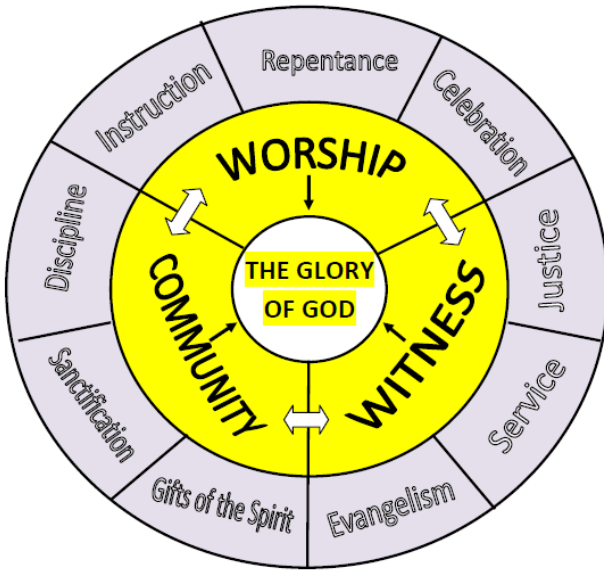




## POSITION DESCRIPTION

<b>Position Title:</b>	Church Leader
<b>Position Type:</b>	Permanent Full-time
<b>Responsible to:</b>	Mangapapa Church Elders Team
<b>Scope:</b>	Gisborne - Tairawhiti
<b>Office Location:</b>	Mangapapa Church - Gisborne
<b>Position Purpose:</b>	To lead Mangapapa Church in the fulfilment of its Motivating Vision – ‘To be His Love, Light, and Life’. Expressed in our key mission focus as; ‘To bring people to Jesus and wholeness of life, through His Love, Light and Life.’
<b>Health &amp; Safety:</b>	We aim to be 100% Safe at Work so your health, safety and wellbeing is important to us. To achieve this goal, you must comply with our policies and frameworks to ensure your own health, safety, and wellbeing whilst at work. You must ensure that your actions or inactions do not harm others.
<b>Core Values:</b>	<p><b>Worship</b> - Praising God and hearing Him speak through the Word, is at the heart of being God’s people. (Colossians 3:16)</p> <p><b>Community</b> - God makes us a community and wants us to grow up continually as a fellowship of believers. (Eph. 4:12-13).</p> <p><b>Witness</b> - In the life of the Church, Worship and Community spark the church’s witness. This is how it was in Acts. (Acts 2:47)</p> <p><b>Team</b> – Team Leadership is in the DNA of Mangapapa Church.</p> <p><b>Charismatic</b> – The Gifts of the Holy Spirit are recognised and encouraged.</p> <p><u>Note:</u> The attached diagram ‘Ecology of Church Life’ is embraced @ MUP.</p>



### The Ecology of Church Life

Adapted from: 'Radical Renewal – The Problem with Wineskins Today' by Howard A Snyder

1. **Worship** – Praising God and hearing Him speak through the Word, is at the heart of being God’s people. (Colossians 3:16)
2. **Community** - God makes us a community and wants us to grow up continually as a fellowship of believers. (Eph. 4:12-13).
3. **Witness** – In the life of the Church, Worship and Community spark the church’s witness. This is how it was in Acts. (Acts 2:47)

Updated: April 2023

#### Key Responsibilities:

KEY RESPONSIBILITIES	ACTIVITIES
<p><b>STRATEGY AND PLANNING</b></p> <p>To recognise the vision and strategic direction of the Church and participate in ongoing development and implementation</p>	<ul style="list-style-type: none"> <li>• Spend time seeking God, to receive and recognise His purposes for Mangapapa Church and change as required through the Holy Spirit</li> <li>• Draw together and collaborate with elders and the leadership team to implement the strategic plan and refresh this in accordance with God’s will and purpose.</li> <li>• Lead Mangapapa Church as a member of the Eldership Team and the Leader of the Leadership Team</li> <li>• Work with Leadership Team, Eldership Team and other key leaders to carry out the mission and purpose of the church</li> <li>• Collaborate with and contribute to community wide initiatives to positively impact the community for Christ</li> </ul>

<p><b>LEADERSHIP</b> Pastoral Care</p> <p>Leadership</p> <p>Worship</p> <p>Great Commission</p>	<ul style="list-style-type: none"> <li>• Shepherd the church of God, being an example to the flock</li> <li>• Provide and/or facilitate pastoral visiting, prayer and counselling ministry supported by the Eldership Team</li> <li>• To make referrals when necessary and respond appropriately to crisis situations which arise in the congregation</li> <li>• To officiate at special services such as weddings, funerals, nursing home services, etc.</li> </ul> <ul style="list-style-type: none"> <li>• Facilitate the development and implementation of key ministries identified by the Leadership Team</li> <li>• Inform Eldership and Leadership Team of progress, concerns, problems and changes within the Church and agree on appropriate actions</li> <li>• Identify and facilitate the use of Spiritual gifts in personal and corporate worship</li> </ul> <ul style="list-style-type: none"> <li>• A key member of the preaching, leading and worship team</li> <li>• Plan and conduct worship services, developing sermons, planning with music leadership.</li> <li>• To support, encourage and assist other preachers in team ministry including preaching, teaching and worship leading</li> <li>• Minister with the sacraments (e.g. Believer’s baptism, Communion, infant dedication)</li> </ul> <ul style="list-style-type: none"> <li>• Lead and demonstrate effective ways to witness and win the lost to salvation through Jesus Christ</li> <li>• Actively encourage parishioners to draw closer to God, to seek, receive and recognize His purpose for them and to inspire faithful obedience</li> <li>• Support parishioners in identifying/using their gifts and improving their ministry skills to impact the community for Christ.</li> <li>• Lead the congregation in effective programs to fulfill the Great Commission with vision, purpose and as a priority</li> </ul>
<p><b>CORPORATE</b></p>	<ul style="list-style-type: none"> <li>• Maintain our relationships with our parent churches – Presbyterian and Methodist.</li> <li>• Keep abreast of regulatory and legal requirements and ensure that MUP is compliant</li> <li>• Keep abreast of social, political, religious and community leanings and consult with Elders and LT as appropriate.</li> <li>• Support, manage and empower paid and volunteer staff to contribute to God’s purpose for Mangapapa Church</li> <li>• Oversee Church discipline matters and the management of conflict issues in the church</li> <li>• To work with the Assets and Finance Team to see that the facilities of the church are fit for purpose.</li> <li>• To serve as Leader of the Leadership Team</li> <li>• To serve as an Elder within the Eldership Team</li> <li>• To ensure that communication is effective with the congregation, Leadership Team, Eldership Team, Ministry leaders and the wider church</li> <li>• Commitment to personal development of self and others</li> <li>• Work in a professional relationship with the office administration team</li> </ul>

## Competencies and Experience:

Key Experiences
<ul style="list-style-type: none"> <li>• Born again Christian Believer.</li> <li>• Demonstrated experience in Christian leadership – E.g. Church leadership, mission, evangelism, youth.</li> <li>• Demonstrated experience in working collaboratively in a team environment.</li> <li>• Demonstrated experience in encouraging &amp; resourcing others in their goals</li> <li>• Strong planning and organisation skills.</li> <li>• Good verbal and written communication skills.</li> <li>• Ability to work collaboratively across the region with other Churches/Church leaders.</li> <li>• Demonstrated commitment to quality and the ability to influence key stakeholders.</li> <li>• Proactive approach to improving processes and practices, innovation and creative problem solving. Sourcing ideas and inspiration from the Lord - from those within MUP Church - the Church worldwide - and as the Lord leads, from the wider community.</li> <li>• Microsoft Office suite competent.</li> </ul>

Qualifications & Key Attributes
<ul style="list-style-type: none"> <li>• Relevant tertiary diploma or degree or equivalent experience is desirable</li> <li>• Filled with the Holy Spirit, Charismatic</li> <li>• Servant heart, Gracious</li> <li>• Passionate about the Kingdom of God and reaching the lost.</li> <li>• Hold onto Jesus' Mission in Isaiah 61 v1 ...to preach good news to the poor. He has sent me to bind up the broken hearted, to proclaim freedom for the captives and release for the prisoners.</li> <li>• Accepts the authority of Scripture and teaches from it.</li> <li>• Fears God and abides in Christ (John 15)</li> <li>• Glorifies God</li> </ul>
Other Preferred Attributes
<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Compassionate</li> <li>• Visionary</li> <li>• Leads with love and freedom [giving people choices]</li> <li>• Exercises trust in relationships</li> <li>• Can be assertive</li> </ul>

Job description of a Church Leader: [based on Acts 20: 17 - 38]

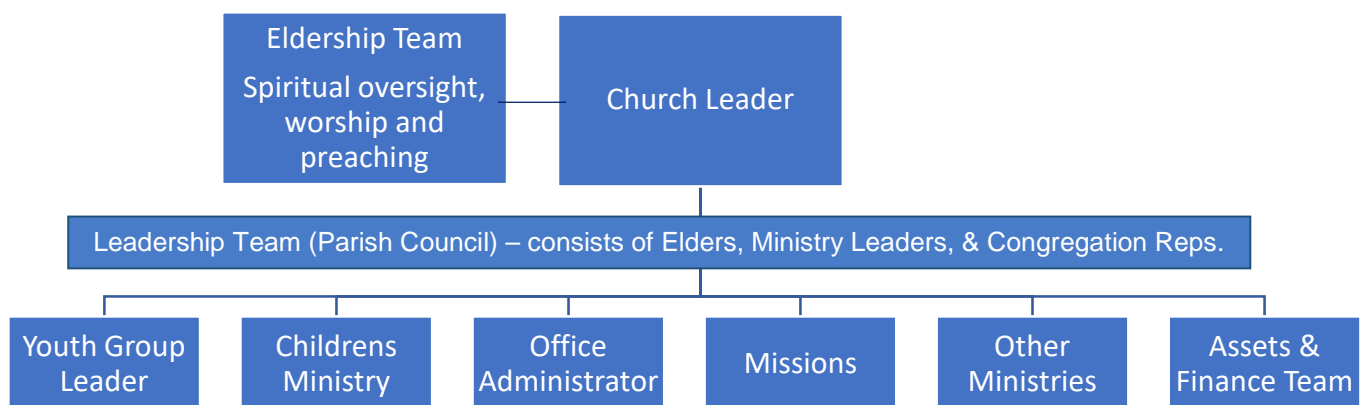
- Serve God - Lift up Jesus Christ [and not themselves.]
- Teach people
- Accept the cost

- Care deeply about the Church [How precious the church is that Christ would die for it.]
- Protect the flock
- Guard themselves

## REMUNERATION

This will be based on the Presbyterian Church of Aotearoa New Zealand, Ministers Stipend.  
<https://www.presbyterian.org.nz/for-parishes/treasurers-information-church-management-support-guide>

### Reporting Relationships



### Performance Report

Mangapapa Union Parish  
 For the year ended 30 June 2022

#### 'Who are we?', 'Why do we exist?'

Legal Name of Entity  
 Mangapapa Union Parish

Other Name of Entity  
 Mangapapa Church

Entity Type and Legal Basis  
 Mangapapa Union Parish is an unincorporated religious entity and a registered charitable organisation.

Registration Number  
 CC26745

### Entity's Purpose or Mission

The Motivating Mission Statement of Mangapapa Union Parish is: 'To be His Love, Light and Life'. To bring people to Jesus and wholeness of life, through His Love, Light and Life.

### Entity Structure

Mangapapa Union Parish is a Cooperative Venture Church with Methodist and Presbyterian roots. We currently operate under the oversight of the Presbyterian Church of Aotearoa New Zealand (PCANZ).

The day to day running of the parish is governed by the laws and regulations of the Uniting Congregations of Aotearoa New Zealand. The parish consists of one congregation governed by the Parish Council, which is now commonly referred to as the 'Leadership Team'.

Our 'Parish Council/Leadership Team' consists of 6 people, voted on by the members of Mangapapa Union Parish, with 4 of these being the Elders team and the Chairperson being the appointed Church Leader or Senior Elder. Ex-officio members of the Leadership Team include the Assets & Finance Team Chairperson, Children's Ministry Leader, Youth Leader, & Worship Music Team Leader.

The day to day running of the parish is undertaken by the paid staff and many volunteers.

### Main Sources of Entity's Cash and Resources

- Offerings and donations;
- Grants received
- Fundraising
- Other Donations & Income;
- Residential Rental Income;
- Income from investments.

### Main Methods Used by Entity to Raise Funds

Tithes & Offerings given each week by the church members.

Garage Sales have been used to raise funds for local community mission.

Grants and received from local and National trusts for specific projects.

### Entity's Reliance on Volunteers and Donated Goods or Services

We estimate around 54 volunteers contribute around 110 hours per week to the various activities of the church and its work in the community.

### Physical Address

Church Complex - 71 Atkinson Street, Gisborne, New Zealand 4010.

Church Office - 314 Ormond Road, Mangapapa, Gisborne, New Zealand 4010.

### Postal Address

P O Box 2146, Gisborne, New Zealand, 4010

### Email Address

office@mup.org.nz

### Website

www.mup.org.nz

## Statement of Service Performance

### 'What did we do?'. 'When did we do it?'

#### Description of Entity's Outcomes

As stated in our Entity Information, the Mission of Mangapapa Union Church is to provide opportunities for individuals and families to encounter the reality of God's love, healing and salvation through Jesus Christ in the suburb of Mangapapa, and the wider Gisborne Tairāwhiti region, and in mission and humanitarian relief and development in several parts of the world.

During the 2021/2022 financial year, we worked with our Community to fulfil that mission through the following initiatives:

Rest Home Services taken quarterly by teams at Beetham Village, Te Wiremu and Dunblane.

Mangapapa Church Foodbank: 111 Food parcels given to Social Workers and Whangaia Police team, for clients of 11 Social Work agencies in the region.

Hospital Emergency Bags, Baby Packs and Blankets: In the 2022 last financial year we have made and delivered 240 Emergency Toilet Bags to 3 Hospital Wards, plus 13 Baby Parcels to Maternity and 26 blankets to Ward 4, and 9 rubbish bag size containers of clothes and shoes to Ward 11.

The parish provides 1 "Bible in Schools" teacher to 1 school in the District.

Mangapapa Church financially supports Medical Training Mission work in Burma/Thailand, with two doctors from the Parish working for Partners Thailand.

The Church financially supports one of the founders of 'Circuit International', a former Parish member, working in Burma with small business ventures.

Mangapapa Church is part of the Gisborne Police 'Te Hahi' initiative, whereby vetted Church teams on a roster rotation, provide 'Pastoral Care' to Police clients, when requested by the Police Whangaiia Team.

The Church supports World Vision's 40 Hour Famine by encouraging our youth to take part and also making a financial contribution towards it ourselves.

#### Description and Quantification of the Entity's Outputs

<b>Activities in the year to balance date:</b>	2022	2021
Sunday Worship Services, Bible Teaching and Communion: Average weekly attendance	66	112
Adult Home Groups & Small Groups: Average participation each week	41	38
Teens Youth Group: Average participation each week	-	-
Childrens' Kidspace, Matrix and Creche: Average participation each week	8	15
Prayer Ministries, Intercessory Prayer Group: prayer chain requests as well as regular prayer for causes and individuals	50	60
Te Hahi - Christmas Gift Baskets to families (this programme replaced the Angel Tree Project): Families/children receiving gifts in the Gisborne/Wairoa region	10	40
Mangapapa "CAP Debt Centre":	-	-
- Clients who booked a first meeting	-	11
- Clients who became debt free	-	1
- Clients "active" on their journey out of debt	-	6
- Clients who completed a CAP Money Course	-	6

During the 2021/2022 financial year, the Church ceased working directly with CAP clients; these are now being handled by another agency.

<b>Employees and Volunteers working in the entity</b>	2022	2021
Paid staff employed full time	-	1
Paid staff employed part time	3	3
Average paid hours per week (all paid employees)	45	88
Total volunteers working in the entity	54	67
Average volunteer hours per week	100	116

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## **OCTOBER 2022 – MUP ELDER’S & LEADERSHIP TEAM AGM REPORT**

What a challenging year it has been for anyone in leadership – be it in business, Schools, Rest Homes, those in Governance of every kind, and yes, for Churches. 2020/21 was difficult with Covid lockdowns, but 2021/22 with Omicron and the new Covid Health measures implemented, has seen anxiety, frustration, confusion, anger & lawlessness, rise to levels unseen in N.Z. in our living memory.

I have added 'Leadership Team' into the title of this report, as in this extraordinary past year and without a Church Leader/minister, we have had to face very difficult issues. We have needed to respond quickly to changes thrust upon us, sometimes weekly, but through it all we have sought to make all major decisions as 'Elders/Leadership Team.'

From our last AGM 17 November 2021, Elders Team has been; Stewart Patrick (Senior Elder), Rodney Judd, Gretchen Norman & Al Clement.

'Leadership Team' is currently Elders team plus Dione Russell & Paul Madsen. The current Children's Work leaders (John H. or Janice L.) may also attend Leadership Team ex-officio. At this time, we do not have a 'Worship Team Leader' nor 'Youth Leader', who would also be ex-officio L.T. members.

So much has happened in the past 10 months it is hard to remember it all, so I feel it is important here to remind us all of key parts of the journey. Within a week of last year's MUP AGM, the N.Z. COVID-19 Protection Framework Traffic Light System was announced by the Government. On 2 December we were in the 'RED' setting, and along with every other church in N.Z., MUP Elders/L.T. had to decide immediately how we would operate under that? Our majority decision – to follow the Government & Health Dept. Mandate requirements for vaccinated and unvaccinated gatherings under the 'RED' setting – saw us change to operate two Services. The 10am Sunday Service for up to 100 people, with 1 metre spacing & 'With My Vaccine Pass'. And a new 12:30pm mid-week 'Wednesday Praise & Communion Service' for up to 25 people, 1 metre spacing & 'Without MY Vaccine Pass'.

The months, December 2021 through to 10 April 2022, saw a raft of tweaks and changes to the Protection Framework and our response to those – e.g. contact tracing, cleaning surfaces, time required between auditorium use, seating numbers & spacing changes, mask mandates, implementing livestreaming and more. Then there was a period during the Omicron peak where we prioritised 'Livestreaming' of the 10am Sunday Service and limiting our attendance to just 25 people with MY Vaccine Pass', while also continuing the 'Wednesday Praise' Service 'Without My Vaccine Pass'. On Tuesday 5 April, vaccine passes were no longer required in any Traffic Light setting, and so our Sunday Services were open to all and the mid-week 'Wednesday Praise' Service was no longer required.

Now at this point in time, we are continuing by our own choice, to maintain seating spacing in our auditorium and limiting the capacity to around 115 seats. So far with the measures we have implemented as far as we can tell, our Services & gatherings have not contributed to the spread of Covid-19, and we are very grateful for that mercy.

It goes without saying that that some of our MUP congregation were (and some still are), very opposed to or hurt by, some of these decisions by Elders/L.T. We acknowledge that hurt felt by those who longed to be a part of the Sunday Services, but could not due to the vaccine pass requirement. We are delighted some of you have returned and we have acknowledged that personally with you.

Others have not returned to MUP and Elders have been speaking with them one by one to understand their situation. I believe it is important to say here that there is a wide range of reasons



as to why some have decided to leave MUP Church and it is not all about Covid & vaccinations. Some believe firmly that our decisions were 'bad ones', if not wrong ones. Some believe MUP must come under the authority of a N.Z. 'Apostle' & 'Prophet'. Some believe we should have opposed the Government mandates and things such as contact tracing. Some just don't want to be aligned with a 'Church Denomination'.

It is also important to acknowledge we have all grieved over this situation, but it is now time to move on. Therefore, it is with sadness we say farewell and 'thank you' to those who have confirmed their leaving MUP. We need to acknowledge too that there are folk, in every church, who have not returned to Church Services & gatherings yet as they still do not feel 'safe' to do so, again for a variety of reasons. There are also those who have simply gotten out of the habit of meeting together as church. Every Church is experiencing that, and we are all finding it is impacting volunteer availability, roles & functions.

Several folks have also moved away from Gisborne in the past year including - Deon & Jana Connaway & family to Tauranga; Phil & Debs Viljoen & family to Hastings; Patrick & Kate Ney & family to Canada; and Margaret Willimott to Auckland.

Well, Amen. Now for the positive things, and there are several!

Where we have had unexpected gaps to fill, some folk have 'stepped up' to fill them. I want to mention; Janice & Mark Langford assisting John Hill with Children's ministry. Angela Paton, Dione Russell with more Leading of Services. Paul Madsen with preaching & pastoral care coordination. The new part-time position 'Lay Leadership Assistant' was a God given direction and we are so pleased to have Paul Madsen rise up from within the Church to take this on. Paul is paid 2 days a week in this role and is doing well. It is fixed term contract through to the end of May 2023. This gives us time for things to settle, to seek our strategic direction from the Lord in fast changing times and determine the future leadership needs of MUP.

The 'atmosphere', the spirit within our Services and gatherings, is healthy. There is joy and laughter and elders delight in hearing your participation in prayers of praise & intercession, words & testimony. We are limited in musicians at present but that has not diminished your worship response and we are so grateful for that.

We have new folk coming amongst us week by week and we remind you all how important it is to make new folk feel welcome. We do not forget too our Church folk in Rest Homes and our care in visiting them.

As a 'Union Parish' we partner with two denominations, being; The Presbyterian Church of Aotearoa N.Z. and The Methodist Church of N.Z. This partnership now takes place in 3 year rotations, whereas in the past the change occurred when a new Minister/Leader was appointed. As of 1 July 2022 we commenced a 3year term with Methodist Church of N.Z. as the Denominational Partner. Here are some key points to note regarding this change;

- Really we will notice very little change. The 3 yearly changeover now, is to give both denominations an equal share of the financial levy support, rather than going several years with one denomination.

- 'Denomination Levies' are sometimes questioned by Parish members, but we can say how much we appreciated free resource & legal advice over the past 8 months.
- 'Partner' is the key word, not 'Oversight' of us. 'Helping (MUP Parish) with resourcing and caring to do well whatever we are doing', is the brief of the regional Presbytery or Synod we relate to for the term. It is noted that isolation for places such as Gisborne is becoming more real due to Covid & travel/petrol costs. Zoom conversations/meetings do help somewhat with this factor.
- Methodist Church of NZ (MCANZ), is changing to be more 'conservative' rather than 'liberal', with the predominant congregations now being Samoan & Tongan.
- The current President of MCANZ is Rev. Andrew Doubleday - an evangelical. At the end of his term this year he is moving to take up the Executive Officer role @ Uniting Congregations of N.Z. (UCANZ). This is a very positive appointment from our perspective.
- MUP Eldership's position, through my time as Church Leader (2005-2018), and now as Senior Elder, has always been that we honour & respect our Presbyterian & Methodist roots, which are solid in the Gospel. We will continue to let our Gospel/Christ centred, evangelical & charismatic flavour be seen in our Partner denominations.

To conclude, we say 'Thank You' to all those who continue to serve faithfully here @ MUP. What a list it is;

Greeters/Welcome's, Servers of Morning Tea, Flower arrangers, Service Leaders, Singers, Musicians, Preachers, Teachers of the children, Sound Desk & AV Operators, Cleaners, Discipleship Counsellors, Prayer's, Intercessors, Encouragers, Office Workers, Elders, A&F Team members, L.T. members, Home Group Leaders, Gardeners, Handyman fixers, Visitors, Pastoral Carer's, Emergency Hospital Bag Team members, Baby Packs Team members, Te Hahi volunteers, Foodbank volunteers, Offering Counters, Stats Counters, Communion Stewards, Transport Team members.

Stewart Patrick – Senior Elder/Leadership Team Chairman