

## **Job Description**

<b>Position Title:</b>	Minister
<b>Type of Position:</b>	Full-time, Permanent, 40 hours/week
<b>Compensation:</b>	Salary, benefits, and allowances in accordance with United Church of Canada guidelines.
<b>Supervisory Duties:</b>	Yes

### **Position Summary**

The Minister leads the congregation in the formation of its Christian character, providing leadership and pastoral oversight and care to the members and adherents of Bridge Street United Church. The Minister supports and fosters ways to relate the church to the community and encourages the development of a mission-oriented congregation.

### **Areas of Responsibility**

#### **Worship**

The Minister will:

- Plan and lead worship which is inspirational, courageous, and joyful in a congregation that especially values music and preaching.
- Prepare and lead weekly worship services and all other seasonal services during the year (e.g., Christmas Eve, Maundy Thursday, etc.).
- Coordinate hymn selection with the Music Director.
- Conduct marriage and funeral services for members of the congregation and others in accordance with the relevant policies and practices of Bridge Street United Church and The United Church of Canada.
- Conduct special services, events, or programs that arise, at the discretion of the Minister or Worship and Music Team (e.g., in response to significant events in the community, Canada, or the world).

#### **Pastoral Care**

The Minister will:

- Visit and provide spiritual support for members and adherents of the congregation, including those who are shut-in, in hospital, experiencing end of life issues, or mourning a loss.
- Foster an environment of hospitality and mutual care, and provide spiritual support to understand, maintain, and strengthen connections with Bridge Street United Church and promote belonging within and between congregants.
- Support those within the community seeking pastoral care.
- Be aware of available social services for those with need and assist in making connections as appropriate and necessary.

#### **Faith Formation**

The Minister will:

- Provide or support others in providing regular opportunities to grow in faith and Christian discipleship, such as small group activities, Bible studies, church membership classes, and spiritual practices.

## **Community Engagement and Social Justice**

The Minister will:

- Actively support the community engagement activities of Bridge Street United Church that meet the needs of marginalized members of the Belleville community and reflect these activities in the worship and spiritual life of the church.
- Consult and collaborate with the Director of Music regarding the role of music in the outreach of Bridge Street United Church.
- Be aware of the community context, partnerships, and community groups in order to encourage and support the congregation in meeting the needs of our community.
- Assist the congregation in being aware of, understanding, and participating in United Church of Canada social action and justice initiatives.

## **Denomination and Communities**

The Minister will:

- Be actively involved in the life of the regional council and/or General Council.
- Serve on the Boards of the Quinte Living Centre and Bridge Street United Church Foundation, subject to appointment by appropriate bodies.

## **Leadership**

The Minister will:

- Promote an environment that encourages active participation by all members of the congregation.
- Recognize, motivate, encourage, and support others to identify, develop, and share their unique gifts and abilities.
- Foster a positive and respectful work environment for church staff and volunteers.
- Supervise the Director of Music.
- Take an active role, in conjunction with the Governance Board and the Director of Programs and Administration, in developing and fulfilling the vision of Bridge Street Church.

## **Continuing Education**

The Minister will:

- Establish annual personal, vocational, and professional goals in conjunction with the Human Resources Committee. These will reflect the goals of the church as outlined in Bridge Street United Church's Strategic Plan and Living Faith Story.
- After a 5-year term, the Minister is eligible and encouraged to take a 3-month sabbatical leave as outlined in The United Church of Canada policies.

## **Self-care**

The Minister will:

- Set goals for ongoing self-care by maintaining a healthy balance of their own physical, emotional, and spiritual well-being to include rest, recreation, and professional development. The Minister will collaborate with the Human Resources Committee to meet these goals.

## **Administration and Communication**

The Minister will:

- Work with the Worship and Music Team in planning and leading the worship and music activities of the church, including special events.
- Provide information in a timely manner to the Office Administrator and others for the preparation of weekly bulletins and other media that may be used in worship.
- Prepare regular articles and updates for the weekly newsletter to inform and engage congregants in the life of the church.
- Meet regularly and coordinate at strategic and operational levels with the Director of Programs and Administration.
- Provide regular reports to the Governance Board, for the annual report, and to such other internal or external bodies where reports may be required to enable the work of Bridge Street United Church and fulfill the duties of the Minister.

## **Knowledge, Skills, and Abilities**

- Ordained Minister within The United Church of Canada or have been deemed eligible by the Office of Vocation to be admitted to the UCC.
- Excellent verbal and written communication skills.
- Strong skills in preaching and worship leadership.
- A highly personable approach to leadership that is collaborative, consultative, builds consensus, and delegates and shares leadership appropriately.
- Ability to adapt to rapidly changing circumstances and provide leadership in a transitional environment.
- Strong understanding of effective governance of not-for-profit organizations is an asset.

## **Additional Requirements**

- Proficiency with common computer applications including the Microsoft 365 environment.
- Driver's license and access to a vehicle.
- A current Police Vulnerable Sector Check.

## **Accountability**

The Minister is accountable to the Bridge Street United Church Governance Board and to the East Central Ontario Regional Council in accordance with the bylaws of The United Church of Canada.

This is a full time, salaried position based on 40 hours per week. The priorities of the position are generally allocated as follows:

- Worship – 40%
- Pastoral Care – 30%
- Faith Formation, Community Engagement & Social Justice – 10%
- Denomination and Communities – 10%
- Administration and Other – 10%

Approved by Governance Board: Aug 17, 2023