



Leadership Development and Team Leadership Position Description

The Principal Purpose of Churches of Christ in Victoria and Tasmania is “To be a movement of the people of God gathering in and around the central figure of Jesus Christ, empowered by the Holy Spirit, living out his Way in our neighbourhoods, and inviting others to do the same.” What follows is a Position Description for the Team Leader of the Leadership functional area and team within Churches of Christ in Victoria and Tasmania.

Primary Task

To lead a team responsible for developing, implementing and measuring Leadership formation and development within Churches of Christ in Victoria and Tasmania (CCVT) in the areas of renewal, resilience, new communities and neighbourhood engagement.

Standard Requirements

- **Mission and Values**
To understand, support and promote the Principal Purpose, Mission and Values of CCVT, as well as its ways of functioning together as described in Affinity.
- **Reporting**
To report to the CCVT Executive Officer (EO) in an agreed form, as and when required, giving particular attention to the themes outlined in the Key Responsibility Areas below.
- **Conduct**
To demonstrate the values of CCVT in all interactions with all involved in the performance of this Position Description. As the Team Leader role will include issues relating to Ministry, we require an Endorsed Minister (or a person seeking Endorsement) who will sign, and maintain in practice, the CCVT Code of Ethics for Ministers.
- **Confidentiality**
To maintain confidentiality; and to not divulge any unauthorised information about CCVT’s operations or any Leader, Minister, or Affiliate.
- **Continuous Improvement**
To facilitate the improvement of the quality of relationships and communication between CCVT and its Affiliates and Leaders/Ministers CCVT and all other entities CCVT relates to and is connected with.
- **Professional Development**
To attend relevant programs that improve and enhance leadership skills appropriate to the position and that pertain to Accreditation and Endorsement requirements.
- **Statutory Obligations**
To adhere to all CCVT policies, procedures and practices, and any relevant legislation.

General Attributes Required of the Role

- Be a follower of Jesus; a following expressed through a lived out *generous Christian orthodoxy*.
- Have a capacity to relate, connect and provide leadership from within the *centre* of the movement known as Churches of Christ.
- Have a demonstrated link (or, a willingness to develop a link) to an affiliated Church of Christ church as a valued member/partner and active participant.
- Have demonstrated, as a 'self-starter', an imaginative, innovative and intentional leadership story of their own, including demonstrated skills, faith, passion and experience in discerning, forming and developing leaders.
- Be a team-builder and a team-player.
- Be an accredited minister, having also completed (or being willing to complete) theological formation, ministry endorsement, and ongoing professional development and supervision.
- Are (or are willing to be) an Endorsed Minister within CCVT.
- Have well-developed (and continuously developing) communication, relational and self- and time-management skills.
- Have a commitment to flexibility and quality.

Commencement: January 20th 2025

Time Fraction: 0.8-1.0 FTE

Accountable to: The Executive Officer (and if relevant, the Executive Leadership Team)

A. Team Leading Role : 0.2 FTE component of the role from 2025

Key Responsibility Areas	Primary Responsibilities	Key Performance Indicators
Churches of Christ Vision Promotion		
	Embrace and promote the identity and ethos of Churches of Christ.	<i>As expressed in regular local Churches of Christ church involvement as well as CCVT staff role.</i>
	Participate in the CCVT Executive Team and its shaping and implementation of CCVT vision.	<i>Keep the ELT meetings as a diary priority (notwithstanding annual leave).</i>
	Provide contribution to, leadership of, and reporting on key elements of the CCVT Strategic Plan.	<i>Through regular Board and Annual reports.</i>
	Align churches and team members to missional success as outlined in key CCVT documentation.	<i>Review as part of the process of team meetings and through implementation of Accreditation and Endorsement Policy.</i>
	Adhere to the implementation of Affinity 2 provisions as relevant to team function and performance.	<i>Serving, Equipping and Praying for Affiliates. Foster the development of mission-centred leadership development and growth.</i>
Leadership Team Performance		
	Maintain a cohesive and collaborative team environment conducive to enacting CCVT Vision.	<i>Resource and team building through various team meetings including regular one-on-one meetings with Team Members.</i>

	Oversee the maintenance of all administrative team records related to performance and employment.	<i>Documents lodged with HR in timely manner. Maintaining records and relationships related to church grants and relevant external bodies.</i>
	Oversee Generations ministry development in churches through relevant team members.	<ol style="list-style-type: none"> 1. <i>Children and Families Support Ministry</i> 2. <i>Youth and Young Adults Ministry Support Ministry</i> 3. <i>State Youth Games</i>
	Oversee Internship and CCVT developmental programs	<i>For example, Accelerate, Activate, Ministry Boosters.</i>
	Work collaboratively with the Communities & Missions Teams (and team leaders) to ensure effective team cohesion, operation and success in fulfilling strategic plan.	<p><i>Monthly meetings consistent with Strategic plan focus.</i></p> <p><i>Progress toward raising up an eventual new Team Leader to absorb increased leadership/administrative functions.</i></p>
	Conduct annual reviews of staff and give regular feedback to enhance overall performance.	<p><i>Reviews by end of November annually.</i></p> <p><i>Increased deployment of staff in accreditation and training functions.</i></p>
Supplementary Team and Individual Practices		
	Contribute to CCVT policy development and implementation.	<i>Through ELT, team meetings, and review.</i>
	Maintain regular anecdotal and database records of significant professional conversations.	<i>Oversee the completion of Salesforce database entries monthly for Leadership team.</i>
	Engage in planning, evaluation and risk mitigation related to individual and team operations.	<p><i>Participate in monthly Risk management meeting with Chief Risk Officer.</i></p> <p><i>Budget through the finance team.</i></p>
	Implement CCVT Board-approved policy decisions, objects and goals that relate to developing, implementing, and measuring Communities formation and development; and support policy decisions, objects and goals that relate to other aspects of CCVT's functioning, including those related to the Leadership and Operations teams.	<p><i>As agreed through ELT.</i></p> <p><i>Participation in development of the annual Budget through the finance team.</i></p>
	Build, develop and oversee initiatives in the Communities area in consultation with the EO.	<i>Provide regular meetings with EO for consideration.</i>
	Contribute to the overall wellbeing, culture and health of CCVT and its partner entities, including by liaison and engagement where related to Communities Team functions.	<i>Positive engagement in all CCVT settings.</i>
	Ensure all relevant documentation is maintained and reports provided in a timely manner as required.	<i>As demonstrated through Database, Annual and Board reporting.</i>

2. Leadership Developer Role: 0.6 FTE from 2025

KEY RESULT AREAS:

1. To manage the implementation of the CCVT 'Accreditation and Endorsement' and 'Supervision of People in Ministry Policies' (and addenda) and, in particular, the following elements.

Accreditation: To ensure that all affiliates have accredited ministers and that all ministers are Accredited.

Endorsement: To raise awareness of the policy requirements among all Accredited ministers who must be developing themselves towards Endorsement, if they are not already endorsed. To educate and consult with such ministers on their Endorsement pathway and their associated professional development plan.

Supervision: To ensure all Accredited ministers are being appropriately supervised, to maintain a list of trained supervisors, and to assist with the pairing of ministers and their supervisors.

Key Performance Indicators:

Key objective is to move ministers from Accreditation to Endorsement.

- a. Aim to have at least 12 Ministers make this transition per year.
 - b. Accreditation of all Ministers in CCVT churches and agencies.
 - c. Supervision of all Ministers in CCVT churches and agencies.
 - d. To review, update, implement and communicate CCVT's Accreditation, Endorsement and Supervision Policies.
 - e. Involvement in the implementation, review and development of CCVT's *Activate* and *Accelerate* programs and follow through with candidates ready for Accreditation and Endorsement processes.
 - f. Completion of all related administration, inclusive of database management and reporting of all Accreditation, Endorsement, Supervision, and Professional Development data.
2. Special tasks/projects. The Team Leader of Leadership is required to undertake special tasks/projects, liaising with the Executive Officer and Executive Leadership Team regarding any specific needs.

Key Performance Indicators:

- a. Assist with start-up of a Women's Ministry support program.
- b. Facilitate a retired Ministers function, either at Christmas or Christmas in July.
- c. Assist with the annual recognition of ministry milestones and contributions.

- d. Assist with occasional formal functions such as inductions, anniversaries, and funerals.
- e. Visit churches, or Ministers, as special needs are required and directed by CCVT.
- f. Share leadership with BUV in up to 3 Marriage Celebrant training sessions per year.
- g. Other special projects determined by CCVT's Executive Leadership team from time to time.
- h. Completion of administration and record-keeping relevant to the completion of the above tasks.

3. Supplementary Support

If the standard 0.8 FTE role is to be increased to 1.0 FTE, the further extent of completion of the above tasks will be negotiated with the Executive Officer, with the possibility of completing alternative duties by arrangement.

Other:

A Victorian driver's licence, a National Police Check and a Working With Children's Check will be required for this role.

Remote working will be negotiated with the Executive Officer.

Salary will be discussed at interview.

Qualifications commensurate with CCVT Ministry Endorsement.