



## GUIDELINES FOR PART-TIME MINISTRY PROFILES\*

### Preamble

Ministry by its nature can not fit into neat and tidy time blocks. The work requirements will vary because of external demands such as urgent pastoral care matters, funerals, weddings, and requirements to serve the wider church.

This guideline is intended to be a tool to guide Communities of Faith considering a part-time, solo ministry position profile. It is important that the Community of Faith (COF) recognises that part-time ministry is limited, and that some of the ministry expectations need to be met by the lay people of the COF. The COF will need to prioritize ministry tasks and determine what is required vs. what is discretionary. When considering part time ministry, the COF is invited to consider which responsibilities require the attention of a paid Ministry Personnel and which responsibilities are best carried out by the members of the congregation. Clear descriptions of the responsibilities and role of paid Ministry Personnel, and clear descriptions of the responsibilities and roles of members of the Pastoral Charge, are required.

### Developing a Part-time Ministry Profile

The following are typical tasks included in the role of Ministry Personnel in a Community of Faith (COF). An approximation of the number of hours on each has been provided. These numbers will vary depending on the congregation size, governance structure (including multi- point Pastoral Charges), the location and geography of the COF, and the individual skills of the Minister. Each task may not be done each and every week. The tasks are listed alphabetically and each COF should determine what their priorities are.

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

Areas of administration for the minister may include:

- Attend all Church Board, Congregational and Trustee meetings
- Serve as an ex-officio member of all committees of the Board (except the Ministry and Personnel Committee) and attend meetings as required. Communicate with committee chairpersons on a regular basis
- In conjunction with the Ministry and Personnel Committee, 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
- Because the Office Administrator is typically not full time, there will be occasions when the minister is required to do some office administrative work
- Contribute to the church newsletters and maintain a presence on any church social media
- prepare United Church of Canada statistics reports and maintain historic records/rolls

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

The Minister may be identified as a leader of a social-justice oriented church, inspiring congregants to take action and providing leadership to social justice initiatives. In this area, the minister may:

- Support the work of the social justice or outreach committee as an advisor 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):**

Ministry Personnel are required 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 and Personnel Committee.

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

As per the expectations of all United Church Ministry Personnel, the Minister is actively involved in the life of the Regional Council and/or the General Council. The Minister may represent the COF at community ecumenical meetings and activities.

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

The Minister normally provides leadership and teaching to various groups in the church. Specific responsibilities are:

- Lead confirmation classes for youth
- Lead bible study for congregants
- Provide faith formation leadership at the church, which may involve special events
- Support Sunday School
- Baptism and Marriage preparation

**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 mission and vision planning
- 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 may be 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 a lay pastoral care team, equipping and supporting them to provide secondary pastoral care.
- Maintain regularly scheduled office hours for drop-in appointments



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

Sunday Worship is typically the focal community-building and nurturing opportunity. The Minister may:

- Work with the Worship Committee and/or musicians to plan worship themes and seasons
- Prepare Worship and preach in addition to special services during Christian holidays
- May lead alternative worship services for young families
- 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, and offer support and guidance to families requesting baptism and confirmation

## **Other Considerations**

Expectations around weekly worship/preaching should be congruent with the number of hours in a part-time position. For example, it may not be realistic to expect a minister working 20 hours/week or less to lead worship/preach every Sunday.

In cases where Ministry Personnel are serving more than one COF, there should be a Collaboration Agreement with the Minister and the Communities of Faith to consider the time commitments needed. These should be evaluated on a regular basis.

Some Ministry Personnel want, and even need, full time positions, but others are happy to have a part-time position. Communities of Faith need to ensure that part-time Ministry Personnel have the opportunity to work part-time somewhere else.

The Minister and the Ministry and Personnel Committee need to review the work tasks and priorities on a regular basis to consider the extra demands on the Minister's time and how this can be managed, respecting the Minister's personal life and needs, as well as congregational requirements. An active Ministry and Personnel Committee is essential to help everyone understand and accept their roles.

The Community of Faith must accept responsibility for tasks expected of full-time Ministry Personnel which are not possible in a part-time call or appointment.