

POSITION DESCRIPTION (ATTACHMENT A): DRAFT

Position Title:	Campus Pastor (DRAFT)
Award / Level:	Non Award
Department / Dept Head:	Campuses
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:
Summary of Position: To pastor and oversee the weekend services ensuring their health and growth. Ensure people are personally cared for and effectively connected into the soul of Hillsong Church and develop and grow as leaders.	
Key Result Areas	Description
1. Church Services and Events	<p>Lead and empower ministry teams to conduct aspects of your respective church service.</p> <p>Build the atmosphere, faith and culture of your respective church service.</p> <p>Arrange and conduct weekend team prayer meetings and pray with all the volunteers.</p> <p>Shepherd the congregation to which you are responsible through relationship, care, pastoral support and practical assistance.</p> <p>Support services and events by contributing to an atmosphere of faith and expectation.</p> <p>Fulfill pastoral and operational responsibilities as allocated to you.</p> <p>Be the point of contact for all people under your service.</p>
2. Leadership Development	<ul style="list-style-type: none"> o Build and train teams/team leaders across all areas of the New people Network; i.e.: 'Welcome Team', altar calls, follow up of new people and new Christians, 'Welcome Lounge team' and teaching of Discovering Christianity course. • Help the new people and new Christians find pathways towards personal growth in their Christian walk. This could include facilitating friendship, encouraging to attend Discovering Christianity course, facilitating baptisms (both water and in the Holy Spirit), encouraging to involve in Church life through Connect Groups and volunteering. o Be involved in the planning and running of 'welcome to Church parties' o Build & train teams/team leaders to pastor the Service Active community thru call teams & weekend teams with the same objective connecting this community into a relevant point of relationship. e.g.: Connect Group, Volunteering, Night College etc. o Build and train teams/team leaders across all areas of practical ministry that relate specifically to the service. Giving clear job profiles & setting goals for all teams. o Build and train Connect Group leaders & Connect Groups Coaches to help pastor all Cg members. Aim for growth in Leaders/Members/Attendance/Nation Builders. o Build and grow the number, membership and attendance of the volunteer teams that relate to your service. • Build a key team to help oversight each specific area of the 'Journey' & facilitate a weekly meeting to review key objectives and goals.
3. Pastoral and Practical Support	<ul style="list-style-type: none"> o Direct pastoral care of Key team/Leaders. o Attend weekly pastoral care meeting. o Build team along with the specific allocated Pastoral staff to help facilitate all pastoral responsibilities as listed below; o Create an atmosphere of warmth and welcome in the church. o Attend to any emergencies during services.

	<ul style="list-style-type: none"> o Praying for and responding to the needs identified in prayer requests and through other channels. o Conduct pastoral phone calls. o Identify people in need of assistance, including team members, and organise and /or provide appropriate help. o Liaise with Hillsong CityCare and other welfare agencies to provide specialised assistance to those in need. o Promptly try and resolve any issues between community/church members and team members. o Facilitate support for both members of the Church and the community, including: <ul style="list-style-type: none"> o Pre-marriage facilitation o Relationship support o Trauma pastoral support o Grievance pastoral support o Hosital visitation o Funeral support o Home visitation
4. Administration & Reporting	<ul style="list-style-type: none"> o Oversee the compilation of all new people details and update it onto the church database to enable effective pastoral care and follow up. o Prepare weekly pastoral care report report. o Brief snap shot of service sent by email to Campus pastor directly after weekend service. o Two line brief of any relevant information about service sent to Mara Mackey by 4pm Wednesdays for BCH executive report. o Completion of Connect Group fortnightly summary report prepared for Connect Group executive report - Fortnightly. o Completion of volunteer attendance report - Weekly o Weekly review of community dashboard & follows report thru myhillsong. o Weekly approval of all update changes to people's profile thru church works. <ul style="list-style-type: none"> • Management & follow-up of all volunteers through gift exchnge.
5. Melbourne Campus Volunteers oversight.	<ul style="list-style-type: none"> o Responsible for growth of all aspect of volunteers at Melbourne Campuses o Work with all Age Group/Service pastors/Departments to give support for the health and growth of their volunteers. o Monitor Melbourne Campus Volunteer enquires. o Completion of weekly executive report for Melbourne campus volunteers

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

GENERAL POSITION REQUIREMENTS

1. General Responsibilities

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;

2. 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

[Other tertiary or any other educational requirements for the job can be added here. For example the T.S department might need someone to have a specific certificate in Networking].

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.