

Leader, Parramatta City Uniting Church - Role description

Preamble

In October 2022 the Leigh Fijian, Leigh Memorial, Northmead, Parramatta Centenary and Westmead congregations of the Uniting Church in Australia (**UCA**) determined to form one entity. The Parramatta-Nepean Presbytery subsequently resolved to amalgamate those congregations to form one congregation, as from 1 July 2023, to be provisionally known as Parramatta City Uniting Church (**PCUC**).

The UCA Constitution provides that each congregation will recognise and appoint confirmed members or members-in-association as elders to share with the Minister in oversight and building up the congregation in faith and love, sustaining its members in hope and leading them into a full participation in Christ's mission in the world. The Constitution provides that elders may also be called "leaders" and this role description uses that term. In PCUC all leaders are members of the Congregational Leadership Team (**CLT**).

The PCUC Council (**Council**) is the primary governance body of PCUC. It has delegated certain of its pastoral and congregational functions to the CLT, including:

- Sharing with Ministers in mission and in the pastoral care and spiritual oversight of the congregation;
- Nurturing members and adherents in their growth in grace;
- Making decisions concerning baptism, confirmation, and keeping and reviewing the rolls of the congregation;
- Assisting Ministers in the conduct of worship and administration of sacraments;
- Determining the time and place of services of public worship;
- Carrying out its functions concerning applicants for specified ministries;
- Discipline of members; and
- Contributing to an annual report and making recommendations with regard to the program for the ensuing year.

The Council has also assigned to the CLT functions relating to the worshipping and pastoral life of the congregation, music, heritage, "Open Church" at Leigh Memorial, and use of church buildings.

This role description is intended to be read with, and to be subject to, the Constitution, Regulations and policies of the UCA, policies adopted by the Council, and the PCUC Code of Conduct for Lay Leaders.

A leader reports to

- PCUC Council
- CLT
- Lead Minister

Primary responsibilities of a PCUC leader

- Assist the ministers in nurturing members of the congregation;
- Participate in planning worship services and activities of PCUC and preparation of, and involvement in, necessary rosters;
- Participate as leader in services of worship;
- Participate in the work of committees or action teams of the CLT;
- Ensure that members of the congregation are made aware of current issues of concern, including the welfare of other congregants, and that prayer points are brought to the attention of the congregation;
- Ensure that relevant matters of interest and activities are published in the PCUC newsletter;
- Be mindful of the pastoral needs of the congregation including those who may not have attended recently and those who may benefit from visitation and/or other forms of support, and act accordingly;
- Read CLT meeting agendas and associated papers and otherwise prepare for, attend and participate in discussions and deliberations at CLT meetings;
- Conduct CLT meetings, when having responsibility to lead the meeting;
- Bring reports of the life of worshipping communities to meetings of the CLT;
- Undertake diligent analysis of all proposals placed before the CLT for discussion;
- Attend meetings in person, whenever possible;
- Notify the chairperson if unable to attend meetings and seek leave of absence if away and unable to attend to CLT business;
- Promptly respond to circular resolution proposals;
- Promptly respond to emails, texts and phone calls relating to PCUC matters;
- Attend at congregational meetings, strategic planning sessions and the PCUC annual meeting;
- Abide by the PCUC Code of Conduct for Lay Leaders and other policies adopted by the Council;
- Be aware of, avoid and/or declare conflicts of interest;
- Obtain a Working with Children Check prior to taking up duties;
- Undertake Safe Church Awareness Training approved by the Safe Church Unit of the UCA, and update training as required;
- Contribute to the public promotion of PCUC, including representing it at public functions;
- Undertake training in areas relevant to the duties of a leader;
- Contribute to effective CLT planning, including succession planning;
- Foster a positive working relationship with other leaders and PCUC staff;
- Acknowledge and affirm that each leader has a valid opinion and brings different gifts and talents to the CLT.
- Undertake an annual self-assessment and review of the performance of the CLT and participate in other steps to improve the CLT's performance.

Gifts of a leader

Knowledge and skills

A leader should ideally have knowledge, skills and sensitivities relevant to the role and to the work of the CLT. Relevant skills and areas of expertise may include:

- appreciation of the Basis of Union/ ethos of the UCA;
- acquaintance with a broad section of the members and adherents of the congregation;
- interest in relationship-building and the development of healthy networks;
- up to date knowledge of proposed services and activities of PCUC;
- good understanding of wide-ranging human behaviours and a capacity for the sensitive management of such behaviours;
- capacity to identify skills in others and encourage skill development, including in the area of creativity/ innovation;
- demonstrated awareness of issues related to mental illness and homelessness;
- understanding of social issues affecting PCUC community services clients;
- verifiable knowledge of Safe Church principles and procedures, including those pertaining to children and other vulnerable people;
- understanding of, and capacity to implement, planning and evaluation processes;
- demonstrated capability in the areas of problem-solving, negotiation and conflict resolution;
- demonstrated awareness of, and sensitivity to, gender, LBGTQI, disability, ecumenical/interfaith, CALD, ATSI and current social justice issues.

Personal attributes:

- demonstrated capacity for compassionate pastoral care;
- ability to strategise, plan for and implement innovative and responsible expressions of Christian faith and community;
- effective communication skills, including active listening;
- behavioural integrity in alignment with the values of PCUC;
- strong interpersonal skills, including a capacity for positive interactions within challenging situations;
- an ability to take part effectively, equitably and respectfully in group discussions and decision making processes;
- demonstrated self-awareness and self-management;
- strong commitment to living out and fostering a UCA ethos.