

**POSITION DESCRIPTION (ATTACHMENT A):**

<b>Position Title:</b>	New People Network Pastor & Family Pastor
<b>Award / Level:</b>	Non Award
<b>Department / Dept Head:</b>	Executive Pastor
<b>Responsible To:</b>	Lead Pastor / City Campus Pastor
<b>Type of Position:</b> Pastoral	Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Intern <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> <b>Hours per Week: 38</b>
<b>Summary of Position:</b> To effectively lead the New People Network and ensure that new people, including visitors and new Christians, are integrated into the life of the Church. To identify and assist families pastorally thereby helping them to become integrated into the life of the Church.	
<b>Position Relationships:</b> Indicate by attaching an Organisational Chart	
<b>Key Result Areas</b>	<b>Key Responsibilities</b>
<b>1. Ministry Teams</b>	<ul style="list-style-type: none"> <li>Lead, develop and oversee paid and volunteer teams as required to fulfill the ministry. This includes the following:</li> <li>Recruit, train, motivate and support ministry team members</li> <li>Arrange and conduct team meetings</li> <li>Conflict resolution</li> <li>Identify and train potential leaders for supervisory roles</li> </ul>
<b>2. Pastoral and Practical Support</b>	<ul style="list-style-type: none"> <li>Facilitate weddings ensuring legal and other paperwork is complete accurately and submitted on time.</li> <li>Conduct/assist in wedding ceremonies and funerals.</li> <li>Facilitate transport to church services for both elderly and sick congregation members</li> <li>Praying for and responding to needs identified in prayer requests and through other channels</li> <li>Conduct pastoral phone calls</li> <li>Identify people in need of assistance and organise and/or provide appropriate help</li> <li>Liaise with Hillsong CityCare and other welfare agencies to provide specialised assistance to those in need</li> <li>Integrate New People and New Christians into the life of the Church through Discovery courses and Connect Groups</li> </ul>
<b>3. Administration &amp; Reporting</b>	<ul style="list-style-type: none"> <li>Develop and implement systems, courses and other resources as required to ensure effectiveness.</li> <li>Creating information and training manuals</li> <li>Create rosters for ministry teams</li> <li>Prepare weekly pastoral care reports for your oversight.</li> </ul>
<b>4. Pastoral Assistance &amp; Visitation</b>	<ul style="list-style-type: none"> <li>Conduct and/or facilitate counseling for both members of the Church and the community, including:</li> <li>Pre-marriage counseling</li> <li>Relationship counseling</li> <li>Trauma pastoral counseling</li> <li>Grievance pastoral counseling</li> <li>Hospital visitation</li> <li>Funeral support</li> <li>Home visitation</li> </ul>
<b>5. Church Services and Events</b>	<ul style="list-style-type: none"> <li>Shepherd the congregation to which you are responsible through relationship, care, pastoral support and practical assistance</li> <li>Support services and events by contributing to an atmosphere of faith and expectation</li> <li>Fulfill pastoral and operational responsibilities as allocated to you</li> </ul>

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.