

Presbyterian Church of Victoria Ministry Development Committee

Ministry Leadership Coach (MLC)

Position Description

1. Ministry Development Committee (MDC)

The purpose of the committee is to bring glory to God by actively engaging people within the Presbyterian Church of Victoria in the development of biblically healthy gospel ministries so that local Presbyterian congregations experience spiritual health and growth and are better equipped to fulfil the great commission.

2. Ministry Leadership Coach (MLC)

The Ministry Leadership Coach is a fulltime staff position (rule 5.32) appointed by the MDC with an initial two-year contract period that may be extended.

3. Attributes

The successful applicant will possess Christlike character and demonstrable convictions and competencies.

4. Preferred Skills and Experience

The MLC of the Presbyterian Church of Victoria shall be a person who:

- a) is an experienced minister of the Presbyterian Church of Australia;
- b) has experience in leadership development and coaching of people in pastoral leadership and those who are led by those in pastoral leadership; and
- c) has experience with a variety of coaching tools and a record of fruitfulness in applying such methods.

5. Key Duties & Responsibilities

The MLC will:

- a) develop, oversee and implement the Revitalisation Track;
- b) coach Ministers and Sessions through the Revitalisation Track; and
- c) build a network of gospel ministry coaches for service in the Presbyterian Church of Victoria.

6. Professional Development

- a) The MLC is expected to undertake regular professional development, subject to the concurrence of the committee, focusing on the areas of pastoral leadership and coaching.
- b) The MLC, subject to committee approval, will be reimbursed for any professional development expenses incurred, which may include travel costs, as the occasion arises.

- c) The MLC is expected to connect, network and partner with other people and organisations working within the sphere of pastoral leadership and coaching.

7. Accountability, Supervision and Review

- a) The MLC is directly accountable to the MDC and will work towards fulfilling the purpose and goals of the committee.
- b) The MLC will be encouraged to establish a 'supervisor' relationship with an appropriate person outside the PCV for debriefing, objective discussion, and accountability.
- c) The MLC appointment will be for an initial period of two years and may be extended beyond that term, subject to a review of both the position and the MLC's performance. The MDC, in undertaking this review, will form a review panel, which will include at least one person external to the committee.

Terms of Employment

- a) 1.20 times the minister's minimum remuneration package
- b) Manse allowance, to be reviewed annually
- c) Fully funded work-related travel expenses
- d) Manse energy costs up to \$2,800 a year, reviewed annually
- e) Communication costs up to \$2,400 a year, reviewed annually
- f) Superannuation at the ministerial rate
- g) Five weeks' annual leave
- h) One-week study leave for professional development, subject to the concurrence of the committee and in line with MDC's purpose and goals, with approved associated expenses also being provided
- i) Removal costs are ordinarily paid once at the time of the first appointment, but, in special circumstances, the committee may approve a part of or all additional removal costs in the contract period
- j) Work Cover and Minister's disability insurance
- k) Long service leave according to provisions for ministers under the Maintenance of the Ministry Committee
- l) Professional supervision costs, for the long-term welfare of the MLC, subject to committee approval
- m) The successful candidate for appointment will be required to sign an initial two-year contract that may be extended
- n) The position will include an internal committee performance review
- o) The contracted staff appointment may be extended, subject to a satisfactory professional review process. A professional review panel will include one or more persons external to the MDC

Applications must be received by 5pm (AEST) on Monday, 23 June, 2025

Enquiries

Confidential enquiries can be directed to the MDC Convener, Rev. Stuart Withers

Mobile: 0411 191 337

Email: stuart.withers@pcv.org.au

To Apply

Email your current résumé with a short covering letter to mdc@pcv.org.au and stuart.withers@pcv.org.au before 5pm (AEST) on Monday, 23 June, 2025.

Your covering letter should include the following:

- an indication of your willingness to relocate for the role (for applicants currently located outside of metropolitan Melbourne and surrounds) to live within commuting distance of the MDC Office in Box Hill North
- a short description of what excites you about this position
- a brief reflection on your development and experiences that make you a suitable candidate
- an overview of your philosophy of ministry and how it would shape you as the Ministry Leadership Coach for MDC

Application Next Steps and Projected Timeline

1. Shortlisted applicants will be contacted to attend a round one interview over Zoom, to be conducted by a subcommittee of the MDC in the first two weeks of July.
2. Applicants not shortlisted or progressing to a round two interview will be notified via email by mid-July.
3. Applicants progressing to a round two interview will be emailed by mid-July, inviting them to attend a face-to-face interview to be held at 156 Collins Street, Melbourne, between mid-July – mid-August depending on mutual availability. All available MDC members will attend this interview. The interview process will include candidates being asked to problem solve a scenario to display skills and philosophy of ministry.
4. The successful applicant will be notified via phone call and email from the MDC Convener.
5. Unsuccessful applicants will be notified via email, with a return phone call welcomed if requested by the applicant.
6. The starting date is flexible; MDC anticipates this date will be agreed with the successful applicant by Wednesday, 27 August, 2025. A public announcement date will then be negotiated.