

## POSITION OVERVIEW

**Job title:** TCM PM Assistant Pastor

**Reporting to:** TCM Senior Pastor

**Workload:** Permanent full-time: 12-16 hours/week paid in line with the Anglican ministry stipend for Assistant Ministers

**Salary:** RMC will provide a total remuneration package of \$20,096 - \$26,794 per annum for part time work comprising base salary and superannuation.

**Location:** Trinity Chapel, 136 Herring Road, Macquarie Park, NSW 2113

## PURPOSE

Trinity Chapel is a community of people meeting on the edge of the Macquarie Uni Campus. We are dedicated to God's mission of making disciples of Christ in increasing numbers at Macquarie University. Trinity Chapel Macquarie is a non-denominational, reformed and evangelical church which is a ministry of Robert Menzies College (the Anglican residential college at Macquarie University).

## RESPONSIBILITIES

The Assistant Pastor (AP) serves our church in partnership with the Senior Pastor by leading God's people at Trinity Chapel in fulfilling God's mission in line with our shared vision and values.

The AP is expected to meet the qualifications for a biblical deacon set out in 1 Timothy 3:8-13 and in the pattern of Christian maturity set out throughout the New Testament.

### Requirements:

- Godliness and purity in relationships with others
- Disciple-making: an initiator of spiritually intentional relationships that build others up in Christian maturity
- Hospitality toward those inside and outside our church community
- Progress in personal spiritual growth and exercising appropriate self-care
- Management of his/her own household and personal affairs with integrity

The AP has particular responsibility for the leadership and oversight of the evening congregation of Trinity Chapel and associated ministries.

### Requirements:

- The AP must be aligned with the mission, vision and values of Trinity Chapel Macquarie.
- Gifted in contemporary Christian congregational music performance and leadership.
- Ability to recruit and develop effective leaders and volunteers within the PM congregation.
- Commitment to grow in love for the members of the PM congregation and to practically express this in disciplined prayer for church members.

- Ability to cast vision and align members with mission.

## RELATIONSHIPS

With	Purpose
1. Master	Collaboration in maintaining the Christian mission and ethos of Trinity Chapel and RMC through leadership within the PM Congregation.
2. TCM Senior Pastor	On a day to day basis, the AP works under the direction of the Senior Pastor of Trinity Chapel Macquarie with advice from the Trinity Chapel Committee.

### Accountability

- **Accountable to:** the AP is ultimately accountable before God and the members of Trinity Chapel Macquarie for faithfulness in ministry. Trinity Chapel is a ministry of Robert Menzies College (RMC) and as an employee of RMC, the AP is accountable to the Master of RMC and ultimately the RMC Board for performance in this role. On a day to day basis, the AP works under the direction of the Senior Pastor of Trinity Chapel Macquarie with advice from the Trinity Chapel Committee.
- **Accountable with:** fellow staff members (paid and unpaid; Pastors in Training, Ministry Trainees, Administrative Staff) as a team and the congregation as a family for the total ministry of the local church life and the mission to the community and world.
- **Accountable for:** the duties outlined below.

# DUTIES

## 1. Leadership of Magnification Team

Trinity Chapel uses the 5M model to assess Church health and design church leadership structures. The 5Ms are a way to summarise God's purposes for church as he's revealed them in the Bible. It's a list of 5 interlocking things that God is doing in our congregations:

**Magnification:** people love God with all their heart, mind, soul, and strength in true worship

**Membership:** people are established in the church community.

**Maturity:** people grow to maturity in Christ.

**Ministry:** people become active in using their gifts to build the church.

**Mission:** people share in Christ's work of salvation through the preaching of the gospel.

The AP will have particular responsibility for leading the Magnification team in designing and leading church services that enable Trinity Chapel members to worship God by loving Him with all our heart, mind, soul, and strength and spur one another on to live for him.

The Assistant Pastor leads this team through:

- consistently communicating the overall mission and vision of Trinity Chapel within the team.
- creatively using purpose-driven thinking to develop strategies and structures within our weekly Sunday services that are: 1) saturated in the Bible; 2) theologically rigorous (including elements of praise (declaring God's goodness and work, thanksgiving) and dependence (repentance, lament, prayer, hearing his word)); 3) musically excellent; 4) accessible to people from a variety of church and non-church backgrounds
- seeking to equip, train, and recruit leaders and team members to assist.
- taking overall responsibility for the administration of the team, including running team meetings and rostering volunteers.
- working with the Senior Pastor to regularly evaluate the overall health of the PM congregation and of particular ministry programs according to whether they are promoting growth in the 5Ms (Magnification, Membership, Maturity, Ministry, Mission).

## 3. Collaborative Responsibilities

In addition to the above, the AP exercises a number of responsibilities in collaboration with the Senior Pastor

- Vision Development: working with the Senior Pastor and TCM Committee in developing the vision for Trinity Chapel and in long range and short-term planning and implementation of this vision.
- Staff Team development: working with the Senior Pastor to create a spiritually healthy and effective team environment for all Trinity Chapel staff that includes appropriate staff support, supervision, development, and accountability for ministry outcomes.
- Preaching Program: working with the Senior Pastor and within the M-team framework to develop a preaching program that will serve the mission, vision, and values of Trinity Chapel across both congregations.

- Governance Responsibilities: working with the Senior Pastor and TCM Committee to manage the resources of the church to serve God's purposes including preparing a an annual ministry budget for the Morning Ministry. The AP will work with the Senior Pastor and TCM Committee to monitor and evaluate programs and to ensure ethical and legal conduct of all church matters and will keep appropriate records to facilitate transparency and accountability.

#### **4. Personal Growth and Self-Care:**

- Appropriate time for personal reading, research, and personal spiritual disciplines.
- Plan for ongoing theological development.
- Take annual leave.
- Have appropriate time off each week.
- Attend as able conferences and conventions that will stretch and refresh in ministry and personal discipleship.

#### **Other duties, as required from time to time, supporting the RMC and TCM Vision and Mission**

#### **Priorities (based on an average 12 hour work week):**

\* Hour allocation is strictly an approximation and should be used as a guide for time management rather than the letter of the law. The AP is expected to use personal judgement and consult with the Senior Pastor to ensure work hours are allocated appropriately to the desired outcomes for this role.

- Sunday Church service participation and preparation: 7hrs
- Magnification Team Leadership (meetings, coaching leaders, preparation, administration): 2hrs
- Staff Engagement (staff meetings and one on one meetings with Senior Pastor): 2hrs
- Prayer and Spiritual disciplines: 1hrs

## **REVIEW**

The senior minister will conduct annual evaluations of staff members. Reviews should be based on mutually agreed upon performance goals established at the beginning of the calendar year. Each year, the RMC Board shall review the results achieved by the senior minister.

Such appraisal on the part of the minister as well as the church leadership group can increase effectiveness as well as improve communications. Positions are likely to be rewritten when there are changes in staff and ministry context. Evaluation can be a positive and growing experience with emphasis on the positive qualities of leadership, celebration of achieving objectives and the determining of new objectives. Unreached objectives or weaknesses in leadership can be discussed in love and with plans for improvement.