



Council of Churches of Western Australia (Inc)

Job Title:			
Ecumenical Ministry Officer			
Location:	Unit 24 8-12 Stafford Court MIDLAND WA		
Salary/Stipend:	\$50K with generous salary sacrifice provision	Position Type:	Full-time
Length of Contract:	3 years	Probation Period:	3 months
Position reports to:	General Secretary		
Enquiries:	The Reverend Jeni Goring via The Secretariat 08 9274 3888	Closing date for applications:	September 30, 2010
Applications Accepted By:			
E-MAIL:			
A single pdf. file including cover letter addressing criteria, Resumé and at least two referees to: The Reverend Jeni Goring Chairperson, CCWA Executive c/o administrator@churcheswa.com.au			
Description of Organisation			
The Council of Churches of Western Australia (Inc) is an association of Christian Churches incorporated under the Associations Incorporation Act 1987. CCWA calls on member churches to deepen their relationships and their commitment to their common calling through dialogue, prayer, witness, service, and action in the cause of peace, justice and the preservation of the environment.			
Job Description			
RESPONSIBILITIES			
Implementation of the Council's mission objectives, including:			
<ol style="list-style-type: none"> 1. Promoting active and broad participation in the ecumenical movement. 2. Supporting and resourcing commissions, committees and projects. 3. Networking and communicating information. 4. Relating to other bodies. 			



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TASKS

Include, but are not limited to:

1. Providing active support to Commissions of the Council through research, document preparation, communication, resource-development and other means.
2. Drafting the regular e-newsletter and other forms of communication to stakeholders.
3. Working directly with congregations and denominational authorities to assist in developing and implementing covenant relationships.
4. Advocating the principles of the ecumenical movement through public speaking, educational programs and other means.
5. Responding to enquiries from individuals and organisations.

ESSENTIAL CRITERIA

- Willingness to uphold the Mission, Vision and Values of the Council of Churches WA Inc.
- Demonstrated capacity to foster co-operation and dialogue
- Sound knowledge of ecumenical trends, issues and tensions
- Well-developed interpersonal, written and communication skills
- A member in good standing of a church which is a Member of the Council of Churches WA (Inc) or the National Council of Churches in Australia
- Current Police Clearance and Working with Children Check
- A current drivers' licence and own car

DESIRABLE CRITERIA

- Tertiary or other qualifications in a relevant field

Approved By:

CCWA Recruitment Committee

Date:

12 August 2010