



National Council of Churches in Australia

National Director NATSIEC Information Package



Type of Position

Executive Officer – Full Time

Location

Level 7, 379 Kent St Sydney

Applications

Written applications should include:

- a covering letter addressing the selection criteria in the position description;
- your resume; and
- 2 Referees with their daytime contact details.

Applications will be accepted by
email personnel@ncca.org.au or ordinary mail.

Expressions of Interest: 30 June 2011

Please call Tara Curlewis if you have any
queries (02) 9299 2215.

Anglican Church

Antiochian
Orthodox Church

Armenian
Apostolic Church

Assyrian Church
of the East

Chinese Methodist
Church

Churches of Christ

Congregational
Federation

Coptic
Orthodox Church

Greek
Orthodox Church

Indian
Orthodox Church

Lutheran Church

Mar Thoma Church

Religious Society
of Friends (Quakers)

Roman Catholic
Church

Romanian
Orthodox Church

Serbian
Orthodox Church

Syrian
Orthodox Church

The Salvation Army

Uniting Church

379 Kent Street Sydney

✉ Locked Bag 199
Sydney NSW 1230

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☎ (+61 2) 9262 4514

🌐 www.ncca.org.au

ABN 64 493 941 795

National Aboriginal & Torres Strait Islander Commission (NATSIEC)

NATSIEC aims to give voice to Indigenous peoples through a better understanding of Indigenous theology and spirituality. NATSIEC works to rebuild self esteem, pride and dignity and to promote harmony and understanding between Indigenous and non-Indigenous people. NATSIEC takes action against injustice and seeks your support as we can not do these things alone.

We act on injustice: through the **Make *Indigenous* Poverty History** campaign NATSIEC has engaged thousands of people to learn and understand more about the real story of poverty amongst Indigenous peoples and, importantly, to take action to end it.

NATSIEC takes action on particular issues, such as the Northern Territory Intervention Forum held in 2009 to bring together Aboriginal and Torres Strait Islander Church leaders to formulate a common voice and response to the NT Intervention.

We give voice to current thinking and expressions of Indigenous theology and spirituality. We facilitate the development of Indigenous theologians. NATSIEC organises two significant conferences the Munguddor Bi Buya Conference and the Christ and Culture Conference. The third Christ and Culture Conference is being held in March 2011.

The NATSIEC Mandate

Provide a forum for Aboriginal and Torres Strait Islander peoples to speak and take action on issues of faith, mission and evangelism; of Aboriginal and Torres Strait Islander spirituality and theology; of social justice and land rights.

Serve as a unified voice for Aboriginal and Torres Strait Islander peoples as they relate to member churches and international ecumenical bodies.

Help rebuild self-esteem, pride and dignity within Aboriginal and Torres Strait Islander communities.

Promote harmony, justice and understanding between Aboriginal and Torres Strait Islander peoples and the wider community.

Provide a basis for further political action by church-related Aboriginal and Torres Strait Islander groups, other Aboriginal and Torres Strait Islander organisations and the member churches of the National Council of Churches in Australia.

Administer all funds of the National Council of Churches in Australia relating to Aboriginal and Torres Strait Islander peoples.

Share in furthering the objectives and promoting the programmes of the National Council of Churches in Australia.

The Commission is a primary reporting body for the National Director, who works with the Commissioners in developing and implementing policies for NATSIEC and assisting the Commission to fulfil the NATSIEC mandate.

NCCA Background Information

The National Council of Churches in Australia (NCCA)

“The National Council of Churches in Australia gathers together in pilgrimage those churches and Christian communities which confess the Lord Jesus Christ as God and Saviour according to the scriptures and commit themselves to deepen their relationship with each other in order to express more visibly the unity willed by Christ for his Church, and to work together towards the fulfilment of their mission of common witness, proclamation and service, to the glory of the one God, Father, Son and Holy Spirit.” (*NCCA Constitution, Basis*)

The National Council of Churches in Australia (NCCA) is an ecumenical council of member Australian Christian Churches: the Anglican Church of Australia, the Antiochian Orthodox Church, the Armenian Apostolic Church, the Assyrian Church of the East, The Chinese Methodist Church, the Churches of Christ in Australia, the Congregational Federation of Australia, the Coptic Orthodox Church, the Greek Orthodox Church, the Indian Orthodox Church, the Lutheran Church of Australia, the Mar Thoma Church, the Religious Society of Friends, the Roman Catholic Church, the Romanian Orthodox Church, the Serbian Orthodox Church, the Syrian Orthodox Church, The Salvation Army, and the Uniting Church in Australia

The modern ecumenical movement began to take shape as the 19th century drew to a close. Initiatives among students and between church mission agencies led the way. This country saw the formation of the Australian Student Christian Movement (1896) and the National Missionary Council (1926).

Out of the devastation of World War II sprang the Australian Committee for the World Council of Churches (1946). This developed into the Australian Council of Churches which, in 1994, became the National Council of Churches in Australia.

The movement for Christian unity in this country was, initially, an Anglican and Protestant affair. Eastern and Oriental Orthodox churches came in, in strength, during the 1960s and 70s. For Catholics, the 2nd Vatican Council opened up fresh possibilities for relationships with other churches, and the transition to the National Council of Churches in Australia (1994) saw the Catholic Church become a full participant in Australia's national ecumenical body.

The NCCA is its nineteen member churches in their commitment each to the others and all to the world for which Christ died. It works in collaboration with state ecumenical councils around Australia. It is an associate council of the World Council of Churches, a member of the Christian Conference of Asia and a partner of other national ecumenical bodies throughout the world.

Further information on the NCCA can be obtained from the website, www.ncca.org.au.

Position Description

Appointment and reporting

The NATSIEC National Director

- is appointed by the NCCA Executive.
- is responsible to the General Secretary for day to day NCCA work and management.
- works with and is accountable to the NATSIEC on the work and policies of the Commission.

Duties

The NATSIEC National Director is responsible for assisting the Commission to develop and implement the NATSIEC strategic plan as well as the ongoing administration and organisation of NATSIEC this includes;

Research, Advocacy and Policy

- Provision of specialist advice (managerial, professional and theological) and research and preparation of policy and discussion papers, briefings and correspondence for NATSIEC, NATSIEC Commissioners, NCCA Executive, Heads of Churches and related bodies;
- Organisation of Conferences, forums and workshops nationally, on issues and topics of relevance to NATSIEC and the NCCA; and
- Assist the NATSIEC Commissioners in strategic planning and policy development.

Relationship development

- Make representations to Governments and other bodies on behalf of the NCCA and NATSIEC;
- Maintain effective high level relationships with other Aboriginal and Torres Strait organisations and Indigenous bodies in Australia and overseas.
- Maintain relationships with the Christian Conference of Asia and the World Council of Churches concerning indigenous issues;

Budgets/ Appeals and Development Fund

- Preparation and oversight of annual budget;
- Manage all fund-raising NATSIEC;
- Oversee the Martung Upah Appeal and the NATSIEC Development fund;

Administration

- Management of NATSIEC office systems;
- Supervision of NATSIEC staff both full time, part time and volunteers. This includes staff development planning and practice, periodic evaluations and annual reviews as per NCCA staff procedures;
- Participation in regular meetings, including NATSIEC, NCCA Executive, The NCCA Forum, NCCA staff, management meetings and other forums representing NCCA and NATSIEC;

Other Duties

- All other duties that may be required by the General Secretary of the NCCA.

Salary Package

The salary package is based on the stipendiary system of the Uniting Church in Australia. The package is up to \$92,500 (plus superannuation).

Term of Appointment

The term of the initial appointment is for three years, with a three month probationary period. The appointment is renewable depending on performance and within budget restrictions and decisions.

Further information

For specific questions about the position, phone:
Tara Curlewis NCCA General Secretary, (02) 9299-2215

Expressions of Interest (30 June 2011)

Apply in writing, addressing each of the following selection criteria with examples to support your statements. Please supply at least two referees who can comment on your work. Include copies of qualifications and employment history .

Expressions of Interest should be sent by email or ordinary mail to:

Rev'd Tara Curlewis
General Secretary
National Council of Churches in Australia
Locked Bag 199
SYDNEY NSW 1230

Email personnel@ncca.org.au

SELECTION CRITERIA

Essential Criteria

- Commitment to the purposes of the NATSIEC and the NCCA
- Experience in executive management, and demonstrated understanding of the issues involved
- deep commitment to the church and sound knowledge of the Ecumenical movement;
- Demonstrated ability and commitment to work as part of a team and meet deadlines
- Demonstrated leadership capacity
- Demonstrated ability in strategic planning and policy development;
- Excellent interpersonal skills
- Excellent communications skills
- Ability to liaise effectively with churches, government departments, Aboriginal and Islander organisations and communities;

Desirable Criteria

- basic understanding of theological issues, relating to Aboriginal and Torres Strait Islander People;
- creativeness;
- analytical skills;
- theological qualifications;
- computer literacy
- Understanding of the churches and their structures
- Practising member of a Christian Church community

Applicants should note that Aboriginality is an essential criterion for the position, and is a genuine occupational qualification as authorised under Section 14(d) of the Anti-Discrimination Act, 1977 for positions advertised under this strategy.

Additional Material

Available from the NCCA website – www.ncca.org.au

- National Aboriginal and Torres Strait Islander Ecumenical Commission
<http://www.ncca.org.au/departments/natsiec>
- NATSIEC /NCCA Memorandum of Understanding
<http://www.ncca.org.au/departments/natsiec/about-us/mandate>

Enclosed with this document for your information are the following;

- NCCA Executive Briefing
- NCCA structure Diagram

These serve as samples of some of the work done by the NCCA.

Yours Sincerely



Tara Curlewis
General Secretary
May 2011

NCCA Executive Briefing

IN THIS ISSUE

- General Secretary's Sharing
- Conversations Shared in Table Groups the Executive Members.
- Decisions Made Together.

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National Council of Churches in Australia

General Secretary's Sharing

Challenges to the Ecumenical Glow

²⁹And while he was praying, the appearance of his face change, and his clothes became dazzling white. ³⁰Suddenly they saw two men, Moses and Elijah, talking to him. ³¹They appeared in glory and were speaking of his departure, which he was about to accomplish at Jerusalem. (Luke 9:29-31 NRSV)

Dear Colleagues,

As the 7th National Forum draws near I have rediscovered some media reports at the time of the NCCA's inauguration which described the excitement, enthusiasm as well as the "ecumenical glow" surrounding the new NCCA. The days of the churches together as the NCCA were a moment of transfiguration. God's divine light shone through the churches leaving an "ecumenical glow" for all to see.

A powerful image inspired the 1000 or so present in the Cathedral as the brightly coloured mantle passed over the congregation. The idea of Elijah's cloak being passed on to Elisha embraced something of the spirit of the occasion as well as embodying the idea of the old council being re-formed into the new more inclusive council where the voice of the churches is free to be expressed and the church leaders shape the work and the priorities.

My report to the Executive identified that some of the challenges we face today are shaped by;

1. Declining participation in Executive meetings.
2. The voice of some member Churches present on an infrequent basis.
3. Inadequate resourcing to efficiently carry out the councils work.

Our meeting was shaped by the reports as well as reflections and discussions from the church representatives. Together we identified the need to change some of our current practices and ultimately reshape our working structures and meetings to give greater priority to three areas.

1. Faith and Order
2. Mission
3. Public or Social Issues in our Society

A fruitful table group discussion focused by the following questions.

1. Where do you see the "ecumenical glow" today?
2. Do you have any disappointments concerning any aspect of the NCCA?
3. How can we rediscover the joy and the "glow" for the churches today

Other considerations and resolutions of the March meeting are also summarised in this edition. I look forward to hopefully seeing you at the Forum, 9-13 July in Canberra.

Grace and Peace

Tara Curlew

Summary of Executive Table Group Discussions

1. Seeing the Ecumenical Glow Today

Churches listen to each others perspective.

- There is a pervasive 'glow', which is the warmth, goodwill, trusting affection in which we meet. We assume this common bond now.
- For the NCCA and for the churches to speak out for the member churches who are suffering in their mother land.
- Dialogue between churches (eg Roman Catholic + Lutherans)
 - open, honest, valuable, acceptance of each other;
 - celebrating together, covenanting together on the local scenes;
- Where we take action together in response to social injustice and other needs/ challenges in the world, we see the 'ecumenical glow'.
- Ecumenical theological college/formation.
- Ecumenical intensive in Canberra.
- Learning from each other.
- Honouring each other as part of the body of Christ;
- Ecumenical glow through the youth movement, the youth are the present and future of the church.

2. Disappointments concerning any aspect of the NCCA

Churches Participation And Passing On The Ecumenical Story To Congregations

- Our working committees seem rather lack lustre.
- Lack of participation of the Orthodox Churches in the life of the NCCA.
- Commitment to the NCCA isn't always there.
- Lack of representation of Pentecostal Churches.
- Reduction of funding for Faith and Unity Commission.
- The sharing we experience in the NCCA does not travel far enough into the life of the churches.
- Government, media, civil society don't want to deal with churches on an individual basis – but NCCA is not currently able to be that united voice.
- More effective social advocacy and representation from NCCA on issues of common concern.
- Need to get more Orthodox churches involved in NCCA
- Strategies need to be implemented.
- Attitude at times: "What's in it for me?" Rather than "What can I contribute?"
- Financial Commitment.

3. Rediscovering the joy and the glow for the churches today

Radical Pruning of our Working Structures and a New Focus for Executive Required

- Focussing more on Faith and Order, Church and Society, Indigenous Issues
- Look at our structures – Radical pruning needed, be more focussed.
- NCCA Executive to drive this agenda more, rather than relative passivity. This will bring more relevance and vitality to Executive meetings.
- The church needs to rediscover her calling within society.
- Build on bridges we have built already.
- Invite each other into our churches more
- Talk up the ecumenical vision in our churches
- Leadership with society.
- To be faithful witnesses in a pluralistic society.
- Our model is still very institutional and unlikely to connect with younger Christians – can we be more proactive in NCCA asking the "What more can we do together?" question.

Considerations and Resolutions: March Executive

RELATIONSHIPS IN OUR REGION

Invitation to CCA to hold 14th General Assembly (2015) in Australia: The four Australian church members of CCA had held an initial exploratory conversation to consider inviting the CCA to hold its 14th General Assembly in Australia. A NCCA working group was established to explore a few practical aspects concerning both hosting and issuing such an invitation.

CCA: The Executive appointed Revd Alistair Macrae to the NCCA delegation for the 13th General Assembly.

International Students and Indian Community. The Executive heard of the support that the Mar Thoma Church is giving to the Indian Community. Several other Churches have taken steps to build bridges with the local Indian community and international students since the November Executive.

Some suggested initiatives for churches to consider included;

- local parishes inviting students to homes generating friendship from the grass roots and helping people to feel less isolated.
- Being in dialogue with the Police around the safety of Indian nationals.

We recognized the need to be open to further developing good relationships with the Indian community and Diaspora.

RELATIONSHIPS IN AUSTRALIA

Standing in Solidarity with Hurting Communities. Bishop Suriel shared some of the concerns from the Coptic Orthodox Church and the treatment of Christians in Egypt. The Executive resolved to stand in solidarity with the Church as well as sending a letter to the Hon. Stephen Smith, Minister for Immigration. We also assured the Coptic Church of our continued prayers.

7th National Forum 9 – 13 July, Canberra. The theme for this Forum is *“Shaping Our Ecumenical Footprint”* John Gibaut the Director of the WCC Faith and Order Commission has been invited to lead the bible studies. Invitations have also been extended to both the Prime Minister and the Leader of the Opposition to address the Forum.

NCCA and Wider Ecumenical Relationships: The Executive heard about the current status of Partnership Agreements between Act for Peace and the various State Councils. A Memorandum of Understanding has been signed with VCC and that a draft agreement has been approved by the QCT Executive. SACC and CCWA had responded positively to furthering the conversations with the assistance of a facilitator.

Working Group on Governance and Subsidiarity; People have been identified by each State Council to participate in this working group and the NCCA General Secretary is collating previous correspondence and actions for the groups consideration.

Bible Society: It was resolved that the NCCA will become a Secondary Partner in the Bible Society project “Australian Society and Youth.” (We will disseminate any project reports and results to the churches and encourage the Bible Society to explore partnerships with the theological colleges.

The National Compact between Government and the Third Sector: The Executive endorsed the NCCA President to sign the document and to be recognised as the President of the NCCA.

***Relationships
in our Region***

***Relationships
in Australia***



Upcoming Dates

16 – 23 May
Week of Prayer for
Christian Unity

5 – 9 July
Canberra
Ecumenical Winter
School
Living Beyond
Division

9 – 13 July
Canberra
7th FORUM

13 – 17 July
Sydney
Ecumenical Winter
School
Living Beyond
Division

3 – 4 November
Sydney
NCCA Executive

Contact us

PHONE:
02 9299-2215

E-MAIL:
tcurlewis@ncca.org.au

We're on the Web!
See the new website at:
www.ncca.org.au

RELATIONSHIPS WITHIN THE NCCA MEMBERSHIP

NATSIEC: The Executive resolved to support an amendment to the Memorandum of Understanding (originally signed 3rd December 2005) to be brought to the Forum. The Amendment will include as an addition The National Council of Churches in Australia endorses the United Nations Declaration on the Rights of Indigenous Peoples and particularly recognises, and is guided by, its principles of equality, non-discrimination, consultation and cooperation when pursuing harmonious and respectful relationship with the First Peoples of this land.

Financial Concerns: The budgets for 2010/2011 were approved. In order to present a balanced budget reductions in staffing for the Secretariat and reduced consultancy for the Faith and Unity Commission was required. The Executive resolved that “as soon as aggregate funds are available that we pursue re-instating the paid role of Faith and Unity Secretary.”

Church Contribution Working Group: Discussion recognized that the churches are struggling in the current financial times. The NCCA may be more attractive to the financial support of the churches if its focus is on work that no-one else does. Eg Faith and Order. A variety of other suggestions were also offered.

Faith and Unity Commission: The Executive resolved to encourage the NCCA Forum to adopt the principles in “Broadening the Theological Dialogue” paper. The Executive noted and endorsed the proposal for a pre-NCCA Forum on current theological trends in ecumenism, in relation to the anniversary of the 1910 International Missionary Conference.

Safe Church Project: The Executive agreed in principle to the Mandate Statement of the proposed Safe Church Network as reported and look forward to further consideration of it at the Forum.

CWS Commission: Act for Peace has received \$515,000 in response to the Haiti Emergency Appeal. Act for Peace is also lending assistance to Earthquake victims in Chile.

Social Justice Network: The Executive minuted its appreciation for the many years of dedication and the valuable contribution given by Sr Libby Rogerson to the NCCA through the Social Justice Network.

Ecumenical Accompaniment Programme in Palestine and Israel: The Executive resolved to encourage all member churches to read the Kairos Palestine document and promote as appropriate for discussion within councils and congregations of their church. It also resolved to send a copy of the Kairos Palestine document to the Minister for Foreign Affairs for his consideration.

New Member Church Application: An application for membership has been received from the St Thomas Indian Orthodox Church after hearing an outline of the history and activities of the church the Executive resolved to recommend this application to the Forum to receive the Church into full membership.

NCCA Member Churches

Anglican Church
Antiochian Orthodox Church
Armenian Apostolic Church
Assyrian Church of the East
Chinese Methodist Church
Churches of Christ
Congregational Federation
Coptic Orthodox Church
Greek Orthodox Church

Lutheran Church
Mar Thoma Church
Religious Society of Friends
(Quakers)
Roman Catholic Church
Romanian Orthodox Church
The Salvation Army
Syrian Orthodox Church
Unitina Church

Working Structure of the NCCA

National Forum -- NCCA Executive -- President

GENERAL SECRETARY

SECRETARIAT

General Secretary

Assistant to the General Secretary

Communications Desk
NCCA Communications Officer

Faith & Unity Commission
Secretary

Gender Commission
Chairperson

Social Justice Network (SJM)
Chairperson

Interfaith Dialogue

**Growing Churches in the
Australian Context (GCAC)**
Chairperson

Climate Change Working Group
Chairperson

**Safe Church Project
Working Group**
Chairperson

Safe Church Training Agreement
Staff (2)

**Ecumenical Accompaniment Programme in
Palestine and Israel**

Conduct of Meetings Working Group

Strategic Planning Working Group

SUPPORT SERVICES

Finance Committee

Director

Accountant

Junior Accountant

Finance Officer

Data Coordinator

Receptionist (2)

Temporary Staff

**NATIONAL ABORIGINAL
AND TORRES STRAIT
ISLANDER ECUMENICAL
COMMISSION (NATSIEC)**

NATSIEC Commission

Executive Secretary

Education & Advocacy Officer



ACT FOR PEACE

Executive Director

**Program
&
Policy Team**
(Director + 8 staff)

**Marketing
&
Communications
Team**
(Director + 7 staff)

act for peace
FOR PEACE AND JUSTICE

FUNDS

Glenburnie Program

**Ronald Wilson
Ecumenical Leadership Fund
(RWELF)**

VOLUNTEERS

MANAGEMENT TEAM - Executive Staff + 2 Staff Representatives
staff working group for special needs

The NCCA is an associate council of the World Council of Churches, and
a member council of the Christian Conference of Asia