

JOB DESCRIPTION & PERSON SPECIFICATION

College Department:	Pastoral Care
Position Title:	Director of Ministry
Position Classification:	Lutheran School Officer Grade 6
Tenure:	As per Employment Agreement

COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

The Director of Ministry will strategically lead and develop Ministry and Spiritual Formation at St Martins Lutheran College. The Director of Ministry provides a pastoral and strategic connection between the Lutheran Church and the staff, students and families of St Martins, so that they may come to know the love of Jesus, grow in faith and experience a Christ-centred community of care.

The Director of Ministry is responsible for leading the worship and devotional life of the College, nurturing faith formation, providing pastoral and spiritual care, and empowering staff, students and families to participate in prayer, service, social justice, outreach and ministry. The role combines strategic leadership with a visible, relational and responsive presence across the College.

2. Reporting / Working Relationships

The Director of Ministry reports to the Principal and works in close partnership with the Head of Pastoral Care. The role works collaboratively with the wider St Martins Lutheran College community, including staff, students, parents, volunteers, visitors and the College's pastoral care teams.

The Director of Ministry will continue to foster partnerships with the St Martins Church congregation, kindergarten and supporting congregations to strengthen the ministry of each organisation and build the body of Christ.

The Director of Ministry leads the Ministry Team and, within the College's Pastoral Care Framework, provides leadership for the Ministry and Spiritual Formation team.

3. Special Conditions

The Director of Ministry is employed under the terms and conditions specified in the Lutheran Schools SA Enterprise Agreement.

Some out of hours work may be required, for which time in lieu may be negotiated.

4. Extent of Authority

Manage assigned work to achieve agreed goals within College policies and guidelines. The Director of Ministry reports work priorities, workload and matters outside established policy to the Principal, and works closely with the Head of Pastoral Care to ensure Ministry and Spiritual Formation is integrated with Student Wellbeing and Student Engagement without duplicating their specialist functions.

5. Statement of Key Outcomes & Associated Activities

Position Responsibilities

The responsibilities of the Director of Ministry include, but are not limited to:

Ministry Leadership

- Organise and lead worship and devotional occasions across the College, ensuring they are theologically grounded, engaging and appropriate for students of different ages.
- Meet regularly with the Principal, Head of Pastoral Care and Congregational Pastor to pray, plan and coordinate ministry priorities and pastoral responses.
- Lead the College Ministry Team and oversee Ministry, Spiritual Formation and Service-Learning programs.
- Proclaim and teach the Word of God in ways that engage students and staff and connect the Gospel meaningfully with contemporary life.
- Maintain an active, visible and approachable presence across both Villages, building authentic relationships with students, staff and families.
- Provide responsive pastoral and spiritual care through listening, prayer, encouragement, faith conversation, grief support and presence as needed.
- Work with the Head of Pastoral Care to coordinate the College's pastoral response to grief, loss, crisis and significant community events, providing spiritual leadership, prayer, ritual and pastoral presence.
- Work within clear professional boundaries, referring mental health, counselling, safety, behaviour, attendance and engagement matters to the appropriate staff.
- Provide leadership, resources and mentoring for staff in their devotional life and provision of Christian pastoral care.
- Contribute to College leadership, policy and decision-making through an informed understanding of College life and effective collaboration across the community.
- Develop, implement and regularly review a strategic plan for Ministry and Spiritual Formation, ensuring programs are purposeful, inclusive, age-appropriate and aligned with the College's strategic direction.
- Plan and implement service, social justice and service-learning opportunities grounded in the College's strategic plan and a Christian understanding of vocation and service.
- Maintain strong connections with LESNW chaplaincy and ministry networks, St Martins congregation, supporting congregations and appropriate Christian community organisations.
- Ensure ministry practice is inclusive, culturally responsive and attentive to the diversity of faith backgrounds within the College while remaining faithful to its Lutheran identity.
- Create meaningful opportunities for student voice, leadership and participation in worship, service, faith formation and ministry.
- Collaborate with the Head of Pastoral Care, College Counsellor, Director of Student Engagement 7-12, Director of R-6 Village, Year Level Leaders and Student Engagement Coordinators to embed the College's Pastoral Care Framework, ensuring Ministry and Spiritual Formation contributes to a unified, Christ-centred and student-focused approach while respecting the distinct responsibilities of each role.

Other

- Attend relevant school meetings and other events, as required.
- Attend staff professional development programs, as required.

Statement of Flexibility

This job description outlines the key responsibilities of the role. As the strategic and operational needs of the College continue to develop, the scope of this role may evolve over time. The Director of Ministry is expected to demonstrate a high level of adaptability and agility, taking on other responsibilities, as required, that align with the College's priorities and their professional expertise. A collaborative approach and willingness to contribute beyond defined duties will be essential in supporting the College's ongoing growth and direction.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Have completed Theological Studies
- Current South Australian Working with Children Check (WWCC) for paid employment
- Responding to Risks of Harm, Abuse and Neglect training (can be obtained upon employment)
- Valuing Safe Communities training (Provided by the College)
- First Aid Qualifications (desirable)

2. Personal Skills, Abilities & Aptitude

Skills

- High level written and verbal communication skills.
- Skills as an engaging communicator who can connect meaningfully with children, young people and adults.
- Strong strategic, spiritual and servant leadership qualities.
- Highly developed relational skills, including the ability to build trust, listen well and respond pastorally.
- Excellent organisational, planning and time management skills.
- Strong administration and digital communication skills.

Abilities

- A practising Christian (of Lutheran faith or background highly desirable) with the ability to communicate the Gospel and nurture a spirit of Christian care among students, staff and families.
- An ability to work independently and to be proactive.
- An ability to work collaboratively with colleagues and contribute effectively within an integrated pastoral care structure.
- Ability to manage highly confidential information with discretion, integrity and sound professional judgement.
- Ability to relate effectively and respectfully to students of all ages and to maintain a visible, approachable presence.
- Ability to plan and organise to meet deadlines.

Aptitude

- Demonstrate a capacity to commit to the College's Purpose, Vision, Mission and Values, that underpin the delivery of a Christian based education to students in the College.
- A passion for Christian Ministry.
- A genuine interest in working with children and young people.
- A deep sense of humility, compassion and a desire to serve others.
- Inclusive of, and responsive to, the diversity of faith, culture and experience within the College.
- Flexibility and a capacity to adapt to change.

- A commitment to undertaking out-of-hours activities related to College ministry.

3. Experience

- Experience providing pastoral and spiritual care within appropriate professional boundaries.
- Experience in youth ministry, school ministry, chaplaincy or a comparable ministry context.
- Experience working within a school environment and collaborating with pastoral care, wellbeing or student engagement teams (desirable).

4. Knowledge

- An understanding of contemporary youth culture and how it shapes the spiritual lives, identity and sense of belonging of students.
- An understanding of contemporary spirituality in its various forms, with a focus on Christian spirituality and its implications for students, staff and families.
- An understanding of the principles of Lutheran education, Lutheran theology and the role of ministry within a Christ-centred school.
- Knowledge of the College Pastoral Care Framework and an understanding of relational and restorative practice, including the boundaries between ministry, wellbeing and student engagement responsibilities.
- Knowledge of child safety, mandatory reporting and appropriate referral pathways for counselling, mental health, safety, attendance, engagement and behaviour concerns.

5. Classification Level

The position of Director of Ministry carries a Classification Level of Lutheran Schools Officer Grade 6. (Refer to the guidelines in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

6. Work Health and Safety

All staff are expected to comply with the College's WHS Policy by taking reasonable care for their own health and safety, as well as that of colleagues and others in the workplace. This includes using and maintaining equipment correctly, keeping work areas free from hazards, reporting safety incidents promptly, and ensuring that their actions do not place others at risk. Staff must also cooperate fully with St Martins Lutheran College in all measures required to maintain a safe and healthy work environment.

7. Performance Standards & Review

An annual Professional Development Plan is undertaken with the Principal, informed by collaboration with the Head of Pastoral Care, to determine capacity to meet the demands of the role, identify additional training and support that may be required, review progress against ministry priorities and ascertain the level of job satisfaction being obtained.

APPROVAL

Job Description & Person Specification Approved

Alan Connah

Principal (Print Name)

(Signature)

Date: **To be confirmed**

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: