

POSITION DESCRIPTION (ATTACHMENT A):

Position Title:	Extension Service Pastor
Award / Level:	Non Award
Department / Dept Head:	Extension Services
Responsible To:	
Type of Position: Pastoral <input checked="" type="checkbox"/> Non Pastoral <input type="checkbox"/>	Status: Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Intern <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.	
Position Relationships: Indicate by attaching an Organisational Chart	
Key Result Areas	Key Responsibilities
1. To Lead & Pastor the Extension Service	<ul style="list-style-type: none"> • The successful operation and growth of the Extension Service you are responsible for; • Health and Christian growth of extension service congregation. • Head, train, motivate and support ministry team leaders responsible for all aspects of church services, events and midweek activities. • Conduct weekend extension services and events. • Oversee/manage finances of the service. • Ensure healthy integration of the extension service congregation into the life of the church (e.g. the night services and specific events) • Teaching / Preaching in weekend extension services • Communicate and inspire people towards the vision of Hillsong Church both in its broad sense and at a local level.
2. Pastoral Assistance	<ul style="list-style-type: none"> • Conduct and / or facilitate counselling for both members of the Church and the community, including: • Pre-marriage counselling. • Relationship counselling. • Trauma pastoral counselling. • Grievance pastoral counselling.
3. Pastoral and Practical Support	<ul style="list-style-type: none"> • Praying for and responding to needs identified in prayer requests and through other channels. • Conduct pastoral phone calls. • 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.
4. Pastoral Visitation	<ul style="list-style-type: none"> • Hospital visitation. • Funeral support. • Home visitation.
5. Administration & Reporting	<ul style="list-style-type: none"> • Prepare weekly pastoral care reports for your oversight.

6. Ministry Teams	<ul style="list-style-type: none"> • Lead, develop and oversee ministry teams. This includes the following: • Recruit, train, motivate and support ministry team members. • Arrange and conduct team meetings. • Conflict resolution. • Identify and train potential leaders for supervisory roles.
7. 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.

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 endeavours 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.