

STATE MINISTER

JOB DESCRIPTION AND PERSON SPECIFICATION

Role Title	State Minister (Chief Executive Officer of the Association)
Time	Full Time
Responsible to	State Board through the Board Chair

Term 5 years (with the possibility of reappointment, following a process of appraisal, recommendation by State Board and vote of Conference). There will be a full review at the end of the first year.

1. Position Summary

The State Minister (“SM”):

- Is responsible for the operation of Churches of Christ in SA & NT Inc. (COCSANT) under the direction of the Board of COCSANT.
- Will manage strategic, operational and financial matters to achieve agreed Board objectives.
- Will implement Board objectives and policy.
- Will ensure appropriate representation of COCSANT to affiliated Churches, ecumenical bodies (eg LOCSA & CCCA) & and the broader community.

2. Key Working Relationships

INTERNAL	EXTERNAL
State Board and Sub-committees	Leaders of Christian Churches in SA
State Office Team	Council of Churches in Australia and its entities e.g. GMP and Stirling
Ministers and Leaders of Member Churches	Other State central Offices of Churches of Christ
	Other COCSANT agencies e.g. CareWorks SA and LifeCare

3. Responsibilities

3.1 Leadership

- Provide spiritual and strategic leadership to COCSANT, exercising theological, biblical and missiological reflection on important issues and situations facing churches and agencies.
- Undertake a holistic approach to the leadership and care of the State Office team.
- Work through the state office to promote vitality of faith and effective mission across COCSANT.
- Lead and facilitate planned strategic initiatives that will benefit the effectiveness of the State Office and the churches.

3.2 Communication and Strategic Relationships

- Articulate COCSANT related matters in a clear and confident manner to the Board, stakeholders, local churches and staff.
- Maintain effective interpersonal relationships at all levels internally and externally.
- Develop a culture of proactive and open communication covering operational and strategic issues.
- Ensure that the organisation and its identity is consistently presented well in the public arena.

3.3 Corporate and Strategic Planning

- In partnership with the Board, ensure the ongoing development of the Conference processes.
- Ensure all objectives, strategies and actions related to Board objectives and processes are implemented, assessed and documented.
- Provide regular reports to the Board in relation to the health and wellbeing of the organisation.

3.4 Governance and Board Matters

- Provide advice, reports and support to the Board on operational matters for decision-making in an accurate and timely manner.
- Oversee the implementation of actionable matters resolved by the Board.
- Lead the development of policies and recommendations for deliberation, consideration and implementation in line with the Board's objectives.
- Be available to attend work group and committee meetings as required.
- Through the State Office ensure compliance with all statutory and legislative requirements.

3.5 Financial Management

- In conjunction with the treasurer and relevant staff, maintain oversight of all budgets and financial performance.

3.6 Human Resource Management

- Provide leadership, direction coaching, mentoring and spiritual and pastoral care to the Conference staff.
- Foster a team culture focused on efficient service delivery and the achieving of organisational goals.

3.7 External Relationships

The State Minister is responsible for maintaining relationship with key strategic stakeholder groups ensuring appropriate representation at, conversation with, and cooperation with other churches, state conferences, denominations and faiths.

4. Authority Levels

- The State Minister reports to the Board and must operate within the authority delegated by the Board. Within those boundaries, the State Minister has the authority to direct all management, financial, marketing and operational affairs of COCSANT.

- The State Minister is empowered to direct staff, consistent with State Board policies, and to seek the assistance of volunteer workers to undertake responsibilities.
- The State Minister may engage or dismiss staff, (after consultation with the Executive of the State Board) other than where the Constitution requires the ratification of the State Board or the Conference.

5. Competencies

5.1 Leadership and Communication

A demonstrated ability to:

- Lead and inspire, creating a cohesive and harmonious work culture.
- Work with the Board to lead organisational change – leading the development of the organisational vision and focusing activities, towards an agreed COCSANT strategic vision and implementation plan whilst upholding the COCSANT values.
- Lead and manage the organisation, its finance, networking, administration and employees with a demonstrated ability to delegate and manage the resources of the organisation.
- Maintain effective interpersonal relationships using high level communication skills, both verbal and written across all levels.
- Maintain team focused and balanced management approach.

5.2 Strategic Ability

Demonstrated:

- Strategic and creative thinking.
- High-level relationship building and maintenance skills.
- Ability to contribute to and lead COCSANT strategic processes.
- Ability to formulate and implement strategic plans that facilitate sustainable ministry growth, church health and fiscal sustainability and minimise the organisation's risk exposure.
- Ability for high level analytical and sound decision making.
- Ability to harness the people and other strategic resources from amongst the local churches towards united sustainable Kingdom focused growth.

5.3 Management

- Consistently display high levels of integrity and strong interpersonal ethics.
- Ability to develop networking relationships with external and internal stakeholders, authorities, organisations and individuals.
- Possess excellent delegation, time management and supervisory skills.
- Demonstrate advanced problem solving, negotiation and conflict resolution skills.
- Ability to assess financial information, financial drivers and performance measures.
- Maintain/Demonstrate sound judgement.

6. Qualifications and Experience

6.1 Qualifications

Essential:

- Post Graduate ministry and theological qualifications or similar.

Desirable:

- Formal qualification in business, economics, commerce or similar.

6.2 Knowledge

Essential:

- Well-developed understanding of the Movement of Churches of Christ.
- Highly developed ministry knowledge and experience.
- Knowledge of corporate organisational strategic planning principles.
- Sound knowledge of contemporary human resource management principles.
- Solid understanding of economic, market, and other external and internal factors that affect the ministry and business of COCSANT and its constituent member churches and ministries.
- Understanding of Conflict resolution practices
- Ability to stay across legislative requirements
- Appreciation of risk management principles

Desirable:

- High level understanding of contemporary management practices and understanding of management accounting principles

6.3 Experience

Essential:

- A strong sense of God's calling to pastoral leadership.
- Experience in a senior pastoral role in a local church.
- Demonstrated successful experience in leading within a services-based organisation with a proven record of initiating service and business strategies that facilitate sustainable growth.
- Demonstrated experience in developing positive organisational cultures and leading change whilst demonstrating organisational values.
- Extensive experience in building strategic relationships.

Desirable:

- Nil

6.4 Other Characteristics

The candidate will be an endorsed CoC Minister, or qualify for endorsement, and be a person of sound character with a deep personal Christian faith, able to demonstrate:

- A strong commitment to the accepted understanding and distinctive characteristics and practices of Churches of Christ.
- A holistic theological perspective and operational capacity.

- Acceptance of and support for a diversity of theological understanding and worship practices.
- Christian integrity, authenticity, courage and trustworthiness.
- A commitment to the COCSANT Ministers Code of Ethics and accreditation processes.
- An ability to build a shared future and cultivate individual commitment.
- The capacity to work collaboratively with State Board to evaluate and promote the review of policies, procedures and strategic directions as required.
- A commitment to an open and honest working relationship with the Conference President and the State Board.
- A commitment to membership in, and regular worship attendance at an affiliated COCSANT church.
- High level communication skills - including the ability to listen well and negotiate effectively.
- Visionary thinking.
- Creativity, self-motivation and able to take the initiative when required.
- Well-developed personal, interpersonal and people management skills.
- Sensitivity to the needs of others and an ability to act in a thoughtful, patient manner in stressful situations.
- An ongoing pursuit of Christian discipleship and personal spiritual growth.
- A strong commitment to engaging in ecumenical relationships and to maintaining CoC identity whilst so doing.

Desirable:

- An appreciation of receptive ecumenism.