



# POSITION DESCRIPTION

## POSITION IDENTIFICATION

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Position Title: Pastoral and Integration Minister  
 Reports to: Senior Minister  
 Employment Status: Full-Time  
 Ordinary Hours of Work: 6 days a week, including Sundays

## POSITION OBJECTIVE

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This position is for a full-time generalist minister (ordained, Sydney Diocese) to oversee the Pastoral and Integration portfolio at St Paul's Castle Hill. This person oversees, coordinates, and develops pastoral care and integration ministries, providing leadership, training, and direct pastoral support to ensure new and existing members, individuals and families, are cared for with compassion and gospel-shaped love.

KEY TASKS / RESPONSIBILITIES	DESCRIPTION
1. Pastoral and Integration Team Leader	<ul style="list-style-type: none"> <li>• Oversight and development of the Pastoral Care and Integration team and their ministries</li> <li>• Engagement with your role as a team leader of the Pastoral Care and Integration Team, including:               <ul style="list-style-type: none"> <li>- Hands on Pastoral Care of members of SPCH and the community</li> <li>- Attendance at Team Leader meetings, currently monthly.</li> <li>- Regular meetings, annual reviews and management of your team</li> <li>- Discipline and reporting for your team</li> <li>- all other responsibilities as listed in the team leader's policy</li> </ul> </li> <li>• Co-ordination and oversight of calendar events for Pastoral and Integration ministries, liaising with other church departments.</li> <li>• Development and management of the Pastoral and Integration budget under the direction of the Rector and Wardens.</li> </ul>
2. Pastoral Care ministries	<ul style="list-style-type: none"> <li>• Oversight, development and hands on pastoral care training for staff and congregations, including Heart Team and other lay teams, with support of connected pastoral roles such as sports chaplains.</li> </ul>

	<ul style="list-style-type: none"> <li>• Recruitment, training and pastoral care of pastoral leaders.</li> <li>• Development and oversight of pastoral care systems for the Parish including, alongside the Pastoral Care Co-ordinator</li> <li>- Heart Teams, Lay Pastoral Team, Meals Ministry, Help at Home, Heart and Hands Team, Light in the Darkness service, the monthly newsletter, emergency care, training and development, pastoral triage, sports chaplains support, and visitation.</li> <li>- Liaise with the onsite counsellor with once a term check ins.</li> </ul>
3. Integration ministries	<ul style="list-style-type: none"> <li>• Oversight and development of Integration ministries, alongside the Integration Co-ordinator, including support of:</li> <li>- Connect Teams, Carpark Teams, Newcomer ministries, Step into Serving events, Small Group integration and other related ministries assisting people to integrate into church life, whether newcomers or regular members.</li> </ul>
4. Sunday Services	<ul style="list-style-type: none"> <li>• Manage, develop and direct the Sunday Heart Teams and collaborate with staff, Connect Teams and others serving, to help provide pastoral care to our congregations</li> <li>• Involvement in Sunday services (training, leading, preaching, prayer, etc) as required, including occasional involvement at St James.</li> </ul>
5. Weddings	<ul style="list-style-type: none"> <li>• Oversee wedding enquiries, processes and services for St Paul's, including assisting couples to prepare and coordinate their weddings, with the assistance of our pastoral staff.</li> <li>• Offer follow-up to those who are married, including co-ordination of marriage enrichment courses.</li> <li>• Key person to conduct weddings.</li> </ul>
6. Men's ministry	<ul style="list-style-type: none"> <li>• Engagement, oversight and coordination of the men's ministry of St Paul's. This includes, but is not limited to, responsibility for booking events, speakers, managing budget, recruiting and training volunteers and co-ordinators, and liaising with other ministry areas when required.</li> </ul>
7. Other	<ul style="list-style-type: none"> <li>• Undertake any other tasks, consistent with skills, qualifications, and experience, as may be required from time to time. This includes occasional services such as baptisms, weddings and funerals.</li> <li>• Undertake training and development as required from time to time by the Senior Minister or Diocese in which you are ordained.</li> </ul>

Please note that Key Tasks / Responsibilities may change as set by the Senior Minister and Wardens.

## GENERAL

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All staff are expected to:

- Be actively engaged in the life of St Paul's church, through regularly attending a service and small group. Full time staff are expected to attend at least two services on a Sunday – usually 10am and 6pm.
- Agree with SPCH Vision, Mission & Statement of beliefs (<https://stpauls.church/what-we-believe/>)
- Ensure St Paul's is always represented professionally and responsibly.
- Treat all staff, church members, and visitors with respect and dignity.
- View their role as a part of the whole mission and ministry of St Paul's not in isolation.
- Attend weekly staff meetings.

Staff Meetings: Staff meetings are currently held weekly on Tuesdays

## POSITION REQUIREMENTS

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Character:

- Integrity: Demonstrates honesty and ethical behaviour in all actions.
- Compassion: Shows empathy and understanding towards others.
- Excellence: Strives for high standards in all tasks.
- Justice: Treats all individuals with fairness and respect.
- Emotional intelligence: Manages emotions effectively and understands the emotions of others.

Qualifications:

- Ordained as a Deacon or Presbyter in the Anglican Diocese of Sydney
- Hold a current WWCC (employed).
- Complete the Diocesan Safe Ministry Course (online, refreshed every 3 years).
- Excellent organisational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Hold a Diocesan license to perform required duties.

Desirable:

- Relevant qualifications or certifications.
- Experience working in a church or community organisation.

## ORGANISATIONAL RELATIONSHIPS / AUTHORITY

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Reports to: Senior Minister

Manages: Pastoral and Integration staff team, volunteer teams

Key Relationships: Senior Minister, Team Leaders, Pastoral and Integration team

## WORKPLACE HEALTH AND SAFETY

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All employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace.
- Correct utilisation of appropriate personal protective equipment where needed.

## ACKNOWLEDGEMENT

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This job description has been designed to indicate the general nature and level of work performed in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.

Minister's Name:

Wardens: Allan Dowthwaite  
Nathan Drabsch  
Kath Mueller

Minister's Signature:

Wardens Signatures:

Prepared by:

Date Issued: