

Position Description

Assistant Pastor

Position	Assistant Pastor
Type of Employment	As per contract
Position Reports to	Lead Pastor
Position Reviewed	November 2024
Church Description	<p>Mueller Community Church (MCC) is a non-pentecostal, evangelical church affiliated with Christian Community Churches of Australia (CCCAust). MCC has a wide range of ministries and outreach opportunities into the community. Some of these include:</p> <ul style="list-style-type: none"> • A Christian school of 1600 students from Prep to Year 12, including a thriving Early Learning Centre and Outside School Hours Care. • A 104 Unit Retirement Village. • A Residential Care Facility (aged care for the elderly).
General Description of the Position	<p>The Assistant Pastor will work closely with the Lead Pastor in providing leadership and pastoral care within the ministries of Mueller Community Church (MCC). The Assistant Pastor will have the appropriate character, convictions, and competencies to serve effectively as part of MCC's ministry team in this role.</p>
Specific Duties and Responsibilities	<p>General duties include:</p> <ul style="list-style-type: none"> • Regularly leading church services and gatherings. • Preaching and teaching as required in church, at events, and in other settings. • Attending church services and staff meetings. • Working with the Pastoral Team and Elders to pursue MCC's vision and mission. • Pastoral Care within the MCC community • Performing other duties as requested by the Lead Pastor.

<p>Ministry Specialisation</p>	<p>In addition to the general duties, the Assistant Pastor will, in consultation with the Lead Pastor and in view of their gifts, focus on one of the following ministry areas:</p> <ul style="list-style-type: none"> • Oversee and develop small groups and their leaders, train leaders and encourage members into small groups. • Oversee ministries, identify, and train leaders, support teams, and coordinate opportunities to serve. • Oversee outreach to our community, including organising events, leading evangelistic courses as well as providing training and building engagement.
<p>Person Specification</p>	<ul style="list-style-type: none"> • Mature and energetic Christian faith: personal relationship with Jesus and a transformed life as evidenced by a consistent devotional life, committed to spiritual disciplines, and clear evidence of the fruits of the Spirit. • Open to feedback, recognising the giftings and contributions of others to the ministry. • Eager to take initiative and explore new ministry opportunities. • Equipped with people skills, displaying emotional intelligence and self-awareness in interactions with others. • A lifestyle in alignment with biblical standards for leaders (1 Timothy 3:1-13; 2 Timothy 2; Titus 1:5-9). • High level of personal integrity: demonstrates a life that is above reproach, a willingness to be kept personally accountable and genuine humility with others. • Theological clarity: demonstrates an ability to learn, grasp and communicate theological concepts with a right understanding of the authority of the Bible and the centrality of the gospel. • Disciple-making skills: clear and effective plan for discipleship and proven ability to relationally help others grow in faith. • Good personal management skills: able to manage time well, self-motivated, and able to implement systems which promote effective ministry. • Competant oral and written communicator. • Ability to lead and motivate a team of volunteers and to develop leaders: team builder who can train and equip others for effective ministry.

	<ul style="list-style-type: none"> • Empathetic and compassionate: displays patience and sincerity with others. • Willingness to apply gospel-centred conflict resolution principles when necessary.
Essential Qualifications and/or Experience	<ul style="list-style-type: none"> • Pastoral ministry experience in different social and ethnic contexts. • A bachelor's degree or higher in education, Christian ministry, Biblical studies, or a related field. • Relevant spiritual gifts, such as pastoring, leadership, and teaching.

Child Safety	All ministry staff are to comply with compulsory MCC safe ministry checks and standards. Ministry staff are subject to the conditions of the Working with Children Check (Blue Card Services).
Position Review	<p>All employees recognise and accept that multi-skilling is an essential component of employment and that they may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.</p> <p>Given the dynamic environment in which the church operates, the Lead Pastor (or delegate) may reasonably alter the roles and responsibilities of this position at his discretion to serve the needs of the church most effectively.</p> <p>This Position Description is subject to periodic review.</p>