

## **Job Descriptions**

*SHARED MINISTER FOR FOOTHILLS UNITED CHURCH AND ST. THOMAS  
UNITED CHURCH*

**Foothills United Church (half-time)**

**St. Thomas United Church (half-time)**

**Open Hands. Open Hearts. Open Minds.**

*Note: The Position Descriptions identify lead and support roles, recognizing that the Ministry Team will work together as a team of equals to support each other in the achievement of their missions.*

### **I. PURPOSE**

To support and facilitate the mission and ministry of St Thomas by:

- being a member of, and working in co-operation with, the Staff Team to support and facilitate the ministry of the congregation;
- assisting the congregation in living out its mission through giving support to the congregation, its teams, and small groups by providing primary leadership in the areas of Stewardship, Education, and Outreach to the community and the world;
- supporting the Staff Team in assisting the congregation to both define the mission to which they believe God has called them and develop strategies to live out that Call;
- acting as a staff resource available to the congregation and its Teams and small groups on matters related to the implementation of their defined mission;
- acting as a liaison between the congregation, Chinook Winds Region, and General Council;
- enabling and empowering laity.

To support and facilitate the mission and ministry of Foothills by:

- supporting and facilitating the ministry of the congregation;
- assisting the congregation in living out its mission through giving support to the congregation, its committees, and small groups;
- assisting the congregation to both define the mission to which they believe God has called them and develop strategies to live out that Call;
- acting as a staff resource available to the congregation and its Committees and small groups on matters related to the implementation of their defined mission;
- acting as a liaison between the congregation, Chinook Winds Region and General Council;
- enabling and empowering laity.

## **II. ACCOUNTABILITY**

- To the St. Thomas congregation through Executive Council via the Ministry and Personnel Team.
- To the St. Thomas Ministry and Personnel Team, which is responsible for the supervision and co-ordination of the Staff Team.
- To the Foothills congregation through Executive Council.
- To Chinook Winds Region.

## **III. RELATIONSHIPS**

- St. Thomas Unified Board and Executive Council
- Foothills Executive Council
- St. Thomas Staff Team
- St. Thomas Ministry and Personnel Team
- St. Thomas Teams and groups as set out by the congregation from time to time including Faith in Community Engagement, Stewardship, Outreach, Affirming, Planning, Trustees, Building and Property, and Finance
- All Foothills Committees and groups
- Chinook Winds Region
- General Council, as appropriate

## **IV. RESPONSIBILITIES**

### A. As a Minister of both congregations:

- To engage in active study, prayer, and witness in order to support the ministry and mission of the people of each congregation.
- To assist in identifying program and Christian faith development needs and opportunities for each congregation and advise appropriate priorities for action and implementation.
- To promote the use of United Church of Canada resources and periodicals and other resources suitable for each congregation in fulfilling its mission.
- To be committed to applying Affirming principles in all areas of ministry.
- To be committed to helping the congregations respond to the Calls to Action in the Truth and Reconciliation Report as they relate to the United Church.
- To be available to each congregation's various Teams, Committees and small groups for consultation in matters that relate to the implementation of their defined mission, including the development of their mission plans and the application of appropriate church polity and policies relating to these matters.
- Participate in monthly meetings with the Chinook Winds Region Pastoral Relations Minister to ensure the Job Share Agreement is functioning as

anticipated and that the ministry is thriving. Frequency of this meeting may reduce over time.

B. As a Minister of the St. Thomas Congregation:

- To work with the Staff Team and lay leaders in providing ministry with the congregation that enhances Christian faith while deepening a relationship with God and with one another.
- To participate in regular staff meetings and team building programs.
- To engage in an annual priority setting for the position description, in consultation with the Ministry and Personnel Team and the Staff Team, to allow for particular emphases in any given church year. If this entails dropping any of the responsibilities indicated in this position description during the year, then it would be determined whether (a) those responsibilities would go unfulfilled for a period of time during that year or (b) other members of the Staff Team would agree to assume those responsibilities for a specified period during that year. In the case of (b), members of the Staff Team, in consultation with the Ministry and Personnel Team, would decide the most suitable arrangements for re-distributing other responsibilities during the time period in question.
- To act as a resource along with other members of the Staff Team to the Executive Council and to respond to requests from the Council, its Teams, and small groups for advice and assistance in planning and implementing of programs with special attention to the recruitment, training, and development of lay leadership.
- Act as facilitator to the congregation and its various Teams and small groups in the areas of visioning, planning, implementation, and evaluation of the various programs undertaken to develop and support the congregation's vision, mission, and core values.
- To share along with the Minister for Worship, Nurture, and Family Ministries, and related Teams, in providing pastoral care to the members and adherents of the congregation.
- To share equally with the Minister for Worship, Nurture, and Family Ministries responsibility for weddings and funerals, respecting family preferences wherever practical.

C. As the Minister of the Foothills Congregation:

- To work with lay leaders in providing ministry with the congregation that enhances Christian faith while deepening a relationship with God and with one another.
- Take responsibility for preaching and worship planning and development for one weekly service. This may involve recruiting lay leaders or other speakers to accommodate study leave and time off.
- Either leading or supporting lay leadership of Bible Study and education programs.

- Provide pastoral care for individuals needing critical care. Provide support for the Congregational Care Committee and volunteers in providing non-critical pastoral care.
- Participation in recruitment, development, inspiration, and guidance of lay leaders.
- Follow-up with newcomers.
- Reaching out to the wider surrounding community; supporting lay leadership in reaching out to the wider surrounding community and in community service; includes continuation of involvement with Community Hub and co-operative relationships with other Bowness churches.
- To act as a resource to the Executive Council and to respond to requests from the Council, its Committees, and small groups for advice and assistance in planning and implementing of programs with special attention to the recruitment, training, and development of lay leadership.
- Leadership for ongoing congregational stewardship.
- Funerals, weddings, and baptisms.
- Other ministries as needs are identified.
- To engage in an annual priority setting for the position description, in consultation with the Executive Council, to allow for particular emphases in any given church year. If this entails dropping any of the responsibilities indicated in this position description during the year, then it would be determined whether (a) those responsibilities would go unfulfilled for a period of time during that year or (b) lay members of the congregation would agree to assume those responsibilities for a specified period during that year. In the case of (b), the Minister and Executive Council, would decide the most suitable arrangements for re-distributing other responsibilities during the time period in question.

D. As Half-Time Minister of the St. Thomas Congregation:

- Act as lead minister for outreach initiatives and social justice initiatives in consultation with the Outreach team and other teams as appropriate.
- Take the lead ministry role in developing and implementing faith development programs, in consultation with the Faith in Community Engagement Team.
- Take lead ministry responsibility for Affirming ministry initiatives and provide leadership, support, and training for the Affirming Group.
- Provide lead ministry staffing assistance to the congregation's Stewardship Committee, in the process of setting priorities, planning, implementing, and evaluating the annual stewardship mission plan for the congregation.
- Provide lead ministry staffing assistance to the administrative committees and groups of the congregation including Building and Property, Finance, and the Trustees.
- Provide leadership to the congregation in the area of congregational growth and wider community engagement.

- Support the Minister for Worship, Nurture, and Family Ministries in providing pastoral care for the people of the congregation.
- Support the Minister for Worship, Nurture, and Family Ministries in supporting the Community Formation group.

*MINISTER FOR WORSHIP, NURTURE, AND FAMILY MINISTRIES*  
**St. Thomas United Church (full-time)**  
**Open Hands. Open Hearts. Open Minds.**

*Note: The Position Descriptions identify lead and support roles, recognizing that the Ministry Team will work together as a team of equals to support each other in the achievement of their missions.*

**I. PURPOSE**

To support and facilitate the mission and ministry of St. Thomas by:

- being a member of, and working in co-operation with, the Staff Team to support and facilitate the ministry of the congregation;
- assisting the congregation in living out its mission through giving support to the congregation, its teams, and small groups by providing primary leadership in the areas of Pastoral Care, Worship, Preaching, Sacraments, and Family, Children, and Youth Ministry;
- supporting the Staff Team in assisting the congregation to both define the mission to which they believe God has called them and develop strategies to live out that Call;
- acting as a staff resource available to the congregation and its Teams and small groups on matters related to the implementation of their defined mission;
- acting as a liaison between the congregation, Chinook Winds Region, and General Council;
- enabling and empowering laity.

**II. ACCOUNTABILITY**

- To the congregation through Executive Council via the Ministry and Personnel Team
- To the Ministry and Personnel Team, which is responsible for the supervision and co-ordination of the Staff Team
- To Chinook Winds Region

**III. RELATIONSHIPS**

- St. Thomas Unified Board and Executive Council
- Staff Team
- Ministry and Personnel Team
- Teams and groups as set out by the congregation from time to time including Worship, Pastoral Care, Youth Advisory Team, Duty of Care (Tender Trust), Paths to Reconciliation, Hospitality, Communications, Planning, and Music.
- Chinook Winds Region

- General Council, as appropriate

#### **IV. RESPONSIBILITIES**

##### A. As a Minister of the Congregation:

- work with the Staff Team and lay leaders in providing ministry with the congregation that enhances Christian faith while deepening a relationship with God and with one another.
- To engage in active study, prayer, and witness in order to support the ministry and mission of the people of St. Thomas.
- To participate in regular staff meetings and team building programs.
- To assist in identifying program and Christian faith development needs and opportunities for the congregation and advising appropriate priorities for action and implementation.
- To promote the use of United Church of Canada resources and periodicals and other resources suitable for the congregation in fulfilling its mission.
- To be committed to applying Affirming principles in all areas of ministry.
- To be committed to helping the congregation respond to the Calls to Action in the Truth and Reconciliation Report as they relate to the United Church.
- To engage in an annual priority setting for the position description, in consultation with the Ministry and Personnel Team and the Staff Team, to allow for particular emphases in any given church year. If this entails dropping any of the responsibilities indicated in this position description during the year, then it would be determined whether (a) those responsibilities would go unfulfilled for a period of time during that year or (b) other members of the Staff Team would agree to assume those responsibilities for a specified period during that year. In the case of (b), members of the Staff Team, in consultation with the Ministry and Personnel Team, would decide the most suitable arrangements for re-distributing other responsibilities during the time period in question.
- To act as a resource along with other members of the Staff Team to the Executive Council and to respond to requests from the Council, its Teams, and small groups for advice and assistance in planning and implementing of programs with special attention to the recruitment, training, and development of lay leadership.
- Act as facilitator to the congregation and its various committees and small groups in the areas of visioning, planning, implementation, and evaluation of the various programs undertaken to develop and support the congregation's vision, mission, and core values.
- To be available to the congregation's various teams and small groups for consultation in matters that relate to the implementation of their defined mission, including the development of their mission plans and the application of appropriate church polity and policies relating to these matters.

- To share along with the Shared Minister for Foothills United Church and St. Thomas United Church and related Teams, in providing pastoral care to the members and adherents of the congregation.
- To share equally with the Shared Minister for Foothills United Church and St. Thomas United Church responsibility for weddings and funerals, respecting family preferences wherever practical.
- Participate in monthly meetings with the Chinook Winds Region Pastoral Relations Minister to ensure the Job Share Agreement is functioning as anticipated and that the ministry is thriving. Frequency of this meeting may reduce over time.

B. As Minister for Worship, Nurture, and Family Ministries:

- Act as lead minister for worship leadership and preaching.
- Coordinate with the Worship Team on the worship leadership and preaching schedule.
- Involve children and youth in worship.
- Take lead responsibility for pastoral care initiatives, and provide leadership, support, and training for the Pastoral Care Team.
- Take lead ministry staff role in providing pastoral care for people of all ages in the congregation in coordination with the Ministry Team and Pastoral Care Team.
- Support the Shared Minister for Foothills United Church and St. Thomas United Church in moving St. Thomas United Church forward in its Affirming ministry.
- Take the lead role in supporting the implementation of a Duty of Care policy covering all aspects of the congregation's ministry and annual training related to this policy.
- Advise and support the Youth Leader(s) and Youth Advisory Team, including meeting regularly with the Youth Leader(s).
- In regard to liaising with the Faith in Community Engagement Team: take a lead role on matters relating to children, youth, and family.
- Support the congregation in the area of congregational growth.
- Work with the Staff Team and lay leaders in enhancing relationships within the congregation. Take the lead ministry role in supporting the Community Formation groups with support from the Shared Minister for Foothills United Church and St. Thomas United Church.
- Assist Sunday School teachers and co-ordinators with recruiting, training, and curriculum.
- Take a lead role in providing any training required for teachers and ensuring teachers and supply co-ordinators receive the lesson plans and supply lists with sufficient lead time. Maintain an accurate weekly attendance report and adjust number of classes as appropriate.
- Support the Shared Minister for Foothills United Church and St. Thomas United Church through offering sessions in adult faith development throughout the year.