

TE HUI AMORANGI O TE MANAWA O TE WHEKE

POSITION DESCRIPTION



September 2018

POSITION TITLE:	Mātanga Mihingare Missioner
LOCATION:	Primary location negotiable; Position requires travel within Te Manawa o Te Wheke
DIRECTLY REPORTS TO:	Te Manutaki o Te Manawa o Te Wheke
ACCOUNTABILITY:	Te Manutaki – Te Pīhopa Amorangi Whaiti – Hui Amorangi
WORKING RELATIONSHIPS:	Te Pīhopa o Te Manawa o Te Wheke, Te Manutaki o Te Manawa o Te Wheke, Administration Staff, Ministry Staff, Minita-ā-Iwi, Local Vestries, Te Pīhopa o Aotearoa, Te Manawa o Te Wheke Trust Board.
JOB PURPOSE:	<p>To work co-operatively with Te Manutaki, Ministry and Administrative staff to ensure that Te Manawa o Te Wheke delivers high quality and innovative ministry education programmes which maintain and advance the vision and goals of the Hui Amorangi.</p> <p>To build Gospel centred mission's communities at whānau, hapū and iwi levels and to contribute to the building of Hui Amorangi mission's communities.</p> <p>To enable an iwi mission's community through calling, honouring, inspiring, encouraging, empowering, equipping and commissioning Mihingare for different works of mission service befitting their personal gifts.</p>
DIMENSIONS:	Responsive to Te Rūnanganui o Te Pīhopatanga o Aotearoa; Subject to the authority of Te Hīnota Whānui/ The General Synod; Subject to the authority of Te Hui Amorangi o Te Manawa o Te Wheke
POSITION REQUIREMENTS:	The successful candidate must be; Ordained in the Anglican Church; Hold a current full NZ Driver's License; Relevant teaching or theological qualifications/ experience; Be capable of using modern technology – Tablet, Smart Phone, Microsoft Office, Video Conferencing.
PERSONAL ATTRIBUTES:	High initiative; Able to work independently; Able to work with a team; High achiever; Effective communicator; Prudent time management; Attention to detail; Strong Christian faith; Command of Te Reo Māori.
REMUNERATION:	Full Stipend: including housing and book allowance. <i>(fixed, not negotiable)</i>
RESOURCES AND SUPPORT:	Mobile Phone and Computer provided; Work related and approved mileage reimbursed; Staff training, retreats and Professional Development provided.

GENERAL DUTIES:












Strategic, Administration and Management.

✚	To understand, accept and implement the Hui Amorangi mission, values, principles and operational plans and strategies.
✚	To promote the Hui Amorangi ministry education and mission programmes.
✚	To ensure effective delivery of high quality and innovative ministry education programmes for Mihingare mission and ministry including programmes for minita, tamariki, rangatahi and whānau.
✚	To provide regular reports as required by Te Manutaki.
✚	Maintain personal Outlook 365 calendar and Hui Amorangi staff Calendar.
✚	Maintain personal Outlook 365 task list, and effectively utilise Outlook shared task system.
✚	Effectively use Outlook 365 staff group to communicate and keep up to date.
✚	Update and effectively utilise the Hui Amorangi ministry training manual/s.
✚	To undertake high-quality research that informs the mission and strategic direction of the Hui Amorangi.
✚	To author article/s for publication in the annual Hui Amorangi Journal: Te Puna Mātauranga.
✚	To identify a new generation of leaders, both lay and ordained, committed to the Hui Amorangi.
✚	To develop and maintain positive, life giving and mana enhancing relationships with all staff, Hui Amorangi members and the wider Te Pīhopatanga o Aotearoa whānau.
✚	To assist Te Manutaki in the development of annual operation plans; that includes monitoring student progress and reporting mechanisms.
✚	To assist in the gathering of information for Hui Amorangi databases.
✚	To assist the development within Te Pīhopatanga o Aotearoa and the Three Tikanga Church of appropriate educational and mission partnerships committed to Te Tiriti o Waitangi and its principles.
✚	To affirm the kotahitanga of Te Pīhopatanga o Aotearoa.
✚	To affirm the rangatiratanga of Te Hui Amorangi o Te Manawa o Te Wheke.
✚	To share Mihingaretanga/ Anglicanism with all people, in particular Māori and indigenous peoples where there are shared interests.
✚	To actively contribute on issues of social justice through Mihingare perspectives.
✚	To promote Mihingare moral responsibility to respect and protect God's creation.
✚	To undertake all reasonable, lawful and canonical instruction of Te Pīhopa and Te Manutaki.
✚	To positively participate in an annual position review for the betterment of both employee and employer.

Training and Development.

✚	To attend and participate in all staff meetings.
✚	To attend and participate in staff professional development training programmes.
✚	To attend and participate in all relevant Hui Amorangi meetings.
✚	To attend regular meetings of spiritual direction/ supervision.
✚	To undertake ministry leadership training in strategic mission, research and development.
✚	To attend an annual retreat.
✚	To attend a regular place of worship and maintain one's own personal faith and commitment.

Teaching and Student Relations.

	To undertake regular, high-quality and innovative ministry formation training with all minita-ā-iwi in a specific rohe.
	To equip rohe to hold regular Bible Studies.
	To ensure effective delivery of all programme content.
	To be well-prepared and organised for lessons and conduct lessons appropriately to achieve set learning outcomes.
	To prepare assessment and marking guide requirements if called upon to do so.
	To contribute to the development of programmes and resources.
	To maintain attendance records and student evaluations.
	To be responsive to students' needs in terms of pastoral and academic support.
	To critique ministry and mission practice in church and other liturgical settings.
	To provide effective feedback and consultation to students.
	To establish and maintain open lines of communication with colleagues to ensure co-ordination of teaching activities and reporting requirements.

Performance Indicators

The person in this position is performing well when:

- Work is effectively planned and organised, meets standards of quality and timeliness, incorporates all agreed procedures and processes.
- Effective networks and / or relationships with relevant Church, community, ecumenical organizations are developed and maintained.
- Time and resources are effectively managed.
- Effective, respectful and appropriate working relationships are formed with other Church staff, and information is actively contributed and shared.
- Line management are kept regularly informed of work progress and issues as they emerge.
- All Hui Amorangi staff, management and rohe policies are adhered to.
- Minita-ā-iwi in the respective rohe are well informed and updated.
- Rohe begin to flourish and grow.