

# Senior Pastor Position Description



## MEC's Mission

To know Christ and make him known by proclaiming the gospel

## PREAMBLE

MEC is a church that is in its 23rd year. From the start our mission has been to know Christ and make him known by proclaiming the gospel.

We are currently amid a refresh of our 4-year plan. Key priorities in this next season include:

- planting a new congregation/church
- raising up the next generation of leaders, evangelists and pastors;
- ensuring that our Sunday gatherings are more intentional; and
- strengthening our pastoral care structures as the church grows.

We have a strong and functional administration committee that takes care of matters relating to governance, property, finance, policy and membership.

We have a very capable executive assistant who ensures our systems and communications work smoothly in a growing church. There is also excellent administrative support.

We are blessed to have godly, humble pastors with a range of gifts spread amongst them. We also have an MTS trainee and other high-level volunteers.

MEC is blessed to meet in a central, visible, accessible building in the middle of Maitland. It is owned by the Maitland Uniting Church. We have a good working relationship with the believers in that local congregation. We have a short-term lease and are currently seeking a longer-term arrangement.

We are seeking a senior pastor to do the work detailed below, with a key focus on:

- leading and caring for the team;
- preaching in a way that inspires prayer and obedience; and
- church planting and raising up leaders



## Key Role Objective:

1. Responsible for leading MEC in its mission to know Christ and make him known by proclaiming the gospel.
2. To understand, uphold and protect the theology, unity, values and culture of MEC.
3. To oversee the pastoral care of the staff and other high-level volunteers.
4. To represent MEC in the FIEC general council, with other gospel partners, and in the wider Maitland community.

## Key Responsibilities:

As Senior Pastor you are responsible for the following within Maitland Evangelical Church.

	Accountability	Responsibilities
1	<b>Teaching and living God's word</b>	<ul style="list-style-type: none"> <li>• Regular prayer for and with the church</li> <li>• Setting an example to the believers in speech, life, love, faith, and purity (1 Timothy 4:12)</li> <li>• Expository preaching of the Bible according to the Reformed Evangelical tradition</li> <li>• A commitment to personal evangelism and upholding the culture of evangelism within MEC.</li> <li>• Provide the kind of humble, sacrificial leadership that preserves the unity of God's church and inspires service of Christ in others.</li> </ul>
2	<b>Vision and Planning for the Mission of MEC</b>	<ul style="list-style-type: none"> <li>• Support the MEC Admin Committee and staff team in the implementation of planning that delivers a clear vision and strategic vision plans that are agreed, communicated, and owned by the church.</li> <li>• Ensure that progress against the plan is reported, monitored and action taken to support positive outcomes.</li> <li>• Support the Admin Committee and the Treasurer in the preparation of the annual financial Budget and annual report.</li> </ul>



3	<b>Leadership and care of the staff team</b>	<ul style="list-style-type: none"> <li>• Ensure that the growing MEC staff and key volunteers are cared for through regular meetings, personal development, and pastoral supervision/coaching</li> <li>• Ensure that the MEC staff and key volunteers are working together to achieve the mission.</li> </ul>
4	<b>Pastoral Care</b>	<ul style="list-style-type: none"> <li>• Ensure that there is effective pastoral care in place for everyone at MEC</li> <li>• Take responsibility for high-level pastoral care matters</li> </ul>
5	<b>Governance and Management Structures</b>	<ul style="list-style-type: none"> <li>• In consultation with the MEC Admin Committee, staff and other gifted people, refine governance and management structures that will support MEC in achieving its mission</li> <li>• Chair the MEC Admin Committee, ensuring that matters related to property, policy, finance, membership, risk and strategic planning are handled in a timely fashion</li> </ul>
6	<b>Church planting, leadership development, and gospel partner relationships</b>	<ul style="list-style-type: none"> <li>• Build and foster a church planting pipeline within MEC, in consultation with the FIEC and Reach Australia</li> <li>• Ensure that there is ongoing training and development of future pastors and other leaders at MEC through in-house training, MTS, partner colleges and other like-minded partners</li> <li>• Ensure that MEC has healthy connections with the FIEC through the National Conference, Pastors Forum and Regional Hubs.</li> </ul>



## Other Professional Responsibilities:

As Senior Pastor at Maitland Evangelical Church your other professional responsibilities are:

1	<b>Christian Discipleship/ personal life</b>	<ul style="list-style-type: none"> <li>• Maintain a consistent life of prayer and seeking the Lord in His word</li> <li>• Be committed to providing godly leadership in family life, in a way that can be observed by the church</li> </ul>
2	<b>Professional development and ongoing study of the Word</b>	<ul style="list-style-type: none"> <li>• Maintain an ongoing program of professional development and study of the word of God</li> <li>• Meeting with an external supervisor/coach</li> </ul>
3	<b>Maintain professional standards and safe ministry practice</b>	<ul style="list-style-type: none"> <li>• Understand the MEC and FIEC code of conduct, abide by it and hold those who report to you accountable to it.</li> <li>• Uphold MEC Safe Ministry policies and procedures, including through regular consultation with the MEC Safe Ministry Representative</li> <li>• Oversee the regular review of the MEC Safe Ministry policies and procedures in consultation with the MEC Administration Committee and the Safe Ministry Representative</li> </ul>
4	<b>WH&amp;S &amp; Risk Management</b>	<ul style="list-style-type: none"> <li>• Be appropriately responsible under the Work Health and Safety legislation for the health and safety of persons for whom you are responsible, including:             <ul style="list-style-type: none"> <li>○ Reporting of injuries and</li> <li>○ Ensuring hazards are identified and addressed.</li> </ul> </li> </ul>



## Relationships:

- **Accountability:**
  - The Senior Pastor is accountable to the MEC Admin Committee
- **Staff Reporting Directly to Senior Pastor:**
  - Associate Pastors, Executive Assistant, and other key leaders
- **Working with:**
  - Pastoral supervisor/coach
  - The FIEC
  - Other partner organisations such as Reach Australia, MTS, Anglican Diocese of Sydney, Reformed Evangelical Bible Colleges, Church Missionary Society, and Bush Church Aid.

## Selection Criteria:

Candidates for this position will ideally:

- Evidence a life of discipleship in following Jesus.
- Evidence Strong preaching experience
- Have a proven ability to think strategically
- Be a proven Team leader who values their team.
- Be strongly aligned to Reformed Evangelical Theology
- Demonstrate personal and passionate commitment to see the gospel grow
- Demonstrate excellent skills in self-management and supervision.
- Have a proven track record of church planting and/or developing a missional church community
- Be familiar with the purpose model of church leadership
- Have an ability to relate, network and positively represent MEC to a range of people and organisations.
- Be willing and able to live in the Maitland City Council area
- Have high level verbal and written communications skills
- Have relevant tertiary qualifications in theology, Bible, ministry and mission
- Familiarity with church management systems software

