

## Ministry Position Description: Good Example

**Community of Faith name:** Third St. United Church

**Position Title:** Minister of Word, Sacrament, and Pastoral Care

**Position Profile:**  Full-time     Part-time    If Part-time number of hours/week \_\_\_\_\_

Solo                       Team ministry    If Team, # of other Ministry Personnel:

The minister of word, sacrament and pastoral care will work with our Minister for Youth and Young Families.

**Position Summary:** (2-4 sentences that summarize the position including the covenant with God)

Third St. United Church is seeking a Minister of Word, Sacrament and Pastoral Care (hereafter referred to as “the minister”) who, in covenant with God and our congregation, will provide leadership and support for our church's vision, mission, goals and priorities.

Our ideal candidate will be an inspirational spiritual leader and a gifted preacher, who will engage enthusiastically and compassionately with all members of the congregation.

### Autonomy in Decision-Making

The minister will have full autonomy within the scope of the job description, normally in collaboration with the Church Board. Principal areas of responsibility and associated duties include worship leadership, pastoral care, overall congregational support, and strengthening and supporting the renewal of stewardship education and related initiatives. Choices regarding music in worship should be in collaboration with our Director of Music but the minister will have final decision-making authority.

The minister will work collaboratively with the M&P committee to develop annual workplans with reference to the mission and vision of the church. Accountability is to the Church Board via the M&P committee. The minister supervises the Office Administrator. The minister has authority for specified budget lines. Total annual expenditures of more than 10% above the budget line require consultation with the board.

### 1. Administration (8 hours/week):

Administrative support is available through the Office Administrator who works 25 hrs/week. This includes basic reception of visitors and answering phones, formatting and printing of the weekly bulletin, mail sorting and delivery, and office maintenance. Because the Office Administrator is not full time, there will be occasions when the minister is required to do some office administrative work, estimated at 3 hours/week. Areas of administration for the minister include:

- attend all Church board, Congregational and Trustee meetings
- serve as an ex-officio member of all committees of the board (except Ministry & Personnel) and attend meetings as required; the minister will attend at least two committee meetings per year of each committee. Communicate with committee chairs on a regular basis

- lead the staff team (Director of Music, the Minister of Youth and Young Families, the Office Administrator, and the Property Manager) . This includes calling, setting the agenda, and leading monthly staff meetings to ensure coordination and good communication among the staff.
- supervise the Office Administrator, including conducting annual assessments and regular work performance check-ins, scheduling work and vacation time, and supporting the Office Administrator as an employee of the church
- contribute to the monthly church newsletter and maintain a presence on the church Facebook page and other social media

## **2. Community outreach and social justice (4 hours/week):**

Third St. United Church has a strong identity as a social-justice oriented church and we look to our minister to be a passionate leader, inspiring congregants to take action and providing leadership to social justice initiatives. In this area, the minister will:

- support the work of the social justice committee as an advisor
- participate in visioning activities with congregants and take initiative in motivating them to involvement in the social justice initiatives of the church
- be a visible presence at community social justice events, representing the church and creating strong relationships with other community leaders
- act as a spokesperson for the church on issues of social justice, including with the media, at community events, and with legislators

## **3. Continuing Education (3 hours/week):**

Third St. United encourages our ministry personnel to take time for personal and professional development, in line with United Church of Canada policies and allowances. The minister pursues personal, vocational and professional goals for continuing education in consultation with the Ministry & Personnel Committee. The minister also conducts an annual self-assessment as part of the annual assessment process for ministry personnel and proposes continuing education plans as part of the assessment process.

## **4. Denomination and Communities (3 hours/week):**

As per the expectations of all UCC ministry personnel, the minister is actively involved in the life of the regional council and/or the General Council. Third St. United is part of a local ecumenical group of faith communities, including Muslim and Jewish communities of faith. The minister will represent Third St. United at ecumenical meetings and activities, approximately once per month.

## **5. Faith Formation and Christian Education (6 hours/week):**

Discipleship and adult education is a crucial component of Third St. United. The minister will provide leadership and teaching to various groups in the church. Specific responsibilities are:

- Work to ensure that the congregation has an intentional well articulated faith exploration and formation process
- Assist the Minister for Youth and Young Families in confirmation classes for youth
- Lead a weekly bible study for congregants (September – April)
- Provide faith formation leadership at the annual church fall retreat and at special faith formation events (approximately 4 times per year)

## **6. Leadership (3 hours/week)**

Lead the church in development and recruitment for a growing congregation:

- In partnership with the church board, develop and implement programs that grow membership and giving
- Provide vision, leadership for, and participate in the Mission and Vision Planning Committee
- Connect with potential members and prepare them to become members
- Guide the congregation in extending our welcoming, supportive and nurturing culture
- Encourage and engage the talents and gifts of members so as to involve them in the mission and life of the church. Affirm and invite involvement in committees, music, spiritual growth, special programs, and church maintenance

## **7. Pastoral Care (3 hours/week):**

The minister is the primary pastoral care provider to congregants.

- provide pastoral care to the church body, especially to those with acute needs, by visiting those unable to attend church, those who are sick and/or hospitalized, and others who request pastoral care.
- provide pastoral counseling and support to members during important life transitions and in time of celebration
- plan funerals and offer grief care to congregants who have experienced loss
- equip and inspire the lay pastoral care team, equipping and supporting them to provide secondary pastoral care. This includes quarterly meetings with the team.
- maintain regularly scheduled office hours for drop in appointments at least twice a week for a minimum of a half day

## **8. Worship (10 hours/week):**

Sunday morning worship is the focal community building and nurturing opportunity for Third St. United. The minister will:

- Work with the Worship Committee and the Director of Music to plan worship themes and seasons
- Lead worship and preach twice a month in addition to special services during Christian holidays (Youth and Young Families minister preaches once per month and other services are planned and led by guest preachers and lay leaders)
- Lead our once a month alternative worship service for young families on Wednesdays
- Engage the congregation through messages that are delivered with conviction, passion, and relevance in a manner that challenges people to grow spiritually and act out the gospel of Christ
- Encourage and promote lay involvement and leadership regularly in worship services
- Deliver the sacraments of communion and baptism; offer support and guidance to families requesting baptism and confirmation

## **Required Knowledge, Skills and Abilities:**

- Excellent relationship builder and ability to plan collaboratively with staff and lay people
- Demonstrates sensitivity to different congregational preferences and opinions for traditional and contemporary liturgical practices
- Demonstrates passionate commitment to social justice
- Experience with different styles of contemporary worship
- Clear self-awareness and has well-developed, active listening skills
- Ability to engage with all members of all ages
- Projects energy, enthusiasm and excitement
- Skilled at planning and managing time effectively
- Possesses knowledge of governance models and systems

**Other Preferred Knowledge, Skills and Abilities:**

- Knowledge of community development and ability to engage with community leaders