

## POSITION DESCRIPTION

### MODERATOR OF THE SYNOD OF NSW AND THE ACT

#### ABOUT THE UNITING CHURCH IN AUSTRALIA SYNOD NSW & ACT

The Uniting Church in Australia (UCA) is one of the largest not for profit and religious organisations in Australia. Broadly, each state is called a Synod and has a governing council with its own boards to manage its affairs. The Synods are drawn together through a National Assembly.

The Synod of NSW and the ACT is led by the Moderator and General Secretary who are within the Executive Office of the Synod, the Secretariat. Additionally, the Synod has four boards: Uniting, Uniting Mission and Education, The Synod Office and Treasury and Investment Services. Each of these Board's report to the Synod Standing Committee.

The Synod of NSW and the ACT supports more than 500 Congregations and faith communities, over 50,000 members, 13 Presbyteries, and 7 schools and Parish Missions. The Synod Office, along with Synod Secretariat, acts as the shared services group for the Synod and provides significant centralised financial, IT&S, property, insurance, risk management, HR, governance, compliance, communications and marketing and other support resources to UCA entities in NSW and the ACT.

Our culture is focused on inclusion, and is values driven. We are currently focused on building a shared understanding of our common purpose that is focused on a spirit of curiosity, and willingness to genuine collaboration. Working with us is not just a job; you become part of a movement dedicated to changing the world for the better.

**The Synod Office has recently adopted the following purpose and values.**

**Our purpose:** Serving the church to make a Jesus Shaped difference in the world

**Our values:**

- Integrity** - we have the courage to do the right thing
- Respect** – we treat each other the way we want to be treated
- Collaboration** – we work together to create positive outcomes
- Compassion** – we treat those we serve with empathy and kindness

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#### ABOUT THE ROLE

This position is to lead and moderate the Synod of New South Wales and the ACT for a period of three years.

The Moderator holds the life and vision of God's people before the Synod, Synod Standing Committee, and Synod staff. The Moderator offers pastoral and prophetic leadership into the life of the Synod at large. The Moderator supports the Synod to hear the Spirit and articulate a vision for the future that can be heard and pursued by the whole church. The Moderator may be called upon as an agent of healing and reconciliation in the life of the Synod. Duties are detailed in Regulation 3.6.3.2 (2018) and Bylaw 2.4 (2019).

## KEY RESPONSIBILITIES

This role will take responsibility for the following areas:

- To work within the polity and ethos of the Uniting Church in Australia as described in the Basis of Union.
- To assist and encourage the expression and fulfilment of the mission and witness of the Church, with particular attention to priorities set by the Synod.
- To actively engage with congregations, presbyteries agencies, and schools to this end.

### Preparing

- To engage in theological and biblical reflection.
- To consult widely, listen and reflect.
- To engage in professional supervision.
- To commission research necessary to facilitate informed public comment.
- To engage with Moderator's Reference Group.

### Participating

- To participate in the development of a vision for the future that can be heard and pursued by the Church.

### Articulating

- To describe and explain the vision of the church, and to challenge and lead the church into the future.
- To interpret and disseminate the vision through networking and media.
- To help people understand what it means to be the Church during a time of rapid social and religious change.

### Leading

- To attend meetings of any council of the church to speak but not to vote.
- To exercise a quality of leadership which has both visionary and missionary perspectives.
- To make appropriate connections between people across the Synod.
- To counsel, advocate and facilitate in appropriate contexts.
- To encourage new initiatives.
- To help the councils of the Church understand the people of the Church.

### Representing

- To speak on public issues on behalf of the Synod.
- Willingness and capacity to travel across the Synod of NSW & ACT
- To engage in strategically important 'ceremonial' actions of the church and in the context of government.
- To be the face of the Church in the community and the political life of the community.
- To spend time with key leaders, congregations and service bodies.
- To maintain a public presence such as to be recognised and identifiable by both Church and community members as Moderator.
- To engage in ecumenical activities and events.

## Pastoring

- The Moderator offers pastoral leadership to the whole church.

## Counselling

- To note the extent of the Moderator's role as set out in the Regulations.
- To engage closely with the General Secretary in responding to complaints from and against Ministers.
- To allocate and prioritise time so that this aspect does not dominate the Moderator's actions and availability.

### **In addition to those outlined above, specific responsibilities also include:**

- Reading and understanding the Basis of Union and having a preparedness to work within the polity and ethos of the Uniting Church in Australia.
  - Abiding by the policies and procedures of the Uniting Church in Australia Synod of NSW and the ACT.
  - Having a genuine willingness to embrace challenges as they arise and to work flexibly in support of the overall key objectives of the Synod Office, Uniting Financial Services, Uniting Mission and Education.
  - Following policy and procedures in relation to workplace health and safety.
  - Participating in maintaining a safe working environment for both yourself and others in the workplace.
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## KEY RELATIONSHIPS

### INTERNAL

- Synod General Secretary, Executive Directors, Presbytery Chairpersons, Synod Standing Committee and the Synod Meeting.
- Moderator's Reference Group.

### EXTERNAL

- All member Congregations, Presbyteries, Schools, Agencies and Boards.
  - Professional relationship with Religious, Government, Community and industry leaders.
  - Works with the Church at large, its Ministers, Officers and Members across the Synod.
  - Works alongside the President & Officers of the Assembly.
  - Seeks ecumenical connections, and relationships with community & government representatives.
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## KEY COMPETENCIES

### ESSENTIAL

#### Person Specific

- Proven ability to work respectfully with a wide variety of people.
- A holistic and proactive approach to personal and spiritual wellbeing and discipleship.
- A high level of energy and drive.
- Ability to handle pressure and ambiguity.
- Proven ability in oral and written communication.
- High-level of self-confidence and personal integrity.

### Role Specific

- A team leader and a team player who works effectively in collegiate relationships.
  - Excellent personal time management and prioritization skills and ability to keep a number of activities on track concurrently.
  - A willingness to be physically present across the Synod of NSW & ACT, this includes extensive travel to rural and regional areas.
  - Ability to recognize the importance of attention to detail and following through on commitments.
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## QUALIFICATIONS AND EXPERIENCE

### ESSENTIAL

- Demonstrated experience in pastoral and prophetic leadership.
  - Knowledge of the structures and polity of the Uniting Church.
  - Demonstrated competence in pastoral counselling situations.
  - Demonstrated competence in facilitating ways forward in complex decision processes.
  - Demonstrated competence in effective strategic problem solving.
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