



## Job and Person Specification

<b>Title of role:</b>	Senior Pastor (English Ministry)
<b>Church:</b>	Cowandilla Christian and Missionary Alliance Church of South Australia (English Ministry)
<b>Affiliation:</b>	The Christian and Missionary Alliance of Australia
<b>Type of Appointment:</b>	Full-time, Contract (12 months)

### Primary Purpose

The Senior Pastor is one who is gifted in and is called to church ministry, loves God's people, capable to cast a vision for ministries under his direction, and has a passion for evangelism, outreach, and missions both personally and at the ministry level within a culturally diverse, multi-generational congregation setting.

### Key Relationships / Interactions

The Senior Pastor is expected to work closely with the:

- Board of Elders
- English Deacon Board; and

In addition, the Senior Pastor will liaise with other congregations of the church to build a fruitful relationship.

### Special Employment Conditions

- The successful applicant is required to gain a valid *Working with Children Check* prior to being employed which is to be renewed every five years before expiry
- Some out of hours work maybe required
- Applicants must be vaccinated against COVID-19 or have an approved medical exemption endorsed by a recognised and reputable institution. Proof of vaccination status must be provided for sighting on request.
- Australian full drivers' license qualification

### Responsibilities

Key responsibilities	Specified Duties
Leadership	<p>The Senior Pastor will:</p> <ul style="list-style-type: none"> <li>• Oversee the English ministry in consultation with the Senior Pastor and will be a member of all English ministry committees.</li> <li>• Be a member of the church strategic planning committee.</li> <li>• Plan for the future of the English ministry in consultation with the Senior Pastor and Board of Elders.</li> </ul>
Proclamation, Worship and Prayer	<ul style="list-style-type: none"> <li>• Ensure the Word of God is appropriately proclaimed and defended, standing firm against false doctrines.</li> </ul>



	<ul style="list-style-type: none"> <li>• Agree with C&amp;MA Statements of Faith, Marriage, Divorce, Remarriage, Homosexuality, Same-Sex Marriage, Gifts of the Spirit.</li> <li>• Be responsible for the pulpit supply and the spiritual quality of the worship services.</li> <li>• Be the main preacher for Sunday Services.</li> <li>• Assist the Senior Pastor to conduct monthly Holy Communion for the English Congregation.</li> <li>• Pray regularly for the members of the church, organise, and lead the English prayer meeting.</li> <li>• Conduct ceremonial sacraments such as baptisms, infant dedication ordinances and funeral ceremonies as required.</li> <li>• Conduct weddings if ordained by the C&amp;MA Australia.</li> <li>• Oversee all fellowships and groups in the English ministry. Advise of suitable biblical study programs for the participants of all fellowships and groups.</li> </ul>
Nurturing, Edifying and Caring	<ul style="list-style-type: none"> <li>• Ensuring current and potential members of the English congregation are encouraged to grow, to bring about maturity in Christ.</li> <li>• Provide Christian counselling services to the English congregation in conjunction with the Senior Pastor.</li> <li>• Provide support and care for the leaders of the English ministry.</li> <li>• Visit people in need and pray for the sick.</li> </ul>
Leadership Training	<ul style="list-style-type: none"> <li>• Seek out, recruit, train and maintain current and potential future leaders of the English ministry.</li> <li>• Think strategically about training of the future leaders through identifying gifts of existing and potential leaders and provide opportunities for these members to use these gifts.</li> <li>• Lead local/overseas community outreach programs – encourage the English congregation to share the gospel with people in our community and set a good example to the leaders and the congregation.</li> </ul>
Children Sunday School Ministry	<ul style="list-style-type: none"> <li>• The Associate Pastor shall provide biblical and constructive advice, in consultation with the Senior Pastor, to the leaders who are in charge of the Children Sunday School* ministry.</li> </ul> <p><i>*The church may not require the Associate Pastor to run the Children Sunday School directly.</i></p>
Personal Growth	<ul style="list-style-type: none"> <li>• Take responsibility for personal growth and accountability.</li> <li>• Act as a role model for other believers.</li> <li>• Establish appropriate relationships with other ministry leaders (within and outside of the church).</li> <li>• A review committee will conduct an annual review each year for adjustment, improvement, and personal growth.</li> <li>• If not ordained, to complete the requirements for C&amp;MA ordination program within three years of service.</li> </ul>



Other requirements	<ul style="list-style-type: none"> <li>• Remain accountable to the Senior Pastor and the Board of Elders.</li> <li>• Provide bi-monthly ministry reports to the Senior Pastor and Board of Elders.</li> <li>• Attend to matters that may be assigned by the Board of Elders as required.</li> <li>• In the absence of a Senior Pastor, the Associate Pastor may be expected to take part in chairing the following committees (if appointed by the Board of Elders):             <ul style="list-style-type: none"> <li>○ English Deacons Board Meeting</li> <li>○ English Strategic Planning Committee</li> <li>○ The English preliminary Annual General Meeting (AGM)</li> </ul> </li> <li>• The Associate Pastor is expected to work cooperatively with pastors from other congregations.</li> </ul>
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### Technical Expertise

<b>Skills and Knowledge (essential)</b>	<ul style="list-style-type: none"> <li>• Experience working as a Pastor or similar type of role</li> <li>• Sound written and verbal communication skills</li> <li>• Ability and capacity to prioritise, work under pressure, and deal with multiple competing priorities</li> <li>• Applies tact and diplomacy and maintains confidentiality</li> </ul>
<b>Qualifications and Experience (desirable)</b>	<ul style="list-style-type: none"> <li>• Tertiary level qualification in divinity/ministry</li> </ul>

### Behavioural Capabilities

Element	Behaviours
Supports Strategic Direction	<ul style="list-style-type: none"> <li>• Utilises gifts in vision setting for church ministries</li> <li>• Supports church strategic direction and plans</li> <li>• Communicates plans in practical terms to others</li> <li>• Identifies and raises awareness of potential problems and opportunities</li> <li>• Identifies and manages risk as appropriate</li> <li>• Actively participates in business planning</li> <li>• Contributes to the drive for change and innovation</li> </ul>
Maintains working relationships	<ul style="list-style-type: none"> <li>• Maintains effective working relationships by working cooperatively with others</li> <li>• Actively seeks relevant information and is respectful of others' views</li> <li>• Shares/provides information and knowledge as appropriate</li> <li>• Is aware of the situation and audience in work environments and acts accordingly</li> <li>• Actively listens and communicates clearly</li> <li>• Seeks ways to resolve conflict</li> </ul>
Demonstrates personal drive for Jesus	<ul style="list-style-type: none"> <li>• Expressive, passionate, and enthusiastic about following Jesus</li> <li>• Personable and compassionate towards others</li> <li>• Proactive about strengthening their biblical knowledge</li> <li>• Takes initiative and leads others towards Christ</li> </ul>