



Position Description

Position Title:	Mission Development Coordinator
Service Area:	Wesley Mission Qld
Position Status:	Full Time
Location:	Wesley Mission Qld, 930 Gympie Road, Chermside Q 4032
Classification/Salary:	Ministry Placement. Refer to the Ministry Agent Payments Notice on the Queensland Synod website , updated 1 st January each year

The Role:

The Mission Development Coordinator will contribute to the missional foundation of Wesley Mission Qld and its importance to the whole organisation as part of the mission of the Uniting Church, Qld Synod.

The Organisation:

The Uniting Church in Australia (the Church) is a large uniquely Australian Christian denomination in Australia with heritage from historical reformed evangelical denominations. In Queensland, the Uniting Church has around 250 congregations and has schools, colleges and large community services (such as UnitingCare Queensland and Wesley Mission Queensland).

The Uniting Church is multicultural, committed to reconciliation with first peoples, calls for reconciliation across its communities and aims to use its people and property resources wisely and in the furtherance of God's mission in the world.

Wesley Mission Qld is an institution of the Qld Synod, and its mission and purpose sit within the mission of the Uniting Church, grounded in the hope and love of Jesus Christ.

Placement Purpose:

The purpose of this role is to provide coordination to missional development and activities across Wesley Mission Qld. This position contributes to the worship, witness and service of the Uniting Church through the mission of Wesley Mission Qld, its pastoral and spiritual care services, reconciliation and diversity, equity, inclusion and belonging strategies, and ensuring alignment with Wesley Mission Qld core values and strategic goals. It is part of the Mission Directorate.

Key Responsibilities:

1. Support Director of Mission in mission development and engagement.
2. Contribute to the development of missional policies, reports and programs.
3. Identify opportunities for engagement and to promote mission, including communications and news stories.
4. Work with Director of Mission and Manager RAP, DEIB to identify and implement initiatives for transformation and effectiveness across the Directorate.
5. Work with Manager RAP, DEIB to identify connections and possible collaborations across Mission Directorate and broader Wesley Mission Qld programs and services.
6. Contribute to Pastoral & Spiritual Care services (including pastoral and spiritual care, worship, end of life care).
7. Provide coordination support to Pastoral & Spiritual Care Team, as required.

8. Work with Pastoral and Spiritual Care Educator to develop associated training modules and programs.
9. Membership of Pastoral and Spiritual Care Team, RAP and DEIB Steering Committees.
10. Work within the policies and procedures of the Uniting Church in Australia, Queensland Synod including the [Safe Ministry with Children policy](#), [COVID-19 Vaccination Policy](#) and the provisions of the Workplace Health and Safety and other relevant legislation including reporting hazards/incidents, support for injured workers and full participation in return to work plans.
11. Undertake other ministry duties as and when directed within the capabilities of the incumbent.

This role will be a placement of the Uniting Church, through the Qld Synod.

Reporting Relationships:

This placement is an appointment of the Queensland Synod, working within Wesley Mission Qld under the oversight of the Director of Mission. The Placement will follow the Review, Reporting and Support processes adopted by Wesley Mission Qld in relation to placements.

This position reports to Wesley Mission Qld Director of Mission

Placement Selection Criteria:

1. Qualifications:

- 1.1 Ordained minister of the word or deacon within the Uniting Church in Australia or a Lay-person with gifts and skills who will be able to be commissioned as a Pastor in the Uniting Church in Australia.
- 1.2 Minimum Certificate level qualifications in a relevant field, with a preference for studies in theology, mission and/or pastoral care.

2. Experience and skills:

- 2.1 A committed Christ-centred Christian, confident to share faith and encourage people in their relationship with Jesus.
- 2.2 Demonstrated knowledge and understanding of contemporary pastoral, leadership and community development models.
- 2.3 Missional Leadership skills – including innovation, strategy, ability to create and develop new initiatives, ability to build and lead teams, ability to engage and work with volunteers, and develop strong community partnerships and relationships.
- 2.4 Pastoral Care skills (prior experience in pastoral care, chaplaincy or church leadership is desirable).
- 2.5 Knowledge of policies and regulations relating to the work and activities to be undertaken with an ability to understand clear but complex rules.
- 2.6 Demonstrated ability to clearly communicate orally and in writing with others and constructively manage competing views.
- 2.7 Demonstrated well-developed interpersonal and communication skills.
- 2.8 Demonstrated ability to act with impartiality and honesty being a caring and compassionate person, sensitive to the need of others.
- 2.9 Commitment to working within the purpose and values of Wesley Mission Qld and the Uniting Church in Australia, Queensland Synod and adhering to the policies, organisational requirements and processes.

MINISTRY PLACEMENT:

This ministry position is a designated ministry placement in the Uniting Church in Australia. This placement is an appointment of the Queensland Synod within Wesley Mission Qld under the oversight of the Director of Mission, based at 930 Gympie Road, Chermside Q 4032.

The placement may be suitable for a lay person serving as Ministry of Pastor, by negotiation with the Presbytery. If a person is appointed under Ministry of Pastor, the person appointed will demonstrate the general competencies required

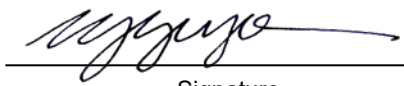
for the Ministry of Pastor relevant to the purpose and tasks of this role, as well as fulfil core competencies required to exercise ministry in the Uniting Church. These core competencies relate to the Basis of Union and Polity of the Uniting Church, the Code of Ethics and Ministry Practice, and compliance with Safe Ministry training of the Qld Synod.

The appointee if appointed under Ministry of Pastor is expected to be, or become, a member of the Uniting Church in Australia. A non-Uniting Church member may be appointed to the role subject to successful completion of the competency requirements but will not be commissioned as a Pastor in the Uniting Church in Australia.

ADDITIONAL REQUIREMENTS:

- All adults who work with people under 18 years in Queensland are required to undergo a “Working with Children Check” under the screening provisions of the Commission for Children and Young People Act (2000) known as an employee – Suitability Card for Child Related Employment (Blue Card) (P). Presentation of a current Suitability Card must be made before appointment to the position can be confirmed.
- National Criminal History Check to be provided and assessed every three years. Presentation of a current National Criminal History Check must be made before appointment to the position can be confirmed.
- Current Qld Drivers licence
- There may be some requirement to be flexible in working out of hours
- A non-smoking policy applies to Uniting Church properties.
- The successful applicant must be eligible to legally work in Australia and proof of eligibility may be requested

Authorised by:



Signature

Colleen Geyer

Wesley Mission Qld Director of Mission

Date: 10 April 2025