



Monash City Church of Christ

44-48 Montclair Avenue, Glen Waverley, 3150

Phone: (03) 9560 6599

Email: office@mccoc.org.au

Web: www.mccoc.org.au

Position Description – Ministries and Outreach Minister

Monash City Church of Christ (MCCOC) is looking to fill the position of Ministries and Outreach Minister. This position description is designed to help those open to the Lord's call to learn about our church and prayerfully consider this opportunity or to make further inquiries.

The Ministries and Outreach Minister is responsible for:

- **Adult ministries:** overseeing, facilitating and supporting the Adult ministries at MCCOC, which are: small groups, prayer groups, outreach and evangelism and men's and women's ministry. This would also include planning and facilitating programs and events for those ministries, supporting and equipping leaders, providing pastoral care to the Adult congregational members (18 years and over) as well as identifying and implementing new and emerging ministry opportunities for Adults.
- **Sunday Service planning and operations:** managing and facilitating the operational aspects of the weekly Sunday Service for the English service, including preaching from time to time. This would also include working collaboratively and liaising with key staff and leaders such as the Teaching Minister and the Worship leader.

Being committed to Christ and the body of Christ, possessing a servant attitude and executing with excellence are critical characteristics the successful applicant must possess to achieve success in this position. This is a part-time or full-time role that can be negotiated dependent on the candidate's experience and preference.

The Ministries and Outreach Minister reports directly to the Board of Elders, works collaboratively with other MCCOC Ministers and serves in a leadership capacity for the wider congregation.

RESPONSIBILITIES

Oversee Adult Ministries

- Oversee the Adult ministries at MCCOC: small groups, prayer groups, outreach and evangelism, men's ministry and women's ministry.
- Support, equip and disciple leaders of those ministries, including providing spiritual guidance, biblical teaching, leadership development and/or retreats and development of spiritual gifts.
- Identify and nurture potential leaders for those Adult ministries and providing them with opportunities for training, mentorship, and growth in leadership skills.
- Develop an energetic, servant-minded, caring team of leaders
- Collaborate with Church staff and leaders to plan and facilitate events and programs for those Adult ministries.
- In collaboration with the Board of Elders, staff and leaders, explore possibilities for further development and strategic planning of Adult ministries.
- Identify and implement new and emerging ministry opportunities for Adults.

Small groups

- In collaboration with current small group leaders, prepare and plan biblical, relevant and engaging materials, resources and teaching plans for small groups, with a focus on discipleship and in-depth study of the bible.
- Organise and manage small groups, including identifying any need for, and implementing the creation of, new small groups
- Promote and actively and intentionally encourage congregational members to join small groups as a space for community and discipleship.
- Support and equip small group leaders, including leadership training and identifying and equipping new and emerging leaders.

Prayer groups

- Organise, manage and facilitate current prayer groups including, where necessary, leading prayer groups
- Support and equip prayer group leaders.

Men's and Women's Ministry

- In collaboration with current leaders, plan and facilitate programs, events and resources for each of the Men's and Women's ministries with a focus on discipleship, community building and engagement.

Pastoral Care

- Provide pastoral care to the congregation (ages 18 years and over).
- Offer individual and group counselling, mentorship and support to address personal, relational and spiritual issues. Being a source of encouragement and guidance in navigating faith, identity, relationships and life choices is crucial.

Outreach and evangelism

- Engage with our mission family to understand their challenges and to mobilise congregational support.
- Engage and work with other ministries and organisations to serve the community.
- Spend time in the local community and engage intentionally.

- Equip and mobilise the congregation in the role of evangelism.
- In collaboration with the Board of Elders, Staff and key leaders, develop strategic outreach ministries and initiatives.
- Works closely with the Missions Promotions Group (MPG) on missional initiatives.

Sunday Service Planning and Operations

- Oversee the operational aspects of weekly Sunday Service planning, including organising and coordinating with the Teaching Minister, the speaker, the worship leader, tech team, and others involved in the Sunday Service for a smooth and successful delivery of the Sunday Service.
- In collaboration with the Board of Elders and the Teaching Minister, plan, design and coordinate the Sunday Worship service to be Spirit-filled, engaging and effective with respect to content, style, structure and design. This includes reviewing, identifying and discussing with the Elders areas of change.
- In collaboration with the Board of Elders, Staff and church leaders plan and oversee all operational aspects of any 'special occasion/special event' Sunday Services, such as Christmas, Easter, Mother's Day, combined services of the English and Mandarin congregation etc, including planning morning teas, lunches, gifts or other community engagement, special occasion related aspects of the Sunday Service.
- Oversee, coordinate and lead a 'Sunday Service team' of volunteers to prepare the church space for Sunday Service, including set up and pack down of morning tea.
- In collaboration and coordination with the Teaching Minister, opportunities to preach at Sunday services.

Administration and Communication

- Maintain accurate records, manage budgets allocated for youth and young adult ministry, and effectively communicate with parents, volunteers, and church leadership regarding upcoming events, needs, and progress within the ministry.

Personal Development and Continuing Education

- Stay updated on current trends, issues, and resources related to youth and young adult ministry. Pursue personal and professional development through workshops, conferences, and ongoing education to enhance your effectiveness in the role.

Staff Tasks

- Participate in all MCCOC staff meetings
- Participate in Board meetings specific to the role for planning, evaluation, and problem solving, as requested
- Reports to the Senior Minister and/or Board
- Meet fortnightly with the Senior Minister and/or assigned Board representative to provide updates, gather feedback, and move forward
- Attend MCCOC Leaders Forums
- Undertake quarterly reviews

QUALIFICATIONS

Role Model in Personal Life

- Model the qualifications of an elder (1 Tim 3:1-7, Titus 1:6-9, 1 Peter 5:1-4)
- Model biblical community in their relationships (Matt 5:23-24, Matt 18:15-17, Eph 4:25-32)
- Model biblical family life before the body (Eph 5:22-6:4)
- Model biblical integrity in all things (1 Tim 6:11-12)

Education & Experience:

- Experience in leading and overseeing church ministries, provision of pastoral care, and leadership training and development.
- Must be (or become) a member of Monash City Church of Christ who supports the vision, mission statement, and core values of the organisation
- Willingness to undertake further training/professional development
- Degree in theology.

Requirements:

- Ability to initiate, plan and manage programs and events
- Ability to work independently, being highly self-motivated and taking responsibility/ownership of tasks indicating a strong work ethic
- Appropriately handle sensitive and confidential information and situations
- Must be able to handle conflict in a Biblical manner
- Ability to work well in a team, collaborate, managing relationships in a way that is Christ-honouring
- Ability to reflect on past experiences, elicit and act on feedback to implement improvements for future programs and events
- Ability to adhere to organisational Child Safe Policy
- Have a valid Working With Children Check (WWCC) and Police Check
- Willingness to be committed and planted to the MCCOC community

TO APPLY

Interested individuals are invited to apply for this position by submitting the following documents:

- A detailed Curriculum Vitae (CV) that includes details of qualifications, full work history and details of three references (at least one of the references must be from current or most recent ministry appointment).
- A statement of response to the position description.
- Proof of currency of accreditation with CCVT (if not currently accredited, it is expected that the successful candidate will seek to fulfil all CCVT accreditation requirements within the first 6 months of employment). For CCVT accreditation requirements, please refer:
<https://www.churchesofchrist.org.au/leadership/formation-development/ministry-endorsement>
- **All applications should be submitted via email to: elders@mccoc.org.au**
- For confidential enquiries, please email: elders@mccoc.org.au

CHURCH PROFILE

History

MCCOC was established in 1953 by a pioneering group of believers from Oakleigh Church of Christ who were called to a church plant as population growth spread to the southeastern part of the city. MCCOC has been affiliated with the Churches of Christ Victoria/Tasmania (CCVT) since March 1954. Our geographic location is in the City of Monash, in the suburb of Glen Waverley, approximately 21 km southeast of Melbourne's central business district. The profile of our local community is predominantly Asian with almost 30% of the community of Chinese ancestry. Many households in the area are made up of children living at home with both parents, with almost 60% identifying as non-Christian (including 14.3% as Catholic).¹ The population of Glen Waverley as of the 2016 census was 40,327. In a medium-density area of Monash, our church buildings are strategically situated in what is now zoned *Commercial* with the property in close proximity to the very popular Kingsway precinct, the main restaurant and entertainment strip in Glen Waverley and about 200m from the Glen Waverley train station. This positions MCCOC in a vibrant part of Glen Waverley presenting significant outreach opportunities.

Who we are

MCCOC has a regular gathering of more than 100 worshippers weekly on a Sunday morning attending the English Service and around 50 worshippers on a Sunday afternoon attending the Mandarin Service. A steady flow of people also visit MCCOC during the week to attend the various week day ministries (such as mum's and children's ministries) as well as New Horizons Books, a ministry that serves the local community through the food pantry, library, book shop and a café located at the front of the Church complex.

While the historical makeup of the congregation has been predominantly Caucasian, with the change in the demographic of Glen Waverley, there has also been an increase in the proportion of members from Asian backgrounds at MCCOC over the last 5 years. Currently, the English service congregation is comprised of over 50% of members from Asian backgrounds (such as Hong Kong, Malaysia, India) and the Mandarin service serves the local Chinese immigrant community in Glen Waverley.

The oversight and leadership of MCCOC and its operations are provided by the Board of Elders. The Board of Elders is currently supported by a team of part time ministers: a Pastoral Care Minister, with a focus on over 50 year olds, a Mandarin Congregation Minister, a Teaching Minister and an Associate Youth and Young Adults Minister. Applications are also currently open for a Childrens and Families Minister.

Future of MCCOC

MCCOC is expecting to enter into a season of transition and relocation as a result of the Suburban Rail Loop Project (SRLP). Due to the works required for the SRLP and the expected acquisition of the MCCOC church property (where MCCOC is currently situated), MCCOC is currently looking for temporary and permanent church locations, with the intention to stay (both in the short-term and long-term) in the Glen Waverley Activity Centre to continue to serve the local community.

¹ http://www.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC21006

Vision, Mission and Values

The **Vision** of MCCOC is to:

- Love God
- Love People
- Change the World

Our **Mission** is to win people to Christ, train believers to become disciples and send them to impact the world.

Our **Values** are:

- **Big Faith:** We honour God with bold thinking and courageous living.
- **Extravagant Love:** We have a passion for people and strive to impact humanity with the love of God
- **Lavish Generosity:** We give our time, talents and finances because we truly believe that it is more blessed to give than to receive.
- **Passionate Discipleship:** We are committed to building dedicated followers of Jesus
- **Relevant Evangelism:** It is our privilege to reach people who don't know Christ and share the good news with sincerity and compassion.