

Wattle Grove Baptist Church
20 Puddy Lane
Wattle Grove 6107

LETTER OF INVITATION FOR NEW PASTOR WATTLE GROVE BAPTIST CHURCH



The Wattle Grove Baptist Church (WGBC) a long-established church servicing the eastern foothills suburbs of Perth, is currently seeking a new Pastor. The church is situated on the western boundary of the City of Kalamunda. Wattle Grove has recently developed into a suburban environment from a semi-rural one. The neighbourhood is diverse, both multi-culturally and multi-faith. Sunday morning worship service average a congregation of approximately 60, with an active but small Ladies and Men's Fellowships, weekly prayer meeting, Bible study and Youth Group operating on a regular basis.

The congregation consists of a broad cross-section of age groups, with a bias towards the seniors' representation. The Church premises is able to cater for current requirements and has land available for future development, however it does not have a manse.

WGBC is noted as being a very welcoming church and is active in a number of community support programs such as school chaplaincy and inter-denominational community support programs. The challenges facing the church are the need to attract more young families into the congregation and provide further support for youth development.

Of prime importance is the requirement that the Pastor fully comply with, and promote the WGBC Constitution. A copy of which can be forwarded on request. In accordance with the Baptist Union Western Australia Safe Church program, the Pastor should be accredited or have made substantial progress towards accreditation. The qualities of a Pastor, as given in scripture, are highly desirable. Other characteristics ideally sought sort for this Pastoral position are:

- Have appropriate experience as a Pastor and be spiritually mature,
- Ability to effectively preach and teach,
- Hold fast to the word of God (Biblically based),
- Be a good administrator,
- Be a team player,
- Be filled with the Spirit,
- Have a love of God,
- Not to compromise on what is stated in scripture, and
- Have ability to build up spiritually the members of the church.

Submission of applications:

Please submit applications either via mail, to the above address, or by email to:

wattlegrovebaptist@outlook.com

Contact for further information:

Mr. Ron Britten

Elder

Email: ron.britten@gmail.com

Mobile: 0408 837 249

APPENDIX A. CONDITIONS OF EMPLOYMENT FOR WGBC PASTOR.

1. **Stipend** (effective from 1st July 2022).

	Non-Accredited Minister	Accredited Minister	Senior Minister (Acc > 5 years)	Team Leader
Stipend per annum	\$74,383	\$82,648	\$90,913	\$95,045
Super (10.5 %)	\$7,800	\$8,684	\$9,568	\$9,984
LSL	\$1,800	\$1,800	\$1,800	\$1,800

The Pastor's stipend is deemed to include:

- All entitlements to leave loading, overtime loading, weekend or public holiday loading and any other form of stipend loading to which the Pastor may otherwise be entitled; and
- All service by way of overtime or attendance at functions or training outside the Pastor's usual working times.

Churches are free to pay the stipend and benefits at whichever interval is convenient to both parties, i.e., weekly, fortnightly, or monthly. The recommended remuneration package is intended to apply to a five-day working week.

2. **Exempt Fringe Benefits.** It is recommended that up to 60 % of the Stipend can be paid as Exempt Fringe Benefits.
3. **Working Week.** It is for the Council and Pastor to agree on any specific aspects of the Working Week, but it would be expected that the Pastor would have between 1 and 2 days per week where they have no routine or regular expectation of performing duties. If urgent matters arise that require attendance, it is expected they perform that work as part of their role, but it should not become common.
4. **Leave Entitlements.**

Annual Leave. Full time pastors are eligible for 20 days annual leave per annum. The timing of leave is to be by agreement between the Council and the Pastor. In addition to Annual Leave, the Pastor is eligible for at least one weekend away from the church congregation every 6 months to visit other churches, attend conferences, seminars, or camps or to spend time with family and friends. This is in recognition of the contribution made in working every Sunday. This leave to be in consultation and approval by the Diaconate.

Personal Leave. Personal leave combines both sick leave and carers leave. Full-time pastors are eligible for 10 days per annum and accrues monthly.

Compassionate Leave. In the event of the death or life-threatening event of a member of the Pastor's immediate family, the Pastor is eligible for 2 days paid Compassionate leave.

Public Holidays. The Pastor is eligible for the Public Holidays gazetted in Western Australia. If the Pastor is required to perform duties on a Public Holiday, they are expected to perform those duties and take another day off, and this should be within the same pay period as the Public Holiday.

Long Service Leave. The Pastor is eligible to Long Service Leave of 13 weeks after 10 years of service.

Study and Training. Pay the costs involved for the pastor to attend an agreed number of seminars or courses each year.

Consider favourably any reasonable request from the pastor for study leave which is used for legitimate study purposes, but that a minimum of forty contact hours each year engaged in study approved by the Church Governance Group be available for this specific purpose. This is a BCWA recommendation. This leave to be in consultation and approval by the Diaconate. Priority for any study leave to be given for obtaining BCWA accreditation training.

It is important that study courses planned or underway are identified at the time of the pastor's appointment.

Other Leave. The Pastor may be eligible for other leave, such as Emergency Service Leave, Jury Leave or Parental Leave.

5. **Other Benefits.** Telephone and Internet. It is expected that the church should pay the total telephone and internet account for the manse, but that the pastor would reasonably reimburse to the church the cost of private calls, particularly private STD and IDD calls. It is advisable for the church and the pastor to agree annually a budget for this expense. It is recommended that churches provide a mobile phone to the pastor as well as the manse phone. Reimbursement for mobile phone usage only. Ownership and phone contract details to be mutually agreed.
6. **Pastor's Ministry Description.** It is very important that the incoming pastor is aware of what the church expects from the role. The Pastor's Ministry Description should list the main duties and accountabilities in the role.
Churches are encouraged to seek assistance in the development of a pastoral profile from the Church Health Consultant or Moderator. The appointment by the church of a moderator is strongly encouraged to facilitate pastoral settlement.

APPENDIX B. DUTY STATEMENT FOR PASTOR

Introduction.

Some duties /expectations of a Pastor are provided in the Church Constitution. In the case of any conflict between the Constitution and the Pastor Duty Statement, the requirements of the Constitution take precedence.

Reference Document.

1. WGBC Safe Church & Communications & Decision Process Document.
2. Constitution of the Wattle Grove Baptist Church Inc. 1986. Revised November 27, 2022.

Duties / Tasks	Details
1	Responsible for the oversight and Pastoral ministry of the Church.
2	Responsible for Pastoral care within the Church.
3	May convene a Special Church Members Meeting (in conjunction with the secretary)
4	Chair Members Meetings, as required.
5	Receive applications for membership (along with church secretary)
6	Oversee the process for the proper removal of a person from membership
7	Make inquiry as to why a person has been absent for 'a prolonged period'
8	Attend and report to Diaconate meetings
9	Chair Diaconate Meetings, as required.
10	Responsible for preparing Biblical messages for the Sunday service, not deviating from the church's Basis of Faith, but explaining not only their content, but their application in a wide variety of contexts.
11	Responsible for inviting guest speakers during his absence, or for other special occasions, and to ensure that guest speakers are those whose teaching and preaching are consistent with the Basis of Faith and aims of the church.
12	Responsible for preparing Bible studies, where the books and/or doctrines of the Bible are studied more in depth, so as to give a broader knowledge of the Bible and its application to the congregation.
13	Ensure that the teaching of other church Bible study leaders (i.e. ladies', men, and youth) conforms to the Basis of Faith.
14	Ensure that all people have the opportunity to better know how share their faith in Jesus with another person.
15	To both encourage and invite people to use their gifts for the good of the church and the glory of God, whether this be in the church meetings themselves, or outside the church.
16	Responsible for seeking the spiritual welfare of all persons in the congregation, encouraging them in the way of Christ, praying for them, visiting them when they are sick or in hospital (when and where possible and/or permitted).

17	Responsible for following up on those who have visited the church, those who have been absent from the worship service, and all the people over the course of time.
18	Responsible for encouraging people to walk faithfully with Christ, including the need for repentance, faith, baptism by immersion, and applying the teachings of Jesus to their family, work, and community life.
19	Responsible, when requested, for the conducting of funerals, baptisms, and other functions within the church. To assist in weddings, as required.
20	Lead the church in its meetings and deliberations, unless the church or diaconate meetings choose otherwise, and to ensure that all views are heard, no person is abused for their view, and that respect and love are always practiced.
21	The Pastor (and secretary) are the 'first contact' for those applying for membership, and the Pastor has the oversight of, and responsibility for, the beginning stages of the removal of a person from the membership of the church.
22	Perform duties of Safe Church Response Officer per the BCWA Safe Church program
23	Liaise with Elder on pastoral requirements.

APPENDIX C. GENERAL DUTIES. (List of Clauses).

1. Pastor to present all Sunday morning worship service sermons, exception being for any leave period as specified in Appendix A.
2. Pastor to perform communion services and act as Service Leader as agreed.
Options being:
 - (i). Communion service (Presented every first and third Sunday of the month).
 - (a). All communion services
 - (b). Once per month
 - (ii). Service Leader.
 - (a). All services
 - (b). Every second service
3. Opening of Church. That the Church be opened for up to 3 hours once per week during a nominated weekday. Pastor to be available for prayer, counselling, etc.
4. A probationary period of six (6) months shall apply to a newly appointed Pastor. This probationary period may be terminated by either the Pastor or the Diaconate at termination of the six months. If both parties wish to proceed with the service, then conditions given in Clause 5 shall apply.
5. The term of service between Church and Pastor shall be terminated by one months' notice on either side, unless otherwise mutually agreed upon. The Pastor's call will be for a maximum term of four years. At the end of this term, the church may recall the Pastor for a further maximum term of four years. There is no limit on the number of times a Pastor may be called to serve the church.
6. The Pastor agrees to the relevant conditions laid out in the Wattle Grove Baptist Church Constitution. The most recent edition of the Church Constitution shall apply.