

South Australian Council of Churches Inc



ECUMENICAL FACILITATOR/EXECUTIVE OFFICER

POSITION DESCRIPTION

JOB TITLE: Ecumenical Facilitator/Executive Officer

JOB TYPE: 30 hours a week, over 7 days, ongoing

LOCATION: The office location is 65 Flinders Street, Adelaide SA 5000, and other sites on occasion for the purpose of carrying out the role.

SUPERVISOR: The Executive Committee of SACC through the Chair of the Committee

CONTEXT

SA Council of Churches [SACC] was formed as an ecumenical council in June 1947 "to represent South Australia in the World Council of Churches and to function as an integral part of the Ecumenical Movement".

SACC continues to exist through the membership, commitment and active participation of SACC Member Churches in SA in their desire for greater manifestation of their unity in Christ. Its primary focus is as a place of gathering where the Churches together nurture and nourish their **understanding, spiritual growth, disposition and practice** of ecumenism, so that all may be drawn into **deeper expressions of love and more visible expressions of Christian unity**, from within as well as across church communities.

The nurturing and nourishing occurs through various standing relationships, such as General Council, Committees, Leaders of Christian Churches SA, and various occasional project groups. Additionally, many individuals, agencies, local congregations, councils, committees and ecumenical bodies across the churches have direct contact with SACC, their ecumenical council.

In order to assist the Churches as conversation partners, SACC appoints an Ecumenical Facilitator/Executive Officer [EF/EO].

The role of Ecumenical Facilitator refers especially to the areas of Responsibility described under People Leadership; Strategic Development; and Networking, Communications and Promotion.

The role of Executive Officer refers especially to the areas of Responsibility described under Operational Management/Work Health and Safety.

MAIN DUTIES/RESPONSIBILITIES

OVERVIEW

The role of the EF/EO is to provide a high level of executive leadership to the Appointees of SACC Member Churches and to assist, facilitate, develop and guide in the provision of processes, resources and opportunities for ecumenism in service of the Churches.

On occasion, especially in relation to social justice, or as a point of contact of the Christian community, relationships are developed and steps taken with state and local government leadership/departments, NGOs, community organisations, other faiths and religions, and the wider public.

The role also has responsibility for the Operational Management of SA Council of Churches as an Incorporated Association.

1. PEOPLE LEADERSHIP

1.1 The EF will work especially with:

- a. People appointed to SACC General Council and Committees by the Member Churches
 - i. Provide executive leadership, support, guidance and administration to General Council and Executive Committee to ensure gatherings occur in an informed, collaborative, reflective and meaningful manner, an ecumenical disposition is nurtured and nourished, and potential for action is explored and encouraged.
 - ii. Journey alongside Standing Committees [currently Community for Ecumenical Learning, Community for Local Ecumenism, and Ecumenical Partners for Justice and Peace] in ways that support pastorally and practically, as they discern and act on significant and emerging aspects within their area of responsibility.
 - iii. Assist with conversations, resources, processes, guidance and opportunities for ecumenism and linkages across the churches and wider community, in order to deepen and enhance the energy and focus of all.
- b. The Officers of SACC

Assist Officers with specific ecumenical knowledge and processes, and relevant constitutional advice, so that they may fulfil their responsibility with a spirit of enthusiasm and integrity.
- c. Leaders of Christian Churches SA
 - i. Participate in meetings and activities of LoCCSA in an advisory capacity and as a conversation partner in respect of ecumenical activities within South Australia.
 - ii. Provide executive leadership, administrative and secretarial support to LoCCSA, LoCCSA Chair, and LoCCSA Reference Group, to assist LoCCSA to relate and operate within its expressed desire as a body that models spiritual companionship, support and encouragement.
- d. Networks or organisations with substantial responsibility for Ecumenism within a Member Church
 - i. encourage establishment of such networks within each Member Church;
 - ii. assist as needed with ecumenical resources and processes, and opportunities for linkages across the churches

in order to ensure the ongoing shaping and development of ecumenical consciousness, conversation and leadership, and to deepen and enhance the focus, energy and action on unity in Christ.

1.2 The EF is also available to assist:

- a. Church Councils, Agencies, Congregations, Parishes, State/Synod/District/Diocesan Leadership, Schools and Individuals
- b. Ecumenical Organisations

with ecumenical resources and processes, and opportunities for linkages across the churches, in order to deepen and enhance their response to unity in Christ.

2. STRATEGIC DEVELOPMENT

The EF will work with others to:

- a. Ensure welcoming and briefing of Member Church appointees and of SACC staff, together with the development and implementation of processes and practices, to enable the purpose, vision and priorities to permeate relationships, gatherings and action of all who connect with SACC.
- b. Build relationships with Member Churches at the various arenas, and seek opportunities for relevant understanding, engagement and growth, so that there is a broadening and increasing encounter between and among Member Churches.
- c. Identify need for, and ensure development, provision and evaluation of a range of Resources and Processes for effective ecumenical engagement and learning.
- d. Develop content and processes for Workshops, Conversations, Seminars and other activities in consultation and collaboration with others, especially Member Church appointees.
- e. Encourage and explore opportunities for prayer, discernment, conversation, hospitality, learning, reflection and action, so that people may take further steps towards their unity in Christ.
- f. Establish processes and systems for reporting and evaluating ecumenical engagement by the Member Churches, especially in regard to their mutual accountability to one another, and to the Priorities selected by General Council.
- g. Respond, review, analyse and report on developments/progress in ecumenism with a view to adapting and generating options to respond to new challenges and opportunities.
- h. Encourage, facilitate and nurture ecumenical partnerships and action through exploring with or resourcing individuals and church organisations at all levels in their relations with other Christian communities and various organisations in SA.
- i. Assist in gathering or linking people when their activity can be best done together rather than separately.

3. NETWORKING, COMMUNICATIONS & PROMOTION

The EF will:

- a. Ensure and provide regular and frequent communications to Member Churches, and SACC Council and Committees, including e-news, website, church media, minutes of meetings, formal reports, notices of events, and any other as requested.
- b. Participate as invited in key events of the Member Churches, eg guest speaker, homilist, attending synods, as a reviewer/facilitator/presenter.
- c. Encourage regular channels for communication about ecumenism within and across the Member Churches.
- d. Maintain regular contact with local ecumenical communities and networks to assist promotion of ecumenical relationships, disposition and action.
- e. Maintain relationships with ecumenical leaders and organisations, nationally and world wide.
- f. Respond to enquiries or opportunities to assist participation by the Christian community in civic and religious events and conversations.

4. OPERATIONAL MANAGEMENT/WORK HEALTH AND SAFETY

The EO will:

- a. Ensure that the Executive Committee, in partnership with General Council and other Committees, is properly constituted and informed to conduct effective governance, especially in relation to relevant legislative, regulatory and policy requirements.
- b. Ensure timely and appropriate application of the Constitution in relation to appointments, elections, meetings and matters of compliance.
- c. Ensure regular, clear and responsible stewardship of and reporting on finances and administration.
- d. Arrange for the development, implementation, monitoring and review of any necessary office administrative policies and procedures.
- e. Assist the Executive Committee, in collaboration with the Office Administrator, Treasurer and Finance Committee, to exercise its responsibilities in relation to:
 - i. The stewardship of financial and practical resources, including the creation and regular review of an annual budget.
 - ii. Opportunities to develop the financial base of SACC in order that SACC may continue to respond to existing and emerging needs and opportunities.

- f. Staffing
 - i. Ensure that any SACC staff are appropriately recruited, supported, encouraged and developed.
 - ii. Ensure staff training and practices to ensure the purpose and mission of SACC are manifest.
 - iii. Provide annual staff performance appraisal.
- g. Assume responsibility for primary duty of care in relation to the WHS Act.
- h. Public Officer

Generally, the EO will be the Public Officer for SA Council of Churches Inc, as per the responsibilities described on the Associations Incorporation Act 1985.

SKILLS, KNOWLEDGE & EXPERIENCE

Special Requirements

A commitment to Christ and the Church.

Essential

- Extensive knowledge and understanding of diverse theologies and ecclesiologies across the Christian community.
- Knowledge and understanding of the ecumenical movement.
- Understanding of and openness to the concept, methodology and application of Receptive Ecumenism.
- Commitment to Christian unity.

People Leadership

- Capacity to relate to people in all arenas of Church and the wider community, and to discern and respond appropriately to diverse expectations and needs state-wide as well as locally.
- Ability to listen, discern, explore and generate creative options to assist people in responding as fully as possible to their assigned area of commitment.
- Demonstrated experience of working in ways that are collaborative, collegial and respectful of the principle of subsidiarity.

Strategic Management

- A very high level of expertise and experience of planning, organising, developing and evaluating needs, programmes, resources and activities.
- Proven experience of applying significant level of wisdom and discernment under broad direction only in the development of action around agreed goals and priorities.
- Sound organisational acumen, with strong and diplomatic negotiating skills.

Networking, Communications & Promotion

- Clear and respectful interpersonal, communication, conversation and writing skills
- General administration/coordination skills

Operational Management / Work Health and Safety

- Ability to effectively manage the role of the Executive, oversee staff, manage budgets, ensure oversight of finances and assets, conduct risk assessments, and manage organisational needs.
- Ability to monitor, plan and implement systems that ensure a healthy and safe work environment.

Essential Background Reading (available at www.sacc.asn.au)

- Ecumenical Landscape of SA Council of Churches
- Healing Gifts for Wounded Hands: *the promise and potential of Receptive Ecumenism*

October 2018