

## **Job Share Agreement**

**January 2022**

**Between:** Foothills United Church and St. Thomas United Church

### **Objective:**

Foothills United Church requires a half-time Ordered Minister to serve their congregation. St. Thomas United Church has one full-time Ordered Minister and requires an additional half-time Ordered Minister to serve their congregation. The objective of this agreement is to lay out an agreement for sharing a full-time Ordered Minister 50/50 between the two congregations.

### **Term**

- This is a living document. It is a covenant between the two congregations. As this is a new arrangement, it is expected that it will be reviewed and amended as both congregations and the ministry personnel live into the arrangement.
- Per United Church policy, if moving expenses are paid for a Minister, they are required to stay for a minimum term of 2 years unless all parties agree to reducing that term.

### **What is each congregation responsible for in the agreement?**

- Each Community of Faith will maintain their independence as a congregation.
- Each congregation comes into this agreement with a sense of their own history, culture, and mission.
- Each congregation will continue to have its own worship services.
- Each congregation acknowledges the need to build trust and respect with the other congregation.
- The parties agree to:
  - be open, frank, honest, and constructive in all dealings with each other;
  - share work equitably and reasonably, consistent with the agreed arrangements;
  - assess the relationship between the parties, effectiveness of the Job Share Agreement, and reasonableness of the workload for the shared Minister on a regular basis; and
  - use the Job Share Agreement as a benchmark for approaching potential issues of conflict that may occur;
- Providing direction and guidance for where the shared Minister should be spending their time while working for their church.
- Providing input for, at a minimum, an annual review of the minister's work for their church. The review will be conducted by the Ministry & Personnel (M&P) team/committee (with representatives from both congregations).

- Providing administrative and lay support to the shared Minister while they are working at their church.
- Providing office space including internet and stationery in each of their own church buildings for the use of the shared Minister.
- Providing a computer, software, and peripherals (monitor(s), keyboard, mouse, printer) at their own location.
- Participating in a review of the Job Share Agreement on a regular basis. Every three months is suggested for the first year. Frequency could be reduced in subsequent years if both parties agree.

### **What is each congregation's expectations in the Job Share Agreement?**

- That the division of labour by the shared Minister will be equal between both congregations on a monthly basis.
- That the Minister will record the hours spent working for each congregation and will submit the record to the M&P representative from each church at the end of each month.
  - In the event that there is time where the shared Minister is representing both churches concurrently (for example at a Regional level, or preparation of a sermon to be used in both churches) that time will be shared equally between the two churches.
  - If there are periods where the shared Minister is spending more than their allotted time at one church, then in the following month, the shared Minister will devote the 'difference in time' to the other church. The church that had the increased time allotment in the previous month will have an equivalent decrease in time.

### **Financial obligations:**

- Share costs specific to the shared Minister 50/50 including salary, benefits, living allowance, mileage, continuing education allowance, and cell phone
  - Automatic Data Processing (ADP) payroll:
    - Salary, benefits, and living allowances paid through ADP.
    - St. Thomas will administer the payroll.
    - Foothills will reimburse St. Thomas for 50% of the costs monthly.
  - Continuing Education allowance and cell phone will be claimed on an expense statement submitted to St. Thomas. Foothills will reimburse St. Thomas monthly for 50% of the costs.
  - Mileage:
    - Separate expense statements will be submitted to each church for the mileage related to their congregation.
    - Travel between the two churches cannot be claimed
  - Any other expenses should be submitted to the applicable church. If they apply to both churches, then they should be submitted to St. Thomas and Foothills will reimburse St. Thomas for 50% of such costs.
- Annual salary and benefit increases will be discussed jointly between the appointed M&P representatives of each church and agreed upon. The results will

be presented to each participating church Council for approval prior to the beginning of each year (financial year for all United Churches is the calendar year).

- Office space provided at both churches including internet, stationery, and admin support will be paid by each church.
- Costs not specific to the shared Minister will remain the responsibility of each church.
- Individual church expenses will continue to be paid by that church (e.g. building, insurance, repairs, utilities).
- Recruitment costs and moving expenses will be split 50/50 between the two churches.

### **Governance**

- Each church will continue to have their own Board or Executive Council.
- M&P:
  - Foothills will independently manage any staff they hire excluding the shared Minister.
  - St. Thomas will independently manage any staff they hire excluding the shared Minister.
  - A minimum of one member of Foothills United Church will join the St. Thomas United Church M&P Team for discussions, reviews, and decisions related to the shared Minister.
- Governing Bodies
  - One member of Foothills United will attend St. Thomas United Executive Council meetings to facilitate communication between the two congregations.
  - One member of St. Thomas United will attend Foothills United Executive Council meetings to facilitate communication between the two congregations.
- Oversight by Chinook Winds Region.

### **Check in on how things are going:**

- Appointed representatives from both congregations will meet every three months during the first year of the agreement to review the status and workings of the shared Minister. Frequency may be reduced in subsequent years if both parties are in agreement.
- Each participating church Executive Council will annually discuss and vote on continuing the Job Sharing Agreement on a consistent, jointly agreed upon month of the year (for example, June or December).
- Communication between the shared Minister and St. Thomas full-time Minister is critical. They will meet with the Chinook Winds Region Pastoral Relations Minister on a monthly basis to make sure the agreement is functioning as anticipated and that the ministry is thriving. Frequency of this meeting may reduce over time.

### **‘If then’ clauses to help address and mitigate worst case scenarios:**

- Initial salary of the shared Minister will be negotiated by the Search Committee and the selected candidate. The Search Committee will consist of one or more representatives from each congregation.
- The United Church of Canada (National) provides a mandatory percentage for a raise each year. Individual congregations can choose to give a larger raise or a bonus. The raise/bonus in a given year will be negotiated between M&P representatives from both churches and must be approved by the Executive Council or Board of each church.
- Conflict handling:
  - If the two Ministers are not able to work collaboratively, the M&P Team/Committee (with representatives from both congregations) will be responsible to resolve the dispute through their normal mechanisms.
  - If one congregation is happy with the work of the shared Minister but the other congregation isn't, the M&P Team/Committee (with representatives from both congregations) will be responsible to address the concerns.
  - If the governing bodies of the two churches have a disagreement they cannot resolve themselves, the Chinook Winds Region Pastoral Relations Minister will facilitate resolution of the conflict.
  - If the shared Minister consistently spends more time working for one congregation than the other, this Job Share Agreement needs to be reviewed by both congregations for potential amendment.

### **Opt Out Clauses:**

- Each congregation is required to give a minimum of six months notice to the other congregation, the shared Minister, and the Chinook Winds Region if they wish to end the Job Share Agreement.
- Upon receipt of notification of the Job Share Agreement termination, each congregation is responsible for their portion of the Minister's salary for the six month notification period, unless:
  - both congregations are in agreement that one congregation will employ the shared Minister full-time, or some portion greater than 50%. In this case, the congregation assuming the additional Minister's time will be responsible for the pro-rated salary.
  - The shared Minister decides to voluntarily leave the position. In this case, both congregations will not be financially responsible for anything beyond the shared Minister's last day of work.
- The shared Minister can resign for medical reasons or with 90 days written notice.
- In the event that both congregations agree there are performance issues with the shared Minister that necessitate immediate dismissal of the shared Minister, severance costs will be shared 50/50 between the two congregations.

## ***Appendix 1***

### ***PROPOSAL***

Foothills United Church requires a half-time Ordered Minister to serve their congregation. St. Thomas United Church has one full-time Ordered Minister and requires an additional half-time Ordered Minister to serve their congregation. The governing bodies of Foothills United and St. Thomas United have authorized the sharing (50/50) of one full-time Ordered Minister to fulfill their requirements. A detailed job description for this position has been created and approved by the governing bodies of each congregation. (See Appendix 2.)

Both Communities of Faith will maintain their independence as a congregation. During the pandemic, St. Thomas and Foothills collaborated for worship services. It is hoped that some collaboration will continue and possibly be expanded. Some possibilities include:

- Ministers each preparing a sermon that will be preached one Sunday at one of the churches and the next Sunday at the other church.
- Members of each congregation participating in the other congregation's Outreach and Community Engagement programs
- Shared educations/Bible study programs
- Joint social events

### **Operational Structure**

- Each Community of Faith will maintain their independence as a congregation.
- Each congregation will continue to have their own governing body.
- Each congregation will continue to have their own teams/committees.
- Each congregation will continue to be responsible for the costs and maintenance of their own building.
- Each congregation will continue to be responsible for all of their own costs not directly associated with the shared Minister.
- Costs directly associated with the shared Minister will be split 50/50.

### **Management Structure**

- M&P:
  - Foothills will independently manage any staff they hire excluding the shared Minister.
  - St. Thomas will independently manage any staff they hire excluding the shared Minister

- A minimum of one member of Foothills United Church will join the St. Thomas United M&P team for discussions and decisions related to the shared minister.
- Governance
  - One member of Foothills United will attend St. Thomas United Executive Council meetings to facilitate communication between the two congregations.
  - One member of St. Thomas United will attend Foothills United Executive Council meetings to facilitate communication between the two congregations.

**This proposal will be presented to each of the congregations for approval on January 23, 2022.**

## ***Appendix 2***

### ***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.

## **Appendix 3**

*This job description is not part of the Job Share Agreement but is provided for context for the Shared Minister job description.*

### **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.