

## ASSOCIATE PASTOR FOR CHINESE MINISTRIES

### **General:**

Syndal Baptist Staff are appointed to the primary task of equipping and empowering God's people for service. This is consistent with the Ephesians 4:11-13 guidance to cultivate a community of empowered ministers and not a congregation of expectant observers. This requires a commitment and skills in training, mentoring, communication and team building. In various ways each member of the team, empowered by God's grace makes use of their God given gifts to contribute to fulfilling the mission of SBC to Present Jesus, Provide Nurture and Produce Disciples.

### **Principal Function**

To develop Mandarin ministries of the Chinese Congregation of Syndal Baptist Church.

### **Responsible for (i.e. Regular Duties):**

- Leading the Mandarin aspect of the Chinese congregation to fulfil the mission
- Equipping and mobilising leaders for the Mandarin ministries of the congregation
- Preaching – once or twice per month.
- Pastoral Care and strategic visitation
- Leading Life Groups and teaching Sunday School
- Conducting funerals, baptisms and other sacraments for the Chinese congregation.

**Pastoral Focus:** Chinese congregation

**Reports to:** Congregational Pastor of the Chinese Congregation

**Works with** (i.e. Key working relationships) ...

- Congregational Pastor of the Chinese Congregation
- Chinese Core Group

## **CHARACTER**

It is anticipated that you will:

- Be a committed, mature Christian.
- Love God and love people.
- Be disciplined and growing in personal and devotional life.
- Be a vision caster.
- Be a good delegator.
- Be warm, genuine and compassionate.
- Be hard working.
- Be discreet and able to maintain confidences.
- Be honest.
- Be discerning.
- Have a passion for excellence.
- Be a great advertisement for SBC.
- Be in agreement with SBC's doctrine, practice, values and behavioural expectations.

## **COMPETENCY**

To complete the tasks you will:

- Be specifically proficient in English and Mandarin, and able to understand Cantonese.
- Have experience in leadership in a multicultural ministry setting.
- Be an enthusiastic advocate for multi-cultural ministry.
- Have a good understanding of the culture of Mainland Chinese as well as the range of other Chinese cultures.
- Have good preaching and leadership skills balanced with nurturing and caring skills.
- Be a mobilizer, equipper, encourager and trainer of others.
- Be a capable and competent team player within the Chinese congregation and across the Church and be able to build a team.
- Have excellent people and interpersonal skills.
- Communicate clearly at one-on-one and group levels, directly, openly and effectively
- Maintain direction, balancing big picture concern with day-to-day issues.
- Be flexible, trustworthy and reliable, follow through on commitments, face reality and adjust to keep commitments.

## **CHEMISTRY**

You will:

- Have a great passion for Syndal Baptist Church, its vision and mission.
- Work closely with and provide pastoral care to volunteers and staff in your ministry area.
- Be friendly toward, and supportive of, other staff members.
- Have a proven ability to work harmoniously in a team of staff and alongside numerous volunteers.

## **TERMS AND CONDITIONS**

- Part time appointment for at least two years (equivalent of 3-4 days per week) from 1 March 2012.
- Remuneration is \$204 per day plus superannuation.
- 4 weeks annual leave.(pro rata)
- 2 weeks sick leave annually (pro rata) cumulative, but not paid out on termination
- An initial 3-month review and from then on an annual review.
- The appointee will consent to SBC's Doctrinal Basis, agree to the BUV Code of Ethics and participate in the PDP process of the BUV.

## **APPLICATION**

Please submit application to [bbrown@sb.org.au](mailto:bbrown@sb.org.au). Applications will be closed on Friday 17 Feb 2012.

## **CODE OF ETHICS FOR PASTORAL LEADERS**

(Companion Guide 14 October 2005)

People enter into ministry in response to a gracious call from God and the Church. It is this call that requires Pastoral Leaders to carry out their responsibilities in a faithful, professional and accountable manner. As Scripture says: "See to it that you fulfil the ministry that you have received from the Lord" (Col 4:17). Pastoral Leaders have been given a significant role within the life of the Church. They are called upon to exercise leadership in its worship, preaching, mission, pastoral care and training; they also serve as Christ's representatives in the world (Matt 28:18-20). As Pastoral Leaders live out their call to ministry in positions of power and influence, they will seek to express the love and character of Christ in all their relationships.

### **1. Pastoral Leaders must exercise ministry within the limits of their expertise and within the Code of Ethics for Pastoral Leaders.**

- 1.1. Pastoral Leaders must uphold professional standards of ministry.
- 1.2. Pastoral Leaders should offer the best quality ministry of which they are capable.
- 1.3. Pastoral Leaders must ensure that they act responsibly and with integrity towards others.
- 1.4. Pastoral Leaders should not offer unqualified advice in areas in which they do not hold credentials.

### **2. Pastoral Leaders must treat those to whom they minister, and all with whom they come into contact, with respect, honesty and compassion.**

- 2.1. Pastoral Leaders should be an example of Christ-like behaviour to the members of both the church and the community.
- 2.2. Pastoral Leaders should respect the dignity of others regardless of race, religion, gender, political beliefs, ability or sexual orientation.
- 2.3. Pastoral Leaders should work to further justice in society.

### **3. Pastoral Leaders must respect the right of all people to make their own educated decisions and choices in life, and encourage them to move towards maturity in Christ.**

- 3.1 Pastoral Leaders should seek to empower others rather than control or exploit.
- 3.2 Pastoral Leaders should recognize diversity of opinion and encourage discussion that is respectful of persons.

### **4. Pastoral Leaders must refrain from any form of conduct that exploits another for their own advantage or the advantage of any third person.**

- 4.1. Pastoral Leaders must not spiritually, emotionally, verbally, physically or sexually abuse anyone.
- 4.2. Pastoral Leaders must not engage in a sexualized relationship with anyone other than their spouse or partner.

**5. Pastoral Leaders must respect the right of all to whom they minister, to a relationship of mutual trust, privacy and confidentiality.**

- 5.1. If requested Pastoral Leaders must maintain confidentiality unless this would result in harm to another person(s) or disclosure is required by law.
- 5.2. Pastoral Leaders must not disclose private or confidential material in public unless prior consent has been given.
- 5.3. Pastoral Leaders must comply with the provisions of the Privacy Act

**6. Pastoral Leaders must commit themselves to ongoing personal and professional development.**

- 6.1. Pastoral Leaders should maintain professional standards of knowledge and skill in areas of ministry relevant to their context.
- 6.2. Pastoral Leaders should seek to contribute to the development of the wider ministry.
- 6.3. Pastoral Leaders must actively participate in the Baptist Union of Victoria's Personal Development Plan (PDP) process.

**7. Pastoral Leaders must accept responsibility for their own spiritual, emotional, physical and mental health and act with due care towards their families and friends.**

- 7.1. Pastoral Leaders should nurture their spiritual lives through regular attention to prayer, the reading of scripture and other spiritual disciplines.
- 7.2. Pastoral Leaders should seek to maintain a proper balance between personal, family, church and other responsibilities.
- 7.3. Pastoral Leaders should seek to manage their time wisely and should set aside regular opportunities for rest, recreation and spiritual renewal.
- 7.4. Pastoral Leaders should fulfil their responsibilities of love and care for their spouses (partners) and families and avoid imposing unreasonable expectations and demands upon them.
- 7.5. Pastoral Leaders should seek to maintain their physical and mental health.

**8. Pastoral Leaders must avoid entering into relationships or situations that may diminish their ability to maintain professional integrity and independence.**

- 8.1. Pastoral Leaders have a responsibility to discern situations in which their ability to provide proper pastoral care may be compromised and to act appropriately.
- 8.2. Pastoral Leaders should exercise caution and discretion when entering into contracts or commercial arrangements with people to whom they minister.
- 8.3. Pastoral Leaders must not seek financial gain for themselves or their families from a pastoral relationship beyond recognized fees, stipends and entitlements.
- 8.4. Pastoral Leaders should exercise caution and discretion concerning the acceptance of gifts as a result of their ministry.

**9. Pastoral Leaders must maintain integrity and exercise faithful stewardship in managing finances.**

- 9.1. Pastoral Leaders must manage their personal finances ethically and should seek to do so wisely.
- 9.1. Pastoral Leaders must not use Church funds, accounts or resources for private advantage.
- 9.2. Pastoral Leaders should not charge church members for pastoral services.
- 9.3. Pastoral Leaders should refrain from direct involvement in the collection, counting and handling of money received by the church.

**10. Pastoral Leaders must treat all colleagues in ministry with respect, consideration and fairness.**

- 10.1. Pastoral Leaders must refrain from any communication that may needlessly damage the reputation of colleagues.
- 10.2. Pastoral Leaders should not proselytize members of other congregations and should exercise discretion in rendering pastoral service to a member of another congregation.
- 10.3. Pastoral Leaders should not determine the selection of a successor and must not interfere in the ministry of their successor/s.
- 10.4. Pastoral Leaders must not consider a call to a church to replace a current pastor who has not resigned or been removed.
- 10.5. Pastoral leaders should not establish a new work within close geographical proximity of another Baptist church without appropriate consultation with any local Baptist churches and the BUV.

**11. Pastoral Leaders should respect the doctrinal basis and policies of the Baptist Union of Victoria and must work within its officially recognized guidelines.**

- 11.1. Pastoral Leaders should contribute to the wider life of the denomination, participating as they are able in its assemblies, ministries and organizations.
- 11.2. Pastoral Leaders should encourage the congregation in which they are serving to participate in the fellowship of the Baptist Union of Victoria.
- 11.3. Pastoral Leaders should refrain from any communication that aims to damage the reputation and unity of the Baptist Union of Victoria.

**12. Pastor Leaders must act lawfully at all times, unless to do so would clearly contravene Christian principles or good conscience.**

- 12.1. Pastoral Leaders should promote adherence to the law within the sphere of their ministerial responsibilities.
- 12.2. Pastoral Leaders must inform the Baptist Union's Administrator or Director of Ministries of any matter which may lead to legal action against the Union or Church.
- 12.3. Pastoral Leaders must not encourage others to break the law except in instances where that may be required by Christian principles or good conscience.