

Position Description and Person Specification

TITLE OF POSITION:	Williamstown Campus Pastor
LOCATION:	Transform Uniting Church
APPOINTED BY:	Transform Uniting Church
RESPONSIBLE TO:	Chairperson of Church Council or their delegate.
TYPE OF APPOINTMENT: (A2)	One Year Fixed Term – Part Time [7.5hrs - 0.2 FTE]
INDUSTRIAL INSTRUMENT:	National Employment Standards (NES) of the Fair Work Act 2009
CLASSIFICATION:	Ministry of Pastor

Summary of the broad purpose of the position in relation to the Church's goals

Transform Uniting Church exists to see lives transformed with the Good News of Jesus Christ. We believe proclaiming the gospel and making disciples is the Church's central purpose. We seek to be a church that unchurched people want to engage with, living out our values of:

- ***Authentic Community***
- ***Relational Evangelism***
- ***Fervent Prayer***
- ***Radical Generosity***
- ***Welcoming Hospitality***

Our strategic priorities include:

- ***Inspiring Sunday Worship Gatherings***
- ***Authentic Life Groups***
- ***Engaging Family Ministry***
- ***Meaningful Community Partnerships***
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The Williamstown Campus Pastor will lead the expression of this vision at the Williamstown location. They will oversee worship, discipleship, and mission at the campus, in alignment with the broader strategic direction of Transform Uniting Church.

Reporting and working relationships

The Williamstown Campus Pastor reports to the Lead Pastor for day-to-day leadership and is ultimately accountable to the Transform Uniting Church Council via the Chairperson. The role will work collaboratively with the Associate Pastor and First Steps Coordinator for ministries related to the Williamstown Campus. They will adhere to the UCA Code of Ethics and Ministry Practice, and participate in regular reviews, Safe Church compliance, and ongoing professional development.

The Ministry Leader is subject to Church Discipline in accordance with UCA Regulations including 5.1.1 – 5.7.8.

Statement of key responsibilities and associated activities

- Lead the Williamstown Campus as a vibrant extension of Transform UC, embodying the shared vision and values.
- Preach and participate regularly in Sunday worship, including assisting with sacraments.
- Provide pastoral care, in collaboration with the Lead Pastor and campus leadership.
- Recruit, equip, and mentor leaders and volunteers for ministry teams.
- Support the growth of ministries relevant to the local context (e.g., playgroup, youth, hospitality).
- Help coordinate worship gatherings and ministry programs with a high level of excellence and contextual awareness.
- Engage in outreach to local schools, families, and community networks.
- Uphold child safety policies and help build safe, welcoming environments for all ages.
- Oversee day-to-day ministry life of the Williamstown Campus, especially in the absence of the Lead Pastor.

PERSON SPECIFICATION

Personal faith and Character

- A vibrant, growing Christian faith and active devotional life
- Open to the Spirit, showing fruit of the Spirit (Gal. 5:22–23)
- A passion for evangelism and discipleship, especially with families
- Committed to the values and vision of Transform Uniting Church
- A team player with humility, resilience, and a missional mindset

Skills and Experience

Essential:

- Ability to lead with vision under the oversight of the Lead Pastor
- Proven capacity to build teams and work collaboratively
- Strong communication and interpersonal skills
- Experience in children/family ministry or community engagement
- Organisational and self-management skills
- Basic tech skills (Office, social media, worship software, etc.)

Desirable:

- Experience preaching or leading worship
- Formal ministry/theology training (or working towards)
- Experience in pastoral care and volunteer management

Special Conditions

The successful applicant

- Must hold a current Working with Children Check and complete DHS screening
- Will comply with UCA policies on Safe Church, ethics, and conduct
- Must either have or be willing to complete required training for Ministry of Pastor roles
- Will complete First Aid and Mandatory Notification training (or be willing to undertake it)
- Will hold a valid driver's licence

Campus Pastor Estimated Costings

Designation – Pastoral Support Worker

- A1 - Limited experience, moderate responsibilities @ \$24.95/hr
- 0.4FTE –15 hours/week = \$374.25 /week
- \$435.93 /week × 52 weeks / year = \$19,461.00 /year
- Superannuation 11% = \$2,140.71p/yr.
- Workcover .752% = \$146.34/yr.
- Study/Prof Dev Allowance - \$2000.00 p/yr.
- Work Assets Provision - \$2000.00 p/yr.

Total Estimated cost - \$25,748.05p/yr.