- Vern Hughes – Project Officer. This is a short term appointment working with the mission outreach group and the congregation for ongoing review and stimulation of our mission activities.
- Kerryn Gosbell –Communication & Admin Support Worker

Position descriptions attached

7.3 Describe the existing and potential ecumenical relationships

Member of the Maroondah Interfaith Network, Maroondah Fellowship of Churches, and our previous minister was also part of a local ministers' group.

7.4 Name other Uniting Churches nearby and describe existing and potential relationships.

Heathmont Uniting Church
North Ringwood Uniting Church
Mitcham Uniting Church
Croydon Uniting Church

The closest contact is with Heathmont. There is the potential for sharing of community living centre activities with Heathmont and some of their social activities are advertised to our congregation.

SECTION 8 – PRESBYTERY COMMENTS

Placement Ringwood Uniting Church

Presbytery Yarra Yarra Presbytery

8.1 Does the Presbytery support the mission directions identified by the placement for the next 3 to 5 years?

Presbytery comment:

8.2 What does the Presbytery consider to be the mission opportunities for the congregation(s) in the next 3 to 5 years?

8.3 Does Presbytery comment on the above differ at any point from the congregation(s) comment in this profile?

If yes, please elaborate: YES NO

8.4 How does this placement fit with the Presbytery's strategy?

8.5 Does the Presbytery consider that the congregation(s) should proceed to a new placement at this time?

Presbytery comment: YES NO

8.6 For which of the following ministries does the Presbytery consider that the position is suitable? (Please insert an "X" in the appropriate boxes).

Minister of the Word	<input type="checkbox"/>	Deacon	<input type="checkbox"/>
Ordinand	<input type="checkbox"/>	Pastor	<input type="checkbox"/>

Please provide reasons for the above selection:

8.7 Is Priority Placement recommended?

YES NO

Please provide reasons for this choice:

8.8 Does the Presbytery foresee any changes to placement responsibilities or relationships that may be required?

If yes, please elaborate: YES NO

8.9 Term:

Undefined up to 10 years (See Reg 2.7.3(a)) _____
Fixed Term: _____ Years
Initial Term reviewed in: _____ Years

8.10 Is the Presbytery satisfied that adequate financial support for the placement and other congregation expenses will be available?

From the congregation(s) alone? YES NO

With help from Presbytery and/or Synod? YES NO

Please list any grants applied for or approved:

8.11 Is the Presbytery satisfied that adequate and appropriate accommodation will be available, having regard to the Synod requirements for ministers' residences? YES NO

If no, what steps are being taken to remedy the situation?

8.12 Does the Presbytery wish to make any additional comments? Include any particular arrangements/expectations required by the Presbytery of its placements.

8.13 Please provide contact details of the Presbytery Representatives on the Joint Nominating Committee

JNC Chairperson		Other Presbytery Rep	
Name	_____	Name	_____
Address	_____	Address	_____
Email	_____	Email	_____
Phone	_____	Phone	_____

This form is to be signed by the Chairperson or Secretary of the Pastoral Relations Committee:

Signed: _____

Please print name: _____

Date of Presbytery PRC meeting: _____



Terms of Placement

1. Placement	Ringwood Uniting Church		
2. Presbytery	Yarra Yarra Presbytery		
3. Time Fraction	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time - Time fraction : 0.	
4. Term	<input checked="" type="checkbox"/> Up to 10 years	Fixed term ofyears	Initial term reviewed inyears - (if applicable)
STIPEND – For further information refer to Summary of Ministerial Provisions and Charges			
5. Stipend (per annum)	As determined annually by Synod		
6. Additional provision (if any) %	-		
7. Payment by Centralised Stipend	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
TRAVEL			
8. Travel allowance allowance – Minimum of 5000km (km p.a.)	17,000 km.		
9. Fuel cost allowance	As determined annually by Synod		
10. Is a car provided?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
HOUSING			
11. Manse owned by placement	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
a) Address	15 Lois St East Ringwood 3135		
b) Declared to be an acceptable condition by the Presbytery?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Date of inspection See comment section 6.6	
12. Manse rented by placement as required	<input type="checkbox"/> YES <input type="checkbox"/> NO		
13. Manse Allowance	As determined annually by Synod - <input type="checkbox"/> YES <input type="checkbox"/> NO		
14. Other details			
ALLOWANCES			
15. Leave as determined by Synod	28 days of annual leave (inc. 4 Sundays)	Minimum of 14 days study leave p.a.	
16. One Sunday per quarter (non-cumulative) free of placement duties?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
17. Telephone – Fixed Line (check all that apply)	<input checked="" type="checkbox"/> Line Rental	<input checked="" type="checkbox"/> Placement Calls	<input checked="" type="checkbox"/> Personal Calls (local) <input type="checkbox"/> All Calls
18. Mobile Phone	<input type="checkbox"/> Purchase cost up to \$		Other –reimburse estimated church proportion
	<input type="checkbox"/> Fixed Plan/Cap up to \$		
19. Personal Resources & Development Allowance (PRDA)	<input checked="" type="checkbox"/> Full - Minister does not use allocated equipment (PC, desk etc) \$2625 <input type="checkbox"/> Discounted - Minister to use allocated equipment \$		
20. Stationery and Postage	Amount budgeted for - fully reimbursed		
These Terms of Placement were approved by the Church Council on 19 / 04 /2017			
Secretary/ Treasurer			Minister Accepting Call
Date / /			Date / /
PRC Chairperson/ Secretary		Minister Accepting Call	
Date / /		Date / /	

Notes in regard to the Terms of Placement Schedule

Ministers of the Word, Deacons, and Pastors are normally called for an undefined term. Extension beyond 10 years requires agreement of Minister, Placement and Presbytery. [Reg. 2.6.8]

Terms of Placement (ToP) must be approved by both the Church Council or other responsible body and the Presbytery, and lodged with the Placements Committee before the placement can be listed. When a call is accepted a copy of the ToP, signed by minister, placement and Presbytery, is to be sent to the Placements Committee Secretary and the Presbytery PRC. During a Placement, variation to these Terms of Placement needs the prior approval of the Presbytery; and the Placements Committee must be notified.

STIPEND: The Synod approves a minimum stipend figure each year.

Additional loading: Some Placements pay a percentage loading above the minimum, which must be justified to the Presbytery with the reasons being on public record within the Presbytery.

CAR ALLOWANCE: Synod determines annually a rate per 1000 km for operating (including standing) costs. The Placement with Presbytery approval determines the appropriate level of travelling expressed in thousands of kilometres.

HOUSING: In providing a manse the congregation shall offer:

- A manse which meets Synod guidelines and has been inspected and approved by the Presbytery; or
- Other accommodation which is considered appropriate by the minister, placement and the Presbytery. This may be a leased property.

The minister may choose not to accept the accommodation offered by the Placement but the maximum manse allowance is not an entitlement and consultation between the parties is required to determine the level of the allowance, with any resulting change to the terms of placement being reported to the Presbytery who will inform the Placements Committee. For advice regarding housing arrangements in part-time placements see the UCA Handbook of Ministerial Provisions and Charges

PERSONAL RESOURCES AND DEVELOPMENT ALLOWANCE: The cost of internet access is included in this allowance, and thus is the personal responsibility of the Minister.

TELEPHONE: A Placement's responsibility for the Minister's telephone accounts does not include liability for discretionary items such as Pay TV subscription.

STUDY LEAVE: The Guidelines approved by the Synod Standing Committee include the following:

- 1 A minimum of 14 days Study Leave shall be available each year to Ministers in a Placement. Terms of Placement approved by the Presbytery may specify a more precise figure.
- 2 Study Leave shall normally be taken each year for a program (whether set courses or self-directed study) to equip for ministry within the life and ethos of the UCA. This shall be planned by the Minister in conjunction with the Church Council or other responsible body. The Presbytery, in the exercise of its pastoral and supervisory role, may also choose to be involved in this planning. Normally Study Leave not taken in the year in which it is due is forgone.
- 3 If a substantial period of study is planned, the Minister may negotiate with the Church Council or other responsible body for Study Leave to be accumulated up to five years' entitlement. This needs approval by the Presbytery, and must be reported to the Commission on Education for Ministry.
- 4 Ministers are expected on return from Study Leave to report to the Placement on the experience and its value to themselves and to the Placement.
- 5 Consideration shall be given to the needs of the Placement as well as the needs of the Minister, and the timing of Study Leave acceptable to both. Normally attention will be given to the following:
 - (a) Taking accumulated Study Leave in the same year as Long Service Leave shall require the approval of both the Church Council or other responsible body and the Presbytery.
 - (b) Ministers and Church Councils or other responsible bodies will seek to minimise potential difficulties if Study Leave requests involve multiple absences from a Congregation on a Sunday.

FINANCIAL ASSISTANCE FOR STUDY LEAVE: There is no specific requirement on a Placement. Some Placements offer assistance towards the cost of course fees, travelling, etc.

MINISTERIAL ENTITLEMENTS: The Synod publishes a handbook of Ministerial Provisions & Charges, including details on stipends, allowances, housing arrangements, leave provisions, retirement benefits. The implications for part-time Placements are explained. UCA Handbook <https://www.victas.uca.org.au/tpc>

STATEMENT OF PURPOSE OF THE RINGWOOD UNITING CHURCH

The people of the Uniting Church (Ringwood) are called into God's mission, contributing in the tradition of Jesus to known and unknown neighbours' lives, in the Spirit of God's compassion, justice and liberating reconciliation.

We accept this calling to join God in the lives of neighbours, known and unknown, by focusing our contributing on various aspects of a faithful life.

MISSION OBJECTIVES

The Ringwood Uniting Church Congregation has the following key Mission Objectives:

PRACTISING WORSHIP

- vibrant engaging worship in an appropriate building.

Building features including –

A visibly identifiable, prominent space, has quiet space/chapel, style to suit the post-modern age (including symbols of our faith), flexible use.

PRACTISING HOSPITALITY

- the whole RUC community gathering socially, building community with one another and with our neighbours in a hospitable environment.

Spaces including –

Welcoming entrance, quite space, Café, hospitality training & work experience areas, Children and adult space, Reading/craft area, Intimate performance space, Commercial kitchen.

PRACTISING DISCIPLESHIP/FAITH TRAINING/MISSION

- discipleship training, faith sharing opportunities, and partnered support for groups supporting the community.

For activities including –

Clubs, CLC programs, children's /youth and family activities, meetings and administration, training, faith sharing, community groups.

PRACTISING COMMUNITY ENGAGEMENT

- continuing contribution to the social capital of our wider community, building connections between the Ringwood Uniting Church and that community.

Partnerships including –

Early Childhood centre (Kindergarten and Biala), Community/Social housing, Refugee housing, Community Living Centre, Community Garden space, colocation with Wesley Mission Victoria.

PRACTISING PARTNERSHIP IN MISSION

- of the UCA in and beyond Ringwood – in particular, financial support of projects throughout the VicTas Synod nominated by BOMAR, and beyond our Synod, namely projects nominated by Uniting World (including a mutual congregation-to-congregation partnership with Hosanna Church (Dili, Timor Leste), and Frontier Services.

Participation including—

The Church Council oversees the investment of Ringwood funds under management so that interest gained is distributed to the wider Uniting Church's mission priorities (including the relationship between Hosanna Church (Dili) and Ringwood UCA), and to the mission purposes of the Ringwood UCA. An agreement with Synod! (BOMAR) allows Ringwood UCA to maintain current staff for local mission and to continue its contribution to the wider church.

Other team member information:

Role Description

Ministry Development Worker

Ringwood Uniting Church

As an outcome of spiritual reflection and community based review (the “On the Way Together” discussions) the congregation of the Ringwood Uniting Church (RUC) adopted the goal statement that:

“The people of the Ringwood Uniting Church are called into God’s mission, contributing in the tradition of Jesus to known and unknown neighbours’ lives, in the Spirit of God’s compassion, justice and liberating reconciliation.”

To enable the RUC congregation to continue to be a significant contributor to the Body of Christ in this place, it was determined that the role of the Ministry Team within the church was to enthusiastically lead the congregation and to assist members of the congregation to be the Church in this place; to creatively and enthusiastically support each other, enabling each of us to demonstrate our faith through our life within the community.

To achieve that goal it was determined that members of all ages within the RUC congregation needed:

- Strong spiritual leadership and faith development
- Support to carry those understandings into the community
- Loving care for each other, and for each individual within the congregation and for members of the community

It was also recognised that, with the diversity of needs and talents of each member of the RUC congregation, the role of the Ministry Team should not be to provide programs that attempt to meet the needs of all, but to enthusiastically support and encourage the creative endeavours of the members of the congregation as they worship and share fellowship together and serve within the community.

Ministry at RUC currently involves a collaborative Team consisting of a Minister of the Word (vacant and supported by supply ministry), a Ministry Development Worker (this role), a Communications and Administration Support Worker and a Pastoral Support Worker.

The Role

There are a diverse range of groups and activities that are a major part of the life of the RUC congregation. The Ministry Development Worker, together with the Minister of the Word, will lead the invigoration and extension of these groups where relevant. The Ministry Team will be innovative, encouraging and facilitate appropriate change within the congregation. This includes initiating and facilitating new and different ways of being church, fostering enthusiastic leadership and cohesive teamwork within the congregation.

This innovative role is part of a broader strategy to enhance the faith community in this place so that the congregation can be sustained in living out our goal statement in medium to long term.

Specific objectives of this role include:

- a. Develop, facilitate and provide training support for spiritual development programs for all age groups within the church.
- b. Facilitate and provide support for congregational involvement in outreach programs into the community, such as the Community Living Centre.
- c. Facilitate and provide support to RUC congregation as, together with the Ministry Team, we explore the nature of mission, potential outcomes and the immediate and future impacts of this for the Uniting Church in Ringwood.

The role is complementary to the Minister of the Word. As such worship leadership and pastoral care functions are not specific objectives or expectations for the Ministry Development Worker. Nonetheless, this does not exclude the individual in this role from exercising such ministry gifts, which they may have, while employed at RUC.

The Ministry Development Worker role reports to RUC Council. A small Support Group, consisting of members of the RUC congregation appointed by the RUC Council, is available to provide a sounding board, guidance, mentoring and feedback to the Ministry Development Worker. It is expected the Ministry Development Worker will meet regularly with their Support Group.

The Person

The person will be energetic, enthusiastic and innovative. She/he will provide entrepreneurial leadership and a diversity of experience to facilitate the work and mission of the RUC congregation.

The person will be experienced in working in a team environment and able to demonstrate initiative. He/she will be competent in working collaboratively with members of the congregation across a wide age range and diversity of interests.

Key Selection Criteria

- High level communication abilities, including excellent listening skills
- Demonstrated ability in developing partnerships; including negotiation skills and a diplomatic approach to relationship building
- Experienced in providing training to develop and nurture lay leadership roles including spirituality and community outreach
- Experienced in leadership, including within Christian congregations or communities
- Demonstrated ability to work independently and as a member of a team
- Commitment to, or willingness to work within, the theological basis of the Uniting Church (the Basis Of Union)
- Ability to perform administrative tasks related to this role
- IT literacy (word processing, internet, etc)

Ministry Development Worker 2017 Onwards Key Goals

Following an appraisal of the Ministry Development Worker in November 2016, conducted collaboratively with Peter Rivett by Rev Stan Clark, Dino Anderson and Andrew Gosbell; and subsequent collaborative review of the role description by Tim Beale, Alan Dobson, Dino Anderson, Andrew Gosbell and Peter Rivett, it was considered good practice for the RUC Council to endorse agreed key goals for the Ministry Development Worker, on an ongoing basis. This will assist the Ministry Development Worker in focusing their time and energy towards specific goals across the broad objectives of the role. In addition, mindful of that Ministry of the Word at RUC is currently being delivered as in an interim supply arrangement, these goals will provide clarity to both the Ministry Development Worker and RUC Congregation on the scope of work expected, and provide some security to the Ministry Development Worker in responding to requests to undertake substantial ministry or other tasks that are not related to the agreed goals.

Following discussion with the Ministry Development Worker, the following goals are recommended:

1. Leadership of the Immerse Program
2. Development of spirituality and leadership amongst young adults in the congregation, specifically through leading:
 - a. A program of weekend retreats, to be held quarterly
 - b. Participation in State Youth Games
 - c. Discussion groups, mentoring, or similar supports
3. Support for all-ages spiritual development, through developing and providing:
 - a. Matthew in the Café
 - b. Holy Week Café
 - c. Advent Café
4. Leadership of the RUC Mission Task Group

Recommendations:

That RUC Council

- Endorse the revised role description for the Ministry Development Worker, and determine an appropriate extension/renewal of the employment contract with Peter Rivett.
- Endorse the annual goals for the Ministry Development Worker.
- Provide clear communication to the RUC Congregation on the nature and scope of the Ministry Development Worker's role and his associated goals, to assist in managing expectations particularly during the current period of supply Ministry of the Word.
- Monitor and, if appropriate, adjust the fraction of this appointment should additional tasks or goals be required, under the broad objectives of this role, during the period of supply ministry.
- Review annual goals.

Communication and Administration Support Worker

Role Description

Revision date 1st March 2018

Ringwood Uniting Church

As an outcome of the spiritual reflection and community based review (the “On the Way Together” discussions) the congregation of the Ringwood Uniting Church (RUC) adopted the goal statement that:

“The people of the Ringwood Uniting Church are called into God’s mission contributing in the tradition of Jesus to known and unknown neighbours’ lives, in the Spirit of God’s compassion, justice and liberating reconciliation.”

To enable the RUC congregation to be a significant contributor to the Body of Christ in this place it was determined that the role of the Ministry team within the church was to enthusiastically lead the congregation and to assist member of the congregation to be the Church in this place; to creatively and enthusiastically support each other, enabling each of us to demonstrate our faith through our life within the community.

To achieve that goal it was determined that members of all ages within the RUC congregation needed:

- Strong spiritual leadership and faith development
- Support to carry those understandings into the community
- Loving care for each other and for each individual within the congregation and for members of the community

It was also recognised that with the diversity of programs and initiatives of the RUC congregation facilitated through leadership provided by the Ministry Team, communication and administrative support was required for the range of worship fellowship and community service activities.

Ministry at the RUC involves a collaborative team consisting of a full-time Minister of the Word, a part-time Ministry Development Worker and a part time Pastoral Care Support Worker. The Communication and Administration Support Worker will be part of this team, specifically supporting the broader congregation

The Role.

The Communication and Administrative Support Worker provides administrative and communication support to the diverse range of groups and activities that are a major part of the life of the RUC congregation. This involves day to day co-ordination and management decisions in consultation with other working groups as required.

The role is part of a broader strategy to enhance the faith community in this place so that the congregation can be sustained in living out our goal statement in the medium to long term.

The role within the Ministry Team at RUC is offered as a two year, part-time (0.6 EFT) fixed term contract.

Specific responsibilities in the role include:

- a. Assistance with the preparation and distribution of communication for a range of RUC programs and activities.
- b. Preparation of rosters, calendars and weekly newsletters, including collation, editing and design layout.
- c. Maintenance of RUC website, email lists and social media
- d. Administrative support for the co-ordination of RUC outreach programs
- e. Record keeping including maintenance of RUC rolls and record databases
- f. Multimedia support for worship services and other activities
- g. Support for preparation of administration documents and templates including collation of annual reports
- h. Management of Working with Children Checks, and assisting with administrative tasks relating to the Safe Church Program
- i. Liaising with the Property Working group /maintenance manager concerning maintenance issues/repairs relating to our properties.
- j. Management of stationary and supplies inventories
- k. Facility booking management including management of keys

- l. Parking Administration
- m. Other administrative tasks as relevant to this role

The following section on “the Person” and “Key Section Criteria” was included in the original document and it has been retained in this document as a reference.

The Person

The person will be energetic, enthusiastic, and innovative. She/he will bring administrative and organisational experience to facilitate the work and mission of the RUC congregation.

The person will be experienced in working in a team environment and able demonstrate initiative. She/he will be competent in supporting members of the congregation and RUC programs across a wide age range and diversity of interests.

Key Selection Criteria

- High level written communication
- Demonstrated business and/or administrative experience
- IT literacy (word processing, spreadsheets, databases, internet, website content and management etc)
- Demonstrated ability to work independently and as a member of a team
- Integrity, flexibility, and self –motivated
- Commitment to, or willingness to work within the theological basis of the Uniting Church (the Basis of Union)

Pastoral Support Worker.

Ringwood Uniting Church.

As an outcome of spiritual reflection and community base review (the “On the Way Together” discussions), the congregation of the Ringwood Uniting Church (RUC) adopted the goal statement that:

“The people of the Ringwood Uniting Church are called into God’s mission, contributing in the tradition of Jesus to known and unknown neighbour’s lives, in the Spirit of God’s compassion, justice and liberating reconciliation.”

To enable the RUC congregation to continue to be a significant contributor to the Body of Christ in this place, it was determined that the role of the Ministry Team within the Church was to enthusiastically lead the congregation and to assist members of the congregation to be the Church in this place, to creatively and enthusiastically support each other enabling each of us to demonstrate our faith through our life within the community.

To achieve that goal, it was determined that members of all ages within the RUC congregation needed:

- *Strong spiritual leadership and faith development
- *Support to carry those understandings into the community
- *Loving care for each other and for each individual within the congregation and for members of the community.

It was also recognised that, within the diversity of programs and initiatives of the RUC congregation facilitated through leadership provided by the Ministry Team, business and administrative support was required for the range of worship, fellowship and community service activities.

Ministry at RUC involves a collaborative team consisting of a full-time Minister of the Word, a part-time Ministry Development Worker, a Pastoral Support Worker and a part-time Communication and Administration Support Worker..

The Role of the Pastoral Support Worker.

The Pastoral Support Worker will work collaboratively with the Minister of the Word to provide a pastoral visitation service to those members of the RUC congregation who need additional pastoral support visitation.

This person will play a lead role in expressing the Church’s commitment that all its members are cared for and participate in caring for each other. This role in the Ministry Team at RUC is part of a broader strategy to enhance the faith community in this place so that the congregation can be sustained in living out our goal statement in the medium to long term.

This role within the Ministry Team at RUC will be offered as a 2 year, part-time (0.2 FTE) fixed contract.

Specific responsibilities for this role include:

- a. Regular intentional visitation of members of the RUC congregation known to have particular need of pastoral support, especially to those who are hospitalised or home bound.
- b. Liaising with the Minister of the Word to ensure particular pastoral concerns are responded to adequately and appropriately.

The successful applicant will be energetic, enthusiastic and innovative.

He/She will bring demonstrated pastoral competencies to facilitate the work and mission of the RUC congregation.

He/She will be experienced in working in a team environment and able to demonstrate initiative. He/She will be competent in supporting members of the congregation and the RUC programs across a diversity of programs and interests.

Key Selection Criteria.

- High level of pastoral competency
- Demonstrate ability to work independently and as a member of a team

- Integrity, flexibility and self-motivation
- Commitment to, or willingness to work within, the theological basis of the Uniting Church (the Basis of Union)

The Ringwood Uniting Church

As an outcome of the spiritual reflection and community based review, the congregation of the Ringwood Uniting Church adopted the following mission statement:

“The people of the Ringwood Uniting Church are called into God’s mission, contributing in the tradition of Jesus to known and unknown neighbours’ lives, in the Spirit of God’s compassion, justice and liberating reconciliation.”

Reignite is a project that seeks to nurture the connection between people in the congregation and actions that grow RUC’s five missional practices: Practising Worship, Practising Hospitality, Practising Discipleship, Practising Community Engagement and Practising Partnership in Mission.

The Role

This new role focuses solely on leading and supporting the Reignite project. There are multiple components to this role:

1. Provide a focal point for Reignite in terms of coordination, activities, information and communication
2. Organise an UnConference
3. Lead the UnConference on the day
4. Lead, guide and inform the congregation, post the UnConference day
5. Work with the RUC ministry team, to weave engagement of Reignite, into the life of the congregation in such a way that encourages participation, as well as nurturing seeds of passion into action.
6. Work with the Mission Working group who report to Church Council.

The key accountabilities of the Reignite Leader’s role are:

1. Lead the Reignite Project
2. Develop and enact a communications plan
3. Organise the UnConference and run the overall day
4. Lead and support groups through the four guiding and informing steps of the project
5. Ensure the project groups are supported in their activities
6. Contribute to the work of project groups where appropriate

The Person

The person will be energetic, enthusiastic and innovative. The person will provide entrepreneurial leadership and be experienced in leading not for profit organisations or voluntary organisations in finding their purpose and discovering, planning and enacting activities to realise that purpose.

The person will be comfortable working by themselves, as well as part of a team and be able to demonstrate initiative. The person will be experienced in working with a congregation who has a diversity of experiences, age and interests.

As we are a Safe Church, the person should have a Working with Children Check – Victoria and be prepared to sign a Code of Conduct and attend appropriate training.

The person should also be aware of and adhere to the Uniting Churches’ Basis of Union.

Key Selection Criteria

1. High level of communication abilities, including excellent listening skills.
2. Experienced in developing and effectively implementing a communications plan
3. Significant experience in leadership within a not for profit organisation, voluntary organisations or Christian community.
4. Significant experience in leading groups to discover their purpose, identify activities to enact that purpose and provide ongoing support.
5. Ability to work independently and as a member of a team.

This is a casual, part time position for a period of up to twelve months.