

## Local Mission and Ministry Review Administrator: Role Description

### **Aims of the post:**

- to be a link between Area Synod Pastoral Committees (ASPC) and pastorates/churches;
- to initiate/advise ASPC's of required church reviews and Ministerial Accompanied Self Appraisals (MASA);
- to maintain records of the reviews and MASA;

### **The Administrator:** can be lay or ordained and is expected to be able to:

- maintain confidentiality
- have good communication skills
- to work with spread sheets
- attend an annual gathering of the Outside Facilitators and Appraisal Partners
- file and record material from visits
- have good organisational skills
- be self motivated

### **Activities/Duties:**

1. Managing lists of Outside Facilitators and Appraisal Partners (and updating same as new names are added to the lists).
2. Managing a list of churches per Synod Area recording review dates and planned future reviews.
3. Liaising with the Area Synod Pastoral Committees to alert them of required reviews for churches and relevant minister(s) in that particular area (which in turn prompts the ASPC to formally initiate the reviews by letter).
  - a. To have linked a church/pastorate with a relevant Outside Facilitator and communicate this to the OF.
  - b. To have linked the relevant minister with a suitable Appraisal Partner and pass their name to the minister for his/her information and request them to download a copy of MASA for completion.
  - c. Communicate with the AP and inform them of the minister requiring a MASA and informing the AP of the OF's name to in order for them to liaise.
  - d. Within two months to have confirmed with both AP and OF that the review is on track.
4. In a multi-church pastorate each church would undergo an individual review and this requires the agreement of the OF to undertake all the reviews otherwise other OF's must be allocated.
5. Completion of the review is indicated by the Administrator receiving an updated Pastorate Mission Profile and minister's role description from the church and the report on the Church Life Review from the OF.
6. If within six months of having first advised the ASPC of a particular review and not having the updated document from the ASPC the Administrator will contact the convenor of the ASPC to expedite progress.
7. In pastorates in which a minister has been inducted within the last 9-12months the Administrator will remind the ASPC that an updated minister's role description needs to be completed and sent to the Administrator for recording and filing.