

**THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
BAY OF QUINTE CONFERENCE**

Ministry Position Description (BQ PD)

Position Title: Minister - Ordained or Diaconal

Position Profile: Full-time and Solo

Position Summary:

As the new Minister of Trinity United Church you will lead, guide and nurture us in open minded dialogue, to live out the love of God and the teachings of Jesus Christ, to help us grow spiritually, to connect with, inspire and serve our community and beyond.

While being responsible for supporting all aspects of the life and work of Trinity's ministry, you will place a priority emphasis on renewing ministries of discipleship (children, youth, young families and young singles), leadership development, worship, pastoral care, and social justice and outreach.

Autonomy in Decision-Making

Be accountable to Trinity's Church Council through the Ministry and Personnel Committee in accordance with the established policies and procedures of the church. Be accountable in matters of discipline and oversight to Four Rivers Presbytery in accordance with the most recently published Manual of The United Church of Canada.

Autonomy in Decision-making at the church level shall be in accordance with the 2016 United Church of Canada Manual and as detailed in Trinity's Governance, Policies and Procedures Handbook ... which is currently being revised.

Principal Areas of Responsibility and Associated Duties

Worship

As the Minister at Trinity, you will have the primary responsibility of conducting worship. As worship leader and facilitator you will:

- lead and enable the exploration and celebration of God's presence through preaching, liturgy, prayer, music, drama, dance, and other means
- inspire, strengthen, and challenge the people of God
- encourage and support lay participation and leadership in worship
- celebrate God's grace, facilitate the community in its prayer and devotion, and help the community to recognize God's presence in the church and the world
- relate the good news of our faith to everyday life and experiences
- heighten awareness of world events and invite appropriate responses
- encourage the exercise of faithful stewardship
- conduct special services of worship (such as weddings and funerals in accordance with Trinity policies) and administer the sacraments of communion and baptism

More specifically, you will:

- collaboratively lead and work with The Spiritual Leadership Team

- attend each Spiritual Leadership meeting
- plan, arrange and lead regular and appropriate seasonal and special worship services
- coordinate guest preachers/speakers for worship services
- develop & maintain worship schedules
- preach the word in ways that bring meaning to people's lives and is relevant to the world we live in and to all ages
- actively support the role of music as an integral part of each worship service and work collaboratively with the Music Director to achieve this end... all United Church music resources will be explored and used when appropriate
- as Minister, have the authority to decide what hymns will be sung each week
- recommend educational opportunities that enhance worship to the church leadership and congregation.

Biblical Reference: 1 Samuel 15:22, Psalm 100, Micah 6:8

Leadership & Administration

As minister at Trinity you will be the spiritual leader in our ministry context, recognizing that leadership has many dimensions. You have the responsibility to:

- encourage and challenge people to assist with or take on leadership roles
- encourage and support leadership development within ministry teams of the church
- employ such means as communication, co-operation, collaboration, consultation, and wise and appropriate use of authority for effective leadership
- identify and address conflicts in appropriate ways
- work with people in the ministry context to achieve agreed-upon goals

As minister at Trinity you have the following administrative responsibility to:

- ensure timely completion of tasks that are your responsibility, delegating such tasks where needed and/or appropriate
- know the organization, governance, and policies of The United Church of Canada and Trinity
- encourage the Church Council to keep accurate records and to maintain and protect administrative and historical documents in accordance with the policies of The United Church of Canada

More specifically, you will:

- Work closely with the Church Secretary to ensure that the daily administration is functioning in a smooth and timely manner.
- attend Council meetings and meetings of its committees, as an ex-officio member, in accordance with Trinity's Governance, Policies and Procedures Handbook
- recommend professional development opportunities for the Church secretary in consultation with the Ministry and Personnel Committee
- provide spiritual guidance to and liaise with the Stewardship, Property Task Group, and Trustees on Temporal matters of the church
- recommend educational opportunities regarding leadership and administrative development issues to the church leadership and congregation

Biblical Reference: Exodus 18:13-27

Discipleship

As the minister at Trinity you have the responsibility for faith formation and Christian education.

As part of this responsibility you will:

- learn about the ministry context at Trinity and the community we serve
- serve as teacher, adviser, and a spiritual resource person, sharing faith stories—formally and informally—with insight and integrity based on your education, life experience, knowledge, and background
- relate the gospel to the everyday experiences of people
- communicate the theology, history, and traditions of The United Church of Canada

More specifically, you will:

- provide leadership and work collaboratively with the Spiritual Leadership team to develop and maintain an effective and efficient Discipleship Ministry
- develop programs to aid the spiritual development of children, youth, young adults & families, leading groups and acting as a resource for others
- provide spiritual leadership to all participants and leaders
- identify and encourage the development of congregational leaders
- recommend to the Spiritual Leadership Team appropriate curriculum materials for children and youth education programs
- take the lead on baptism preparation and follow-up
- ensure appropriate coordination between worship service, Sunday school and youth programs
- integrate children & youth programs into worship services
- have primary responsibility for youth confirmation
- recommend educational opportunities regarding discipleship to the church leadership and congregation

Biblical Reference: Mark 6:2, 6B -7, 10:13-16

Justice and Outreach

As the minister at Trinity, you have the responsibility to:

- engage people with a vision of gospel that recognizes and responds to needs beyond their own
- encourage and support the development and pursuit of social justice and outreach programs
- encourage the support of the Mission and Service Fund of The United Church of Canada
- facilitate knowledge about outreach projects and activities of The United Church
- encourage people (the congregation) to know and understand United Church of Canada policies as they apply to social justice issues
- encourage and nurture lay leadership participation in social justice issues and outreach programs

More specifically, you will:

- encourage, educate, provide advice, and support Trinity's local outreach programs, when needed
- As required, be a link between the Outreach team and community outreach partners such as community churches, service clubs and social service agencies
- educate and encourage the congregation to support United Church outreach programs at home and abroad
- recommend educational opportunities regarding Justice and Outreach issues to the church leadership and congregation

Biblical Reference: Micah 6:8, Luke 4:16 -19

Ministry Partnerships

As the minister at Trinity and of The United Church of Canada you have a responsibility to the denomination, the wider church, their communities, and the world.

As such you have the responsibility to:

- honour and work within the organization, governance, and policies of The United Church
- participate in the courts of the church as set out in *The Manual* of The United Church of Canada (church council, presbytery/district, Conference, and General Council or the subsequent courts and levels)
- respond in appropriate ways to needs beyond Trinity's congregation
- participate in as many ecumenical and multi-faith activities as possible and when appropriate
- maintain an active connection with the wider church
- represent Trinity and The United Church of Canada in the larger community
- maintain relationships with Presbytery representatives and Smiths Falls Ministerial
- participate in Presbytery and Conference meetings and activities as required
- participate in General Council meetings and activities subject to approval by Church Council
- consult with M&P whenever additional commitments arising from external participation may affect regular congregational obligations

More specifically, you will:

- participate in denomination, and interfaith and wider church opportunities as they arise
- participate in and as appropriate support the Smiths Falls Ministerial

Biblical Reference: Mark 7:24-30

Pastoral/Spiritual Care

As the minister at Trinity you are responsible for the pastoral care of all persons you encounter through Trinity's ministry. As a provider of pastoral care you:

- are sensitive to the situation and needs of those to whom you offer pastoral care, and recognize the unique dynamics of the pastoral relationship
- provide a supportive presence for and are accessible to people in times of change and crisis
- encourage and facilitate a process to ensure that pastoral care occurs on a regular basis

More specifically, you will:

- work collaboratively with the Christian Community Team to develop and maintain an effective and efficient pastoral care/caring community ministry
- provide and nurture leadership in the pastoral care/caring ministry of the children, youth and young families
- take an active role in the pastoral care/caring ministry of the congregation, providing pastoral visitation, as needed to home, hospital, senior residences, and nursing home, and via phone and social media
- offer spiritual guidance and compassionate listening, in a responsive way, to individuals when required & time permits
- provide emergency counseling and referrals to community social services resources
- offer "post-care/follow-up" with families regarding baptisms, times of crisis and funerals
- connect with new members
- nurture and develop a personal pastoral relationship with every member of the congregation by contact through phone, correspondence, social media or home visits
- recommend educational opportunities regarding pastoral and spiritual care to the church leadership and congregation

Biblical Reference: Matthew 5:4, John 13:1-17

Personal Spirituality and Self Care

As the minister at Trinity, you have a responsibility to maintain and improve your knowledge and skills. You are encouraged to:

- pursue personal, vocational, and professional development (goals) through on-going continuing education in conjunction with the appropriate persons or committees related to their ministry
- strive to be current with issues in theology, ministerial practice, and community and world events
- maintain a healthy balance in your personal life
- attend to your physical, emotional, and spiritual well-being
- nurture supportive personal and collegial relationships
- manage time for work, family, friends, personal development, and renewal

Biblical Reference: Mark 6:45

Stewardship

As the minister at Trinity you will:

- have experience and a working knowledge of current denominational stewardship programs
- encourage the development of a functioning and focused Stewardship team and program
- support stewardship through messages in worship services
- recommend educational opportunities around stewardship issues to the church leadership and congregation
- offer guidance in preparing the Narrative Budget for presentation to Council and congregation

Biblical Reference: John 21:1-11, Luke 5:1-11

Required Knowledge, Skills, Abilities and Personal Attributes

Qualifications

As the minister at Trinity you must be an experienced ordained or diaconal minister of The United Church of Canada. Your talents and qualification must be appropriate to the needs and expectations of the congregation. The following are the desired personal attributes, knowledge, skills, abilities, and commitments that are being sought:

Personal attributes

The key attributes are:

- possessing an openness to being an equal partner in a “ministry” that involves paid staff, contracted services, lay leaders and volunteers, who share the responsibilities for the various facets of life within the church
- possessing a strong sense of identity in ministry
- possessing a sense of humour
- being a visionary
- being energetic and flexible
- being youthful in spirit
- being a life-long learner

Knowledge

As the minister at Trinity you will have a sound knowledge and understanding of:

- the Ethical Standards and best practices of The United Church of Canada as presented in The United Church of Canada publication “Ethical Standards and Standards of Practice for Ministry Personnel” (2008)

- the polity, policies and doctrine of The United Church of Canada as published in the “The Manual (2016)”
- Trinity’s Mission, Vision and Core Value statement and its goals and objectives,
- Trinity’s commitment to Spreading God’s Goodness Together within the congregation and the larger community
- scripture and theology
- governance models, leadership strategies and group dynamics
- outreach, modern media, and/or other communication tools and techniques
- strength-based volunteer models and/or other motivational/empowerment tools

Skills

As the minister at Trinity you will:

- be an effective and gifted communicator able to make scripture relevant to the congregants of all ages
- possess a passion for multiple areas of ministry
- possess good presentation Skills
- possess conflict management skills and experience
- possess strong leadership skills
- possess good motivational skills
- possess good inter-personal communication skills:(listening, friendly, empathy, approachable, positive, welcoming attitude)
- possess good time management skill, organizational and planning skills with respect to urgent, short-term and long term projects
- possess good pastoral care skills
- possess good child and youth ministry skills
- be a positive catalyst for change
- be comfortable with and ability to deal with resistance to change & conflict
- have technical knowledge and skills in social media and electronic communications

Abilities

As minister at Trinity you have demonstrated the following abilities to:

- provide counseling services as required
- develop and support Christian Education programs for all ages
- nurture an eclectic music program
- actively participate in the local community
- compassionate ability to engage with people of all walks of life and at all stages of life
- build strong relationships within the congregation and greater community
- engage new members, youth and young families
- plan and lead spiritual and relevant worship
- lead/guide without taking over
- engage and encourage new voices and new points of view, including on established committees, while still honouring the contributions of existing members
- give a compassionate and respectful, but still a firm “no” when required
- understand that leading doesn’t always mean making the popular or easy choice, or getting your own way and can model these leadership skills for others
- experience and/or willingness to work in team ministry or other shared leadership model
- engaging young adults as they transition from youth to adulthood
- planning and leading adult bible study

- crafting dynamic worship services that are relevant to all ages
- in the lead role, work with Music Director and lay leaders to ensure consistency between the sermon, children’s time and music
- to be a servant leader, role model, listener, inspirer, collaborator, visionary, delegator, teacher, mentor, evaluator, encourager, planner

Willingness:

As minister at Trinity you are willing to:

- commit to empowering the laity and to work collaboratively with church leadership
- appreciate and encourage the use of the gifts and skills of others
- be open to different points of view and being part of a team
- commit to transparency in decision making, subject to any relevant privacy/confidentiality considerations
- work variable hours including early morning, evenings, and of course weekends
- be open to different interpretations and understandings of scripture and to model that openness for others
- support a theological approach consistent with Trinity’s transition to a progressive, more liberal and inclusive church
- be open to a variety of worship styles
- integrate into the Smiths Falls community
- hold regular Minister’s office hours, a personal “Open door” policy and Open Sanctuary.

ESTIMATED DISTRIBUTION OF TIME / WEEK

Worship	12 hrs
Pastoral Care/Spiritual Care	5 hrs
Discipleship	5 hrs
Stewardship	3 hrs
Leadership Administration and Committee Meeting	8 hrs
Ministry Partnerships (Community, Presbytery and Conference Ministry)	2 hrs
Justice & Outreach	2 hrs
Personal Spirituality & Self Care	2 hrs
TOTAL	40 hrs