

MOUNT HAWTHORN COMMUNITY CHURCH

JOB DESCRIPTION

Clare Menck

ORGANISATIONAL CONTEXT

Mount Hawthorn Community Church (MHCC)

Our purpose is to encourage and support our members to:

- love the Lord our God with all our heart and with all our soul and with all our strength
- love our neighbours as we love ourselves
- glorify God in the church and in the wider community

(MHCC Constitution Section 3)

MHCC Management

MHCC is managed by its voting members who appoint two groups to assist in that management - Elders and the Property and Finance Committee.

(MHCC Constitution Section 7)

MHCC Elders

Three important parts of the Elders' role are to:

- ensure that the Members of the Association receive the pastoral care that they need;
- oversee the proceedings and content of Church meetings.

In the constitution "Church meetings" are meetings, including Sunday mornings and Easter camp meetings, where we:

- *worship God*
- *pray*
- *share Bible teaching*
- *listen to the voice of the Holy Spirit*
- *encourage and support each other to obey God*
- *share knowledge and understanding of our Christian faith.*

(MHCC Constitution Section 3)

(The constitution uses other phrases to describe business meetings such as AGMs)

- coordinate and encourage activities that are consistent with the purpose shown above.

(MHCC Constitution Section 7)

This position

Clare will assist the Elders in carrying out these three parts of their role, with particular emphasis on spiritual care.

OVERVIEW OF ROLE

- The purpose of this role is to contribute to, and encourage, the learning of MHCC members so that they grow in their love for God and knowledge of God. This will include, but will not be restricted to, regularly leading learning sessions at Sunday Morning Services and offering spiritual direction through one-on-one appointments.
- This role is distinct but of equal value to the role currently filled by Peter Oliver. While both include input into the learning program, Peter's role includes oversight of the teaching program and liaison with external speakers, while Clare's role includes spiritual direction.
- The members of MHCC come from a wide variety of backgrounds and do not agree on one particular view of Christian theology. Clare will need to respond to the different views and attitudes found among the community's members with humility, love and openness.
- There is a strong understanding within the Community that the discernment of spiritual truth is ultimately the responsibility of the listener rather than the speaker. Therefore Clare will be seen, by members of the congregation, as a fellow member with special responsibility for creating space for spiritual reflection rather than an authority figure who delivers 'the truth'.
- MHCC members value, and are keen to retain, a teaching program which is varied in terms of:
 - who delivers it (e.g. *a member of the church or a visiting speaker*.);
 - what the content is (e.g. *exegesis, personal story*); and
 - what format is used to present it (e.g. *sermon, interview, panel*.)
- Children, teenagers and young adults are valued members of MHCC and their spiritual growth is important to us as a community. Clare will be expected to become aware of the needs of our young people in the planning and delivery of the teaching program and offering of spiritual direction to ensure that their spiritual needs are met.
- MHCC recognises that each individual has a unique experience of God. Clare will offer space for individuals to explore their own experiences and understandings of God, both within a group context and in one-on-one settings.
- The appointment will initially be for a fixed term of three years. It may be subject to renewal.
- The time allocation for the position is 8 hours per week.
- Terms and conditions are negotiable and will be arranged by the Property and Finance Committee in liaison with Clare.

KEY RESPONSIBILITIES

Underlying each of these responsibilities is the assumption that Clare will actively seek to listen to God, consult with the Elders, be in conversation with MHCC members and listen to the wider community.

Clare will encourage MHCC members to grow in their love for and understanding of God by:

1. Participating in the delivery of the MHCC learning program

Clare will be an integral part of the MHCC learning program.

Clare will regularly lead a Sunday morning learning session, at intervals determined in liaison with the Teaching Roster Group and Clare's internal supervisors, but no more than once per month.

Clare will participate in the Teaching Roster Group to develop the MHCC learning program, ensuring a balance of topics, themes and speakers, but she will be a member of the group without specific responsibilities for implementing or administering the program.

Clare may also offer additional resources for MHCC as part of the learning program, such as facilitated small group times linked with the Sunday program.

2. Offering spiritual direction to MHCC members and the wider community

Clare will meet personally with individuals in approximately hour-long spiritual direction sessions.

Spiritual direction shall provide a facilitated space for individuals to explore and deepen their experience of the Divine, by whatever name they know it.

Spiritual direction will be grounded in prayer and attempt always to respond to the presence of a Loving God.

Spiritual direction may also at times be offered in a group setting, where this is identified as being more suitable for the individuals involved.

Clare will seek to assist the community in discerning God's will as individuals and as a body, by encouraging a variety of ways to listen for the whispers and nudges of God in our lives.

Preparing reflection materials for the use of MHCC

Clare will from time to time prepare written and/or visual materials to encourage the faith of MHCC members.

This may include:

- Offering seasonal reflection series

- Writing new materials for use with the Godly Play children's time
- Providing resources to small groups within the church

OUTCOMES

Each of the three key responsibilities involves working with other members to achieve outcomes which will benefit both individuals and the body as a whole by encouraging and supporting members to love God, love neighbours and glorify God.

Clare will be expected to make every effort to encourage other members to personally achieve these outcomes and to support them in doing so. However, MHCC recognises that Clare cannot guarantee outcomes which necessarily depend on the energy and commitment of other members. Further, Clare is to prayerfully engage with the work of God and it is acknowledged that God rarely works to our predicted outcomes.

VOLUNTARY ACTIVITIES

Clare, as a member of the MHCC community, may wish to volunteer time beyond the hours paid for this role, both to undertake work similar to that for which she is to be paid and to contribute to the life of the community in other ways. The community will not expect or pressure Clare to extend her contribution beyond that agreed and outlined in this job description. Clare may, at her own discretion, choose to offer more time than she is paid for. This will be discussed and reviewed by Clare in conjunction with her internal supervisors.

PRIVATE PAID WORK

MHCC recognises that Clare also operates a private business and will continue accepting work in that role. This business at times includes offering private spiritual direction.

Where Clare has paid MHCC hours available, she will endeavour to meet all those seeking spiritual direction, both MHCC members and those from the wider community, within the hours paid by MHCC. In the event that there is greater demand for spiritual direction sessions that can be met within the time paid for by MHCC, Clare is free to make private arrangements with individuals to meet with them for spiritual direction.

JOB TITLE

While within the community this job has no particular title, in recognition of its flexibility and multifaceted nature, MHCC recognises that Clare requires a title for the position for use on her CV and in secular employment contexts. The position may be referred to as 'Director of Teaching, Learning and Interpersonal Growth' or 'Bible Teacher and Spiritual Director' when a job title is required.

REPORTING

Clare will be expected to keep the elders informed of her activities and to provide regular written accounts of those activities (recommended quarterly). These reports will cover activities against each of the three key areas of responsibility and will include analysis and recommendations for future direction.

ACCOUNTABILITY

In consultation with Clare, the elders will ensure that effective line management structures are implemented and maintained. Clare will meet regularly with at least two internal supervisors, who will be appointed by the eldership group. Clare will be paid for these meetings, and the eldership group will communicate with both those supervisors and Clare.

SUPPORT AND PROFESSIONAL DEVELOPMENT

In consultation with Clare, the elders will ensure that effective support structures are implemented and maintained.

MHCC will pay for Clare to have external professional supervision with an appropriate person of her choice, approved by the elders. Clare will be expected to attend this supervision in her own time.

Clare will be encouraged to identify, and take advantage of, opportunities for professional development.

REVIEW

The elders will ensure that a review is held within the first twelve months of Clare being in the position. Those responsible for carrying out the review will invite feedback as to the effectiveness of the occupant's activities, in the three key areas of responsibility, from:

- the occupant;
- the membership; and
- those people who have responsibility for the support of the occupant.

Following the review the elders will ensure that the outcomes of the review are made available to members of the church.

This job description will be the subject of ongoing review by the elders, Clare, and Clare's internal supervisors, and may be amended with the agreement of all these parties if it is found to no longer best represent Clare's work within MHCC.

CODE OF ETHICS

Clare will recognise and respect the privacy, dignity and confidentiality of all people with whom she comes into contact in the execution of her duties.

Clare will treat all people with whom she comes into contact, in the execution of their duties, with respect and courtesy.

Clare will at all times adhere to the professional code of ethics adopted by the Australian Ecumenical Council for Spiritual Directors, as documented at <http://spiritualdirection.org.au/resources/code-of-ethics/>

TERMS AND CONDITIONS

The specific terms and conditions of employment are contained in the contract between Clare and MHCC, as prepared and administered by the Property and Finance Committee.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.