

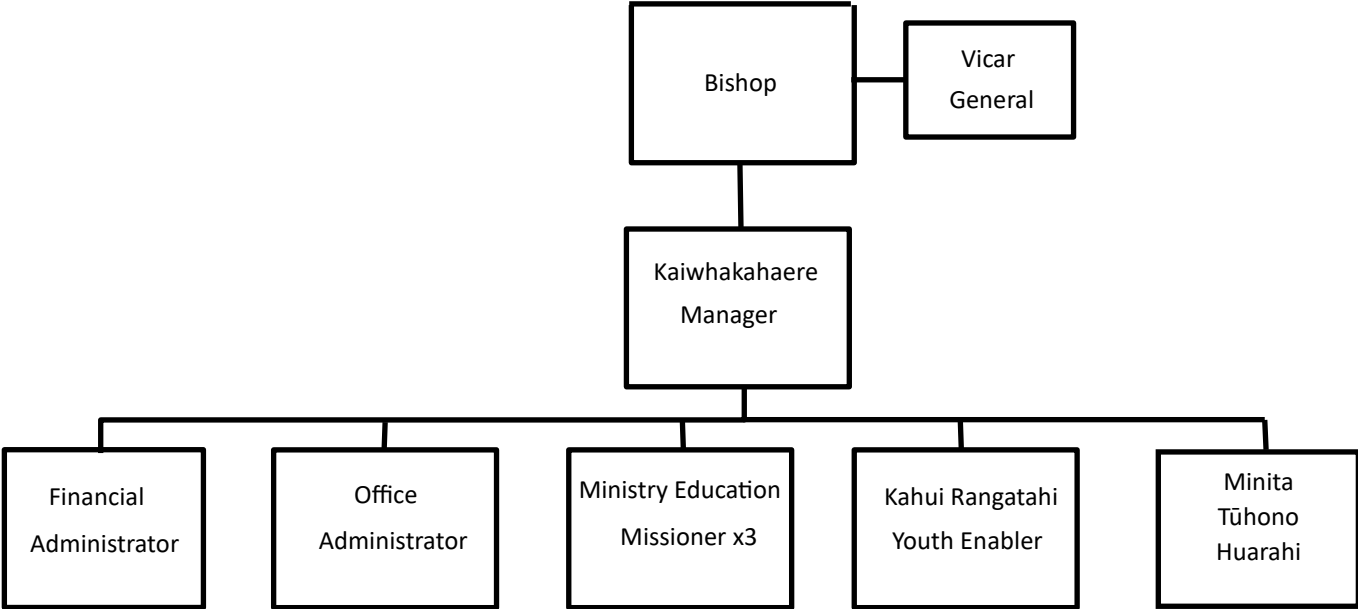


POSITION DESCRIPTION

Te Hui Amorangi ki te Ūpoko o te Ika

Position	Ministry Educator Missioner – Mihana Awhina
Position reports to	Kaiwhakahaere
Responsible for	Nil
Location	
Date	September 2024
Position purpose	This purpose of this role is to teach quality ministry training in the fields of social and theological education for Te Ūpoko o te Ika

ORGANISATIONAL STRUCTURE:



PRIMARY ACCOUNTABILITIES	STANDARDS OF MEASURE/EXPECTATION
<p>General Management</p>	<ul style="list-style-type: none"> ▪ To deliver Practical Ministry Training within Te Hui Amorangi ki te Ūpoko o te Ika. ▪ Teach within the Rohe/Takiwa at training centres as agreed as per the delivery plan. ▪ To assist and work with the Kaiwhakahaere and team, to plan and implement the ministry program for Te Ūpoko o te Ika. ▪ Align policies, review procedures and systems with the Kaiwhakahaere. ▪ To ensure forward planning of programmes and that they are scheduled in the Hui Amorangi yearly calendar of events. ▪ To regularly meet with the Kaiwhakahaere and Ministry Team as required ▪ To update the Kaiwhakahaere regarding the management and training of Iwi Clergy and Laity within Te Hui Amorangi ki te Ūpoko o te Ika.

	<ul style="list-style-type: none"> ▪ Assist with the yearly Planning Application and for funding requests. <p>To attend all Ministry Kura Training as Educator / Trainer as required by the Kaiwhakahaere.</p>
<p>Practical Ministry Training</p>	<p>Programmes</p> <ul style="list-style-type: none"> ▪ Ensure that the Programme of Learning is kept updated and in line with the learning requirements of Te Hui Amorangi, the objective of Practical Ministry development and the strategic plan. ▪ To ensure appropriate expertise for theological and tikanga aspects of ministry development training are engaged for programme development and delivery. ▪ Ensure that each programme is planned for the calendar year in advance and presented to the office for approvals. ▪ Review the courses delivered and provide recommendations to implement changes to ensure that the courses are being delivered and are meeting the agreed training needs of Te Hui Amorangi. ▪ To ensure attendance and evaluation forms are completed for each training session and filed with report. <p>Reports</p> <ul style="list-style-type: none"> ▪ To compile and submit monthly written reports on actual outcomes achieved. ▪ To attend Ministry Educator meetings as required by the Kaiwhakahaere. <p>Networks / Liaise</p> <ul style="list-style-type: none"> ▪ Whānaungatanga with each rohe in relation to regional and educational needs. ▪ Whānaungatanga with other Amorangi and Tikanga in relation to regional and education needs. ▪ Design and deliver wānanga or workshops focused on Mihingare liturgy, karakia, and ministry training to marae, hapū, iwi, and Māori organisations. Tailor programs to meet specific needs of communities, such as leading tangihanga workshops. ▪ Serve as a conduit between marae, hapū, iwi, Māori organisations, and the Priest-in-Charge (PiC) of the nearest Te Ūpoko Church, ensuring a collaborative approach

	<p>to Mihingaretanga, spiritual guidance and services.</p> <ul style="list-style-type: none"> ▪ Develop and strengthen networks that will support the delivery and success of the ministry training. ▪ To be available to support and train as required clergy and laity at retreats or prior to ordination.
COMPETENCIES	
Building Trust with Integrity	<ul style="list-style-type: none"> ▪ Adheres to codes of conduct and ethical principles; interacts with others in a way that gives others confidence in his/her intention. ▪ Deals with people in an honest and compassionate manner. ▪ Represents data and information accurately and honestly. ▪ Keeps staff-in-confidence information private. ▪ Behaves in an open, transparent, and consistent manner. ▪ Listens to others and objectively considers their ideas and opinions, even when in conflict with own views
Relating and Networking	<ul style="list-style-type: none"> ▪ Establishes good working relationships with rangatahi, clergy, laity, Minita-a-Whānau, iwi, hapu, and staff. ▪ Builds wide and effective networks of contacts inside and outside the organisation. ▪ Relates well to people at all levels. ▪ Manages conflict appropriately. ▪ Behaves in a Christian manner that enhances relationships with others
Presenting and communicating information	<ul style="list-style-type: none"> ▪ Speaks clearly and fluently. ▪ Has an understanding and will incorporate Te Reo Māori in the delivery of the programme. ▪ Has effective and good written skills appropriate to the Kaupapa
Formulating strategies and concepts	<ul style="list-style-type: none"> ▪ Works strategically to realise Te Hui Amorangi hikoitanga. ▪ Sets and develops strategies that are compatible with Te Hui Amorangi ▪ Identifies and develops positive and compelling visions of Te Hui Amorangi future potential.

	<ul style="list-style-type: none"> ▪ Takes account of a wide range of issues across, and related to, Te Hui Amorangi, Tikanga and the Church.
Planning and Organisation	<ul style="list-style-type: none"> ▪ Will work to clearly defined objectives within Te Hui Amorangi strategic plan. ▪ Manages time effectively. ▪ Identifies and organises resources needed to accomplish tasks. ▪ Monitors performance against deadlines and milestones.
Following instructions and procedures	<ul style="list-style-type: none"> ▪ Appropriately follows instructions as directed by Kaiwhakahaere. ▪ Follows procedures and policies of Te Hui Amorangi ki te Ūpoko o te Ika. ▪ Demonstrates commitment to the organisation. ▪ Complies with legal obligations and safety requirements of the role.
Coping with pressure and setbacks	<ul style="list-style-type: none"> ▪ Balances the demands of work life and personal life. ▪ Maintains a positive outlook at work. ▪ Meets with a mentor regularly and asks for help when needed.

Date Effective: _____

This position description may be required to be changed from time to time by management as the requirements of the organisation changes. The employee agrees that the contents of their position description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.

Declaration:

Signed: _____

Date: _____

(Employee)

Signed: _____

Date: _____

Carl Wairau

Kaiwhakahaere

Te Hui Amorangi ki te Ūpoko o te Ika

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business