



Centre for  
Ministry and  
Leadership

# **MINISTRY OF PASTOR**

## Handbook





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## Purpose

The purpose of this handbook is to provide a clear and concise overview of the process and formation requirements for those engaging in the ministry of Pastor. It reflects the commitment of the Board for Christian Formation (BCF) and Moreton Rivers Presbytery to resource and form Pastors as missional leaders within their ministry contexts.

## Background

The ministry of Pastor is a vital specified lay ministry within the life of the Uniting Church. The regulations of the Uniting Church in Australia inform the process for selection, formation, recognition, conditions of appointment and accountabilities for the ministry of Pastor. They also provide the following definition:

“Pastor is a specified lay ministry of the church and means a lay person commissioned by a Presbytery ... to minister within a Congregation, community or church-based organisation for the purpose of undertaking one or more of the following tasks:

- i. Teaching the beliefs and practices of the church; and/or
- ii. Pastoral oversight of members and/or groups operating under the auspices of the church; and/or
- iii. Leadership of worship in congregations or faith communities of the church; and/or
- iv. Evangelism or service beyond a gathered congregation but which is exercised under the auspices of the church.”

This definition forms the basis for determining whether a ministry position can be designated as a “placement” or “ministry location”. Currently, the Placements Committee is the body responsible for making the final determination regarding whether a position description is designated as a placement or ministry location.

## Resourcing Pastor competencies

Competencies for the ministry of Pastor are divided into the areas of “Core” and “General”.

The Specified Lay Ministry of Pastor Rules state that:

“Core competencies comprise the minimum essential knowledge required of Pastors by the Assembly at the time of appointment. These competencies shall cover:

- i. Understanding of the Uniting Church in Australia’s *Basis of Union* and ethos of the Uniting Church;
- ii. Understanding of the Uniting Church in Australia’s Code of Ethics and Ministry Practice for people engaged in professional ministry and the Sexual Misconduct Regulations of the Uniting Church.”

The general competencies provide the Presbytery and the Pastor with the opportunity to develop an approach to study that ensures growth in ministry and missional capacity consistent with the nature and expectations of their role.

Within the Moreton Rivers Presbytery the Centre for Ministry and Leadership is responsible for resourcing the core and general competencies. The CML provides a range of resources for



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pastors to undertake in order to meet competencies, consistent with the expectations of the BCF. The outline for meeting core and general competencies is below:



<b>Learning Opportunity</b>	<b>Assessment Requirements</b>	<b>Course Options</b>
<b>Uniting Church Studies</b>	Full participation Compulsory pre-reading for the course Submit required assessment	Participate in CML Short Course
<b>Old Testament Introduction</b>	Complete the course including assessment	Participate in CML Short Course
<b>Biblical Interpretation - OT</b>	Complete the Course including assessment	
<b>New Testament Introduction</b>	Complete the Course including assessment	Participate in CML Short Course
<b>Biblical Interpretation - NT</b>	Complete the Course including assessment	
<b>The Mission of God in Scripture</b>	Complete the Course including assessment	
<b>The Mission of God through the Church</b>	Complete the Course including assessment	
<b>Discipleship 1 – Identity and Practice</b>	Complete the Course	Participate in CML Short Course
<b>Discipleship 2 – Going/Sharing</b>	Complete the Course including assessment	
<b>Discipleship 3 – Growing a Culture of Discipleship</b>	Complete the Course including assessment	
<b>Foundations of a Healthy Church</b>	Complete the Course including assessment	Participate in CML Short Course
<b>Code of Ethics Foundations</b>	Full Participation Submit a 500 word written reflection (or equivalent)	Read the UCA Code of Ethics. Participate in CML Short Course
<b>Safeguarding Training</b>	All prescribed training	Online and face to face training as directed by the Qld Synod
<b>Worship Planning and Leading</b>	Complete the Course and assessment including: <ul style="list-style-type: none"> <li>• Conduct 2 worship services using different liturgical styles and approaches on each occasion</li> <li>• Submit the 2 Liturgy outlines that reflect different styles and approaches to a Worship Service. A 500 word written reflection (or equivalent) will accompany each Liturgy outline picking up on learnings from conducting the relevant worship services.</li> </ul>	Participate in CML Short Course
<b>Preaching 1</b>	Complete the Course and assessments	Participate in CML Short Course
<b>Preaching 2</b>	Complete the Course and assessments including: <ul style="list-style-type: none"> <li>• Write, preach and record 4 sermons</li> <li>• Submit recordings and transcripts</li> </ul>	Participate in CML Short Course



<b>Preaching Seminars</b>		Attend all required seminars
<b>Teaching and Leading Groups</b>	Complete the Course and assessments	Participate in CML Short Course
<b>Mission Planning</b>	Complete the Course and assessments	Participate in CML Short Course
<b>Christian Leadership</b>	Complete the Course and assessments	Participate in CML Short Course
<b>Walking on Country</b>		Participate in the ministry experience
<b>Theology of Worship (Optional)</b>	Complete the Course including assessment	Participate in CML Short Course
<b>Sacramental Practices (Optional)</b>	Complete the Course including assessment	Participate in CML Short Course
<b>Discerning God's Leading (Optional)</b>	Complete the Course including assessment	Participate in CML Short Course
<b>Story Telling in Preaching (Optional)</b>	Complete the Course including assessment	Participate in CML Short Course

## Pastor process

The Pastor process involves a range of different people, groups and committees from across the life of the church. The following outline provides a streamlined overview.

### Development and selection of a Pastor

1. A congregation or ministry context develops a position description for a ministry role in consultation with the Presbytery (usually the presbytery minister and Pastoral Relations Committee).
2. The Pastoral Relations Committee designates the position as a ministry location or placement. The designated position is then sent to the placements committee, with the relevant paperwork, for approval. Note that the relevant paperwork for a ministry location is a [Request to Designate as Ministry Location](#) and an [80/20 Assessment for Fringe Benefits](#), if applicable.
3. The selection or placement process commences in accordance with the necessary requirements of the positions designation.

### Commencing as a Pastor

1. The Terms of Placement or Ministry Location Contract for the Pastor must clearly state the formation requirements that need to be undertaken to meet the core and general competencies of the position.
2. A formation plan is developed in consultation with the presbytery to ensure that the various competencies are met within the relevant timeframes. The Presbytery will designate a person to oversee the completion of the formation plan.



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3. The Presbytery is responsible for organising a commissioning service for the Pastor once the core competencies have been fulfilled and recognised by the Pastoral Relations Committee.

### **Annual review**

Annual ministry reporting will be required and is aimed at assisting the Pastor to consider what formation and education they need to undertake in the following year. The presbytery is responsible for providing oversight of the pastors ongoing formation and education. The formation plan serves as the reference point for tracking what learning opportunities and experiences the pastor needs to complete<sup>1</sup>.

### **Discernment of call**

At appropriate times, relevant presbytery representatives will discern with the Pastor whether God is calling them to apply for Phase 2 Candidature for Ordained Ministry. This is consistent with the Queensland Synod By-law which suggests that “when a person has been accepted for service as a Pastor, the Presbytery Chairperson shall consult with the Pastor concerning candidature for the Ministry of the Word and/or Deacon, and shall do so at the end of his or her first placement, and, if applicable, at the conclusion of further placements”.<sup>2</sup>

# **Appendix 1**

## **Formation Plan**

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<sup>1</sup> A Formation Plan Template can be viewed at Appendix 1

<sup>2</sup> Synod By-law Q 5.2.7



## Ministry of Pastor Formation Plan

<b>Name:</b>		<b>Ministry Context:</b>
<b>Email:</b>		<b>Presbytery:</b>
<b>Phone:</b>		<b>Commencement Date:</b>
<b>Formation element</b>	<b>Participation required Y/N</b>	<b>Details</b>
<b>Learning Opportunities</b>		
Uniting Church Studies		
Old Testament Introduction		
Biblical Interpretation - OT		
New Testament Introduction		
Biblical Interpretation - NT		
The Mission of God in Scripture		
The Mission of God through the Church		
Discipleship 1 – Identity and Practice		
Discipleship 2 – Going/Sharing		
Discipleship 3 – Growing a Culture of Discipleship		
Foundations of a Healthy Church		
Code of Ethics Foundations		
Safeguarding Training		
Worship Planning and Leading		



<b>Preaching 1</b>		
<b>Preaching 2</b>		
<b>Preaching Seminars</b>		
<b>Teaching and Leading Groups</b>		
<b>Mission Planning</b>		
<b>Christian Leadership</b>		
<b>Walking on Country</b>		
<b>Theology of Worship (Optional)</b>		
<b>Sacramental Practices (Optional)</b>		
<b>Discerning God's Leading (Optional)</b>		
<b>Story Telling in Preaching (Optional)</b>		
<b>Agreed actions:</b>		

Signed:

Presbytery Representative

Pastor