

POSITION DESCRIPTION - Senior Pastor and Ministry Team Leader, Canberra Baptist Church

May 2026

ORGANISATIONAL CONTEXT

Canberra Baptist Church (CBC) has a ministry team comprising a Senior Pastor and Ministry Team Leader (full time), a Community Leader (30 hours a week, responsible for young adults, young families and the Currie Crescent Community Centre) and a Youth Leader (10 hours a week, currently vacant). The team is supported by an Administrative Assistant (10 hours a week).

CBC has an elected diaconate and office holders and is an active and vibrant community. A volunteer pastoral care team assists with pastoral support. The Church Profile 2026 provides information about CBC, its ministry, life, ethos and values.

PRIMARY OBJECTIVES

The incumbent will maintain a broad overview of the ministry of CBC.

As team leader you will:

- ensure the team works collegially and productively;
- facilitate and inspire CBC's strategic vision and planning;
- ensure a clear division and coordination of team member responsibilities and delegate effectively;
- communicate effectively with team members, deacons and the CBC community;
- report monthly to the deacons and to the quarterly members meetings;
- be committed to your spiritual, personal and professional development;
- demonstrate high levels of personal drive and integrity; and
- meet regularly with the Personnel Committee.

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As a member of the ministry team you will:

- Preach, nurture and interpret the faith -
 - take responsibility overall for coverage of preaching in the church;
 - provide challenging preaching;
 - encourage and facilitate spiritual development/formation through teaching and bible study;
 - ensure that the Church has worship that engages the whole congregation; and
 - often participate in leading worship.
- Provide pastoral care and build the CBC community -
 - nurture and build a caring, friendly fellowship at CBC;
 - engage in visitation and support for the whole congregation, working with the pastoral care team where appropriate;
 - be actively involved in the CBC community;
 - sustain and strengthen the CBC community;

- o equip the CBC community to discern, develop and apply their gifts; and
- o bring people together with a shared sense of purpose, recognising diversity.
- Engage with the broader community -
 - o encourage and support CBC in outreach activities;
 - o encourage and support CBC to engage in local, national and global social justice issues and social action;
 - o assist CBC to provide a strong Christian voice; and
 - o represent CBC in wider Baptist and ecumenical activities.

KEY RELATIONSHIPS

- Ministerial team members
- Diaconate and church officers
- CBC community
- Baptist networks and other ministers' networks in Canberra
- Those involved in social justice issues and action

KEY SKILLS AND KNOWLEDGE

Demonstrated capacity or strong potential to:

- Collegially lead and work with the CBC ministry team and the congregation exercising his, her or their God-given gifts of ministry
- Lead and be responsible for the work of preaching; interpreting the faith; pastoral care; nurturing fellowship; enabling social action at CBC and equipping the congregation in this work
- Lead CBC in worship that engages the whole congregation
- Represent CBC ecumenically and in the wider community
- Understand and appreciate the role, ethos and theological emphases of CBC
- Show a pastoral heart, ecumenical spirit, and concern for social justice
- Build upon a caring and friendly fellowship and offer personal support across all ages
- Relate warmly to people both inside and outside CBC
- Challenge and encourage the CBC congregation to think, pray and act in new ways while upholding its rich heritage and values

NOTES

1. The Church would expect the successful candidate to have or seek accreditation or ordination and to have a suitable theological education.
2. The Church has recognised the importance of increasing the effectiveness of its ministry to youth and young people.

A schedule of terms and conditions is attached

Schedule: Terms and Conditions

Remuneration

Annual Stipend \$78,221 (50% of which can be paid as an exempt benefit)

Annual Car allowance \$9,099 (100% paid as an exempt benefit)

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Annual Superannuation \$12010 (12% of the stipend and 12% of a notional housing allowance of \$21,862)

Remuneration will be increased annually in line with recommendations from the NSW and ACT Baptist Association.

Leave

Four weeks annual leave

Twelve weeks long service leave after ten years of service

Fifteen days per year for personal leave (including sick leave), which can accumulate to a total of up to forty days. If personal leave requirements exceed this limit, the diaconate has discretion to allow additional leave on the recommendation of the Personnel Committee.

Support

Two sub-committees of the diaconate are responsible for supporting staff:

- The Personnel Committee provides pastoral support and looks after the welfare of paid staff.
- The Workplace Committee oversees the performance and professional development of staff.

The Church expects its Ministry Team Leader to meet regularly with an external Pastoral Supervisor of the Team Leader's choosing. The Church will pay the costs. In addition, the Church has a modest budget for professional development of staff.

Probation

A probationary period of six months will apply.