

POSITION DESCRIPTION (ATTACHMENT A):

Position Title:	Pastoral Care Oversight
Award / Level:	Non Award
Department / Dept Head:	Pastoral Care
Responsible To:	
Type of Position: Pastoral	Status: Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Fixed Term <input type="checkbox"/> Hours per Week: 38
Summary of Position: Shepherd the congregation to which you are responsible through relationship, care, pastoral support and practical assistance while reaching out to people with the message of Christ.	
Key Result Areas	Key Responsibilities
1. Pastoral Support & Visitation	<ul style="list-style-type: none"> • Oversight of Pastoral staff of the City Campus • Facilitate support for members of the Church including: <ul style="list-style-type: none"> • Pre-marriage support. • Relationship support. • Trauma pastoral support. • Grievance pastoral support. • Praying for and responding to needs identified in prayer requests and through other channels. • Conduct pastoral phone calls. • Hospital visitation. • Funeral support. • Home visitation.
2. Practical Support	<ul style="list-style-type: none"> • Identify people in need of assistance and organise and/or provide appropriate help. • Liaise with Hillsong CityCare and other welfare agencies to provide specialised assistance to those in need.
3. Administration & Reporting	<ul style="list-style-type: none"> • Create information and training manuals for pastoral care operations. • Create rosters for ministry teams. • Prepare weekly pastoral care reports for your oversight.
4. Ministry Teams	<p>Lead, develop and oversee ministry teams. This includes the following:</p> <ul style="list-style-type: none"> • Recruiting, training, motivating and supporting ministry team members. • Arranging and conducting team meetings. • Conflict resolution. • Identifying and training potential leaders for supervisory roles. • Encouraging team leaders to develop good rapport with the team members.
5. Church Services and Events	<ul style="list-style-type: none"> • Shepherd the congregation to which you are responsible through relationship, care, pastoral support and practical assistance. • Support services and events by contributing to an atmosphere of faith and expectation. • Fulfill pastoral and operational responsibilities as allocated to you. • Conduct wedding ceremonies and funeral services as required.

Additional tasks and responsibilities may be assigned by your Department Head as required from time to time.

GENERAL POSITION REQUIREMENTS

1. Pastoral Duties

- a. Responsible for the pastoral care and well being of Hillsong Church's congregation.
- b. Responsible for conducting aspects of weekend church services and other events hosted by Hillsong.
- c. Live a lifestyle in accordance with biblical standards as befitting the position of Pastor at Hillsong Church.
- d. Provide spiritual leadership and authority commensurate with the responsibilities and parameters of your position.
- e. To teach Christian discipleship through instruction, leadership and example.
- f. Endorse and encourage faithfulness towards the practices of the Christian faith and the culture of Hillsong Church.

2. General Duties

You, the employee must:

- a. Devote the whole of your time, attention and skill during normal business hours, and at other times as reasonably necessary, to your duties;
- b. Faithfully and diligently perform the duties and exercise the powers consistent with your position as assigned to you from time to time;
- c. Comply with all lawful directions given to you by any person duly authorised from time to time;
- d. Use your best endeavors to promote and enhance the interests, welfare, business, growth and reputation of the Church;
- e. At all times act to a high standard of professional behaviour;
- f. Not act, or be seen to be acting, in conflict with the best interests of the Church;
- g. Not be engaged or concerned or interested in another business or occupation without the prior written consent of the Church;

3. Character and Personal Qualifications

Being a staff member of Hillsong Church, the following are necessary:

- a. Relationship & commitment to Jesus Christ;
- b. Total commitment to Hillsong Church and its vision;
- c. Total commitment and loyalty to the leadership of Hillsong Church, and ability to work in a team environment;
- d. Spiritual maturity consisting of a pleasant, forgiving, non-judgmental, but assertive manner.

- e. Initiative.
- f. Confidentiality.
- g. Ability to work under pressure and remain calm.
- h. Ability to meet deadlines (may involve working outside normal hours).
- i. Ability to communicate effectively with all levels of team, members of congregation and general public.

SKILL AND EDUCATIONAL REQUIREMENTS

Tertiary qualifications in the areas of Theology or Christian Ministry are desirable. Experience in leading, caring for and pastoring people is essential.

ONGOING VISION

Hillsong Church with its broad vision will continue to grow and expand. Anyone accepting any staff role must understand that “ongoing change” will always be part of this church, and therefore must be flexible, open to challenge & willing to move and grow with that ongoing vision.