



# ASSOCIATE MINISTER (FEMALE)

CITY ON A HILL MELBOURNE EAST

## ***About us***

City on a Hill began with a small team and a big vision to make a difference in our world for the glory of God. Since our inception in Melbourne in 2007, we have witnessed a special work of God's grace as he has united hundreds of men and women around the mission of 'knowing Jesus and making Jesus known'. City on a Hill now meets across eight locations in five cities. In 2017, City on a Hill planted in Melbourne's east and since then, this location has grown to be a thriving church that is continuing to know Jesus and make Jesus known to the east and south-east of Melbourne.

While our story is characterised by constant change and growth, we have maintained an enduring commitment to Christ and his call on our lives in this generation. We are committed to raising up gospel hearted leaders, to build healthy churches, which will reach and serve cities with the gospel of Jesus.

## ***Role summary***

We are looking for a theologically trained, suitably qualified woman to join the ministry team at City on a Hill Melbourne East and contribute to our mission. This Associate Minister will be a dynamic leader, and a gifted communicator. They will have a passion for empowering our people and seeing the vision of our church become a reality. She will be someone whom the women of our church can look up to, while also playing a significant leadership role across our church.

The Associate Minister is a paid full-time position, based at City on a Hill Melbourne East and will report to the Lead Pastor, while also working closely with the team of pastors and staff.

*Part time and/or flexible working arrangements may also be considered.*

## ***Key duties and responsibilities***

1. Embody City on a Hill's mission to know Jesus and make Jesus known
  - a. Serve as a role model for City on a Hill's people, being worth of imitation theologically, personally and relationally.



2. Minister across the church
  - a. Be active in pastorally caring for women amongst our congregation.
  - b. Develop Bible studies and other theological material as needed.
  - c. Involvement in other church-wide discipleship events and programs.
  - d. Up front leadership on Sundays and midweek events.
3. Strategic input into our vision and mission
  - a. Share a leading voice in the decisions of City on a Hill Melbourne East as part of the staff team.
  - b. Work alongside other pastors and staff, in a context of strong unity and trust, to lead the people of City on a Hill Melbourne East.
4. The specific portfolio for this role will depend on the gifts and experience of the successful candidate, but will include a negotiated selection of:
  - a. Pastoral care of members, particularly women.
  - b. Teaching, discipling and training congregation members in our discipleship programs.
  - c. Developing community life, including connections processes and community events.
  - d. Developing evangelistic campaigns and outreach programs.
  - e. Launching new mercy ministries to impact the local community.

### ***Key skill, competency and character requirements***

- A demonstrated love for Jesus and his people.
- Willingness to commit to the vision and mission of the church as a member City on a Hill.
- Fulfil the character qualifications outlined for deacons in 1 Timothy 3:8-13.
- Completed, or in the process of completing, formal theological training.
- Alignment with City on a Hill's convictions on men and women in ministry.
- Demonstrated ability to cast vision, recruit, coach and deploy leaders and volunteers in order to 'equip the saints for the work of ministry' (Eph 4:12).
- Experience in Christian leadership.
- A robust theological understanding of, and experience with, discipleship, small groups and evangelism.
- A warm, personable and pastoral demeanour with a strong love for people.



- A 'gospel confidence' that boldly trusts in God's saving power while seeking to innovate in order to reach new people through ministry.
- Live a committed, prayerful, holy life of dependence on God in Christ.
- Ability to effectively and efficiently communicate, manage time and self-direct to manage duties and responsibilities.
- Able to maintain trust and confidentiality when handling sensitive information.

The Associate Minister role is required to hold (or be eligible to hold) a licence for ministry in the Anglican Diocese of Melbourne (clergy or lay minister).

### ***Character***

All City on a Hill staff must hold a current Working with Child Check, complete a National Police History Check that returns no disclosed outcomes that would exclude them from the role, and uphold the standards outlined in the [City on a Hill Code of Conduct](#).

### ***How to apply***

To apply for the role please send your current resume along with an application letter addressing the key skills, gifting and character requirements to [hr@cityonahill.com.au](mailto:hr@cityonahill.com.au). Please also include contact details of at least two referees most familiar with your relevant skills to this role.

***Applications close: 30th November 2022***