

Sunday 23 November, 2025

Dear Westcity Community,

As discussed during our service on November 23, here is the internal application package for the **Lead Teaching Pastor** role.

Please read carefully through the role description which can be found below.

This is a paid role, for 3 days per week.

If you feel a strong calling and are suitably equipped, we encourage you to apply.

This can be done by:

1. Emailing a brief cover letter and CV (as a PDF) to Melanie Longhurst, Executive Pastor at westcitychurch@gmail.com.
2. The cover letter need only be a page but should outline why you have applied for the role and share examples from your journey that demonstrate your readiness for this role.
3. Applications to be submitted before December 12, 2025.
4. Every applicant can expect a response.

We are excited at the possibility of the best person for this role sitting within our Church. We will be transparent and honouring with all applicants as we seek to appoint this important member to our Church team.

Any questions regarding the process can be directed to Melanie in person, or via westcitychurch@gmail.com.

Warm regards,

The Westcity Board

Internal Application Package

Westcity Position Description

PURPOSE/MISSION

Love God, Love People, Follow Jesus

To be and make disciples in authentic community for the good of the world.

VALUES & GUIDING PRINCIPALS

Loving, inclusive, welcoming, compassionate, kind, peace-seeking.

ROLE DETAILS			
Ministry Area	Sundays, D&SF, Community Life		
Position Title	Lead Teaching Pastor	Reg Hrs/week	3 days
Name		Reports to	Board

ROLE SUMMARY (PURPOSE)	Overall description of the role including – purpose, broad scope and strategic importance.
<p>The Lead Teaching Pastor is the spiritual leader of Westcity Church, responsible for nurturing the spiritual, community, and social health of the congregation.</p> <p>The Lead Teaching Pastor is a spiritually mature, formally qualified, and accredited leader who embodies Westcity’s mission and values. This role requires advanced theological training, proven leadership experience, and a collaborative approach to ministry working closely with the Executive Pastor and Board to nurture the spiritual, relational, and organisational health of the church. The ideal candidate will demonstrate emotional intelligence, effective communication, and a commitment to ongoing learning, while fostering a culture of inclusion, growth, and Christ-like service.</p> <p>As a member of the Senior Leadership Team, the Lead Teaching Pastor collaborates closely with the Executive Pastor and Leadership Support Pastor to ensure the church’s vision and mission are embodied and communicated throughout the community.</p>	

Key responsibilities include:

- Lead and model discipleship and spiritual formation for staff, volunteers, and the wider church.
- Empower and equip leaders, fostering a culture of growth, safety, and encouragement.
- Collaborate with the Executive Pastor and Board on strategic planning and alignment with church priorities.
- Oversee development of teaching themes, resources, and programs that reflect Westcity's theology and values.
- Serve as a visible presence in the community, articulating and embodying the unique call of Westcity Church.
- Support the distributed leadership model, regularly reviewing and refining roles to best serve the church's evolving needs.
- Practice their role within the denominational standards of CoCWA
- Champion inclusion, diversity, and community engagement.

KEY RESPONSIBILITIES

Task breakdown 2026-2027

Teaching

- **Preaching** preparation and sermon development. Preach once month. Host once a month.
- **Pastoral care and embodiment of WC Way** and discipleship from the front.
- **Theme planning**, content strategy, resources and theology.
- **Speaking team lead**, pastoral care and support. Mentors and develops teaching team members to ensure the teaching of doctrinal truth in a manner which is contemporary and reflects the Church's core beliefs and priorities. Identify and onboard new team members.

Sunday Services

- **Run-sheet and prep people/teams** for each Sunday, plus coordination of any special parts of service e.g. Baptisms.
- **Pre and post service, check ins** with key Sunday team members (particularly for Host, Preacher and Communion Speakers) for support, encouragement, review and reflect, including working with them on the development of their delivery skills (e.g. content, time length, connection with church community).
- **Rostering** for Host, Preacher, Communion speaker and last-minute covers, if required.

- **Sunday Point person/Leadership** contact. Pre-service check-ins and leader support. Lead pre-service prayer (if not done by Host). Go through with team the run-sheet, and special service elements, people, prayer etc. Oversee/assist as required with the prep and delivery of all aspects of the service. (helping trouble shoot anything that may arise). Follow up chats before and after church with key leaders and volunteers. Leadership contact for those needing prayer, welcome newcomers, referral for pastoral care etc. Check spiritual pulse during service, add prayer/anchor or back up for Host with anything. Be open to/led by Holy Spirit and what unfolds during the service. Until end cafe time/12.30pm for leadership presence, connecting and support.
- **Oversee**, support and ensure smooth operations of all aspects of service e.g. communion, worship, media, café and welcome. Continuous improvement initiatives.

Leadership Development - Weekend Team leaders

- **Sunday team lead**, pastoral care and support. Mentors and develops Sunday team leaders. Identify and onboard new leaders.

Discipleship & Spiritual Formation

- **Discipleship & Spiritual Formation framework** development and oversight.
- **Champion prayer** culture, throughout church.

Community Life

- **Community engagement** and relationship building.
- Oversee, the strategic development and implementation of church wide strategies with Community Life (CL) team to **welcome newcomers** and invite them into ways to **connect and grow in their own discipleship journey**.
- **W2W Dinners**. Support and develop team. Implement invitational follow up with CL team.
- Grow and support **Home Churches** (HC) and frameworks, with CL team. Oversee, mentor and develop team. Ensure the HC content/teaching is of doctrinal truth in a manner which is contemporary and reflects the Church's core beliefs and priorities. Identify and onboard new HC Leaders.
- **Pastoral care** and community development initiatives, with Executive Pastor.

Westcity Leadership

- **Strategic and prayerful planning**, reporting and organisational leadership, to ensure delivery of our mission and vision, with Executive Pastor.

- Ensure the church's **vision and mission are shared throughout the church**, particularly from up front.
- Crisis management or church-wide issues, as they arise (in collaboration with Executive Pastor and Board). Oversee **emotional health** of the church.
- Build strong **relationships** with the Ministry team and key leaders inside the Church community.
- **Prioritise the spiritual health, growth and wellbeing** of the leaders, volunteers and people of Westcity Church and of those it seeks to reach.
- Endeavours to personally **fulfil the responsibility to live out** the teachings of Jesus, Westcity and the Church's core beliefs and priorities.

KEY COMPETENCIES

Key requirements for success in role
(qualifications/skills/experience/behaviours/attributes)

Essential

- Proven Leadership & People Skills: - Demonstrates strong leadership, project management, and the ability to inspire and develop individuals and teams.
- Formal Theological Qualifications - Holds a Bachelor, Master, or postgraduate qualification in Divinity, Theology, or Ministry (or equivalent).
- Advanced Communication Skills – Demonstrated ability to communicate effectively and authentically with people at all levels, including preaching and teaching with clarity and relevance.
- Commitment to Relational Engagement - Shows a deep commitment to building and sustaining high-quality relationships with Westcity Church leaders, members, and the wider community.
- Ability to work strategically and collaboratively to set, implement, and review strategic plans, especially alongside the Executive Pastor and Board.
- Leadership Character, Capacity, Capability - Clearly demonstrates the biblical requirements for church leadership (character, capacity, capability), as outlined in 1 Timothy 3 and Titus 1.
- Mission & Values Alignment - Leads and inspires others to align around the core beliefs and priorities of Westcity Church, personally embodying and championing these values.
- Spiritual & Relational Curiosity - Fosters a culture of spiritual growth, curiosity, and relational depth within the church community.
- Ministry Development Capability- Builds, mentors, and releases leaders and ministries, supporting WC distributed leadership model and developmental approach to succession planning.
- Emotional Intelligence & Conflict Resolution Capability - Exhibits high emotional intelligence, with proven skills in conflict resolution and maintaining healthy team dynamics.
- Visionary Direction - Sets and communicates a clear vision, embodying Westcity's mission and values (the Westcity Way) in all aspects of leadership.

- Continuous Learning - Demonstrates a commitment to ongoing personal, spiritual and professional development, staying current with theological and leadership best practices.
- Emerging Leader Mentorship - Actively mentors and develops emerging leaders within the church.
- Change Leadership - Has experience leading through periods of transition and change, supporting the church's adaptability and resilience.

Preferred

- COCWA minister accreditation and ordination.
- Completion of an accredited leadership program
- Demonstrated experience within a distributed leadership model, especially with an Executive Pastor or similar role.
- Commitment to ongoing professional development and mentoring.
- Demonstrated governance experience

Physical and other requirements of role

Driver's license	YES/NO	
Police check	YES/NO	
WWCC	YES/NO	

Last reviewed by	Board	Nov 2025
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ATTACHMENT 1 - REVIEW QUARTERLY

High impact activities - Q1 and Q2 2026

Strategic Priority 1: Building a church for tomorrow

Insert activities at annual role review and planning session January/February 2026

Strategic Priority 2: Cultivating a Thriving, Welcoming, and Inclusive Worship Community

Insert activities

Strategic Priority 3: Nurturing Faith and Spiritual Growth

Insert activities

Strategic Priority 4: Partnering with the Expression of Christ in the World

Insert activities

Strategic Priority 5: Cultivating strong leadership and wellbeing

Insert activities

High impact activities – Q3 and Q4 2026

ATTACHMENT 2 – CHURCH COMMUNICATION

Sunday November 23, 2025

Lead Pastor News & God at work among us

Hi Westcity Community,

For those of you who weren't able to be with us in person this morning at church (Nov 23), Phil spoke about how he will be stepping down from his Lead Pastor role, and shared his big heart for Westcity. Heidi (Deputy Board Chair) then spoke of the next steps as per below:

As we step into a new chapter together at Westcity, we want to begin by **expressing our heartfelt gratitude for Phil**. His faithful and humble leadership, his gift of spiritual discernment, and his example of loving God, loving people, and following Jesus in authentic community have profoundly shaped Westcity. **We are deeply thankful for Phil and Caroline's** ongoing commitment to our community.

Phil will be taking time over the next couple of months, and for as long as he feels he needs, to discern his next steps. We honour his willingness to continue serving in whatever way he feels called, whether that's as a volunteer, in a board role, or in another capacity that supports our shared mission. To give him the space he needs, we'll provide respite from an operational role during this period. We thank Phil in advance for seeing out the last couple of services that he was rostered for.

So, what's next for the Lead Pastor role focused on teaching and spiritual direction?

After prayerful consideration, the Board has decided not to seek external candidates at this time. We believe God has gifted our community with people who have both the capability and the calling to step into this role.

We're confident that the next season of Westcity will be co-led within our distributed leadership model, with Mel continuing as Executive Pastor, by someone who already knows and embodies our unique way of being. This will allow a baton change in an already moving relay, ensuring continuity and alignment with our core mission.

To ensure clarity, fairness, and right relationship, we're commencing a transparent internal process. This process is designed to honour those already serving and leading, while providing the whole community with clarity about what's being asked and how the process will unfold.

Here's what you can expect:

First, an internal application period. The role will be open for applications from within our community over the next three weeks. If you feel called and equipped, we encourage you to apply. Mel will be putting the details up later today on our website and any questions regarding the process can be directed to her.

Second, a transparent and objective process. Whilst this might feel a little more formal than is overtly obvious at Westcity, we know and believe that there is safety in having some clear intentional structures so we can hold people well.

Third, community discernment. After applications and interviews, there will be a two-week period of community discernment, as outlined in our constitution. This will be a time for the community to express both endorsement and any concerns regarding the successful candidate.

We're committed to keeping our community informed at the end of each stage of this process so you can **help us hold this process in prayer and mutual trust.**

If you feel a strong sense of calling and are well seasoned and equipped for a lead role as well as strongly aligned with Westcity's mission and values, we encourage you to apply and share examples from your journey that demonstrate your readiness for this role.

Thank you for trusting the Board, for discerning and praying with us, and for your ongoing commitment to Westcity's mission. We look forward to walking through this season together, **we are absolutely confident that God is at work among us.**

With gratitude, love and expectant hearts for a Jesus shaped future,

The Westcity Board