

MOUNT HAWTHORN COMMUNITY CHURCH

JOB DESCRIPTION

Biblical Teacher

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 Rules of Association Section 3)

MHCC Management

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

The Elders have key roles in:

1. ensuring Members receive the pastoral care that they need,
2. overseeing the proceedings and content of Church meetings, and
3. coordinating and encouraging activities consistent with the objects of Association.

(MHCC Rules of Association Section 7)

Church meetings

Church meetings (which include Sunday mornings and Easter camp) involve:

- *worshiping God*
- *praying*
- *sharing Bible teaching*
- *listening to the voice of the Holy Spirit*
- *encouraging and supporting each other to obey God*
- *sharing knowledge and understanding of our Christian faith.*

(MHCC Rules of Association Section 3)

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

This position

This job description outlines the role and responsibilities of MHCC's *Biblical Teacher position*, hereafter referred to as 'this position'. The occupant of this position will be referred to as 'the occupant'.

The *Biblical Teacher* will assist the Elders in carrying out the above key roles, with particular emphasis on spiritual care.

The speakers roster group

The speakers roster group (of which the occupant is automatically a member) is comprised of MHCC members appointed by the elders and chaired by an elder. It acts as an extension of the Elders group for the purpose of compiling a teaching schedule for the church.

OVERVIEW OF ROLE

- The purpose of this position 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.
- Where the occupant holds suitable skills or qualifications in related disciplines such as spiritual direction, pastoral care or church administration, they may negotiate with the elders to also offer these skills within the position, provided the primary purpose (above) can also be met within the hours available.
- MHCC members come from a wide variety of backgrounds and do not agree on one particular view of Christian theology. The occupant 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 the occupant 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 that 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. The occupant is expected to become aware of the needs of our young people in the planning and delivery of the teaching program and offering of any other agreed special ministries to ensure that their spiritual needs are met.
- MHCC recognises that each individual has a unique experience of God. The occupant 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, subject to a review of finance at the AGM each year. The appointment 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 the occupant.

KEY RESPONSIBILITIES

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

The occupant 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.

The occupant will be an integral part of the MHCC learning program.

The occupant will regularly lead a Sunday morning learning session, at intervals determined in liaison with the Speakers Roster Group and the position's MHCC supervisor, but not more than 16 times per year or twice per month.

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

The occupant may also offer additional resources for MHCC as part of the learning program, such as facilitated home group events linked with the Sunday program.

Preparing reflection materials for the use of MHCC

The occupant may, 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

2. Offering other ministries to the community

Upon appointment, the occupant and the elders will review the job description to potentially incorporate additional skills or qualifications in related disciplines. As a past occupant of the position held qualifications in spiritual direction, the following guidelines were developed for that speciality. They may be taken as an indication of the way an additional discipline may be incorporated within this position.

Spiritual direction to MHCC members and the wider community

Where the occupant holds suitable skills and qualifications in spiritual direction, they may meet personally with individuals in spiritual direction sessions of approximately one hour.

Spiritual direction provides a facilitated space for individuals to explore and deepen their spirituality.

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.

The occupant may 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 presence of God in our lives.

OUTCOMES

Elder's responsibilities involve 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.

The occupant 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 outcomes cannot be guaranteed, which necessarily depend on the energy and commitment of other members. Further, the occupant is to prayerfully engage with the work of God and it is acknowledged that God rarely works to our predicted outcomes.

VOLUNTARY ACTIVITIES

As a member of the MHCC community, the occupant may wish to volunteer time on activities similar to paid work, that contributes to community life. This is a personal decision. There is no community expectation that the occupant will extend their contribution beyond that agreed and outlined in this job description.

PRIVATE PAID WORK

As this is a part-time position, MHCC recognises that the occupant is likely to maintain other paid work in addition to this position. Where this work overlaps in nature with work for the position, the occupant is to discuss with the Elders how to manage this overlap. In principle, if the occupant has time available within their MHCC hours they are to use MHCC time first before seeking alternate payment for services overlapping with this position.

JOB TITLE

The term "Biblical Teacher" is an informal job title synonymous with pastoral teacher and similar terms. While it is an imperfect fit for the collaborative learning nature of this position, MHCC recognises that formal titles are sometimes required for use on CVs or in secular employment contexts. This position may also be referred to as 'Director of Teaching, Learning and Interpersonal Growth' or 'Bible Teacher and Spiritual Director' when a job title is required.

REPORTING

The occupant will keep the Elders informed by providing regular written accounts of activities (recommended two per year). These reports will cover activities against each of the Elder's key responsibilities, and will include analysis and recommendations for future direction.

ACCOUNTABILITY

The Elders will ensure that effective line management structures are implemented and maintained. The occupant will meet regularly with up to two supervisors, one of whom will be a member of the eldership group. The occupant will be paid for these meetings.

SUPPORT AND PROFESSIONAL DEVELOPMENT

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

MHCC will pay for external professional supervision with an appropriate person of the occupant's choice, approved by the elders. Supervision will occur as part of paid hours.

The occupant will be encouraged to identify, and take advantage of, opportunities for professional development. In discussion with their internal supervisor, some of this may be paid for by MHCC.

REVIEW

The Elders will ensure that a review is held within the first twelve months of appointment. 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.

The Elders will ensure that review outcomes are made available to church members.

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

CODE OF ETHICS

The occupant will recognise and respect the privacy, dignity and confidentiality of all people with whom they come into contact in the execution of their duties.

The occupant will treat all people with respect and courtesy, in the execution of their duties.

If exercising spiritual direction, this position 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 the occupant 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 this position.