

## 4.3 Minister III

### ***Preamble:***

St. Martin's United Church supports a team ministry that functions as a multiple staff model. Each minister has specific areas of accountability and all are expected to work together to plan activities to meet the spiritual needs of the congregation. Depending upon the activity, a specific minister may carry a leadership role and will be supported by his/her colleagues. All ministry personnel are expected to assist their colleagues where workloads require it, to facilitate the worship life of the congregation, to provide pastoral care, and to participate in the administration of the church in conjunction with boards and committees.

This person must have knowledge of, or experience with, the ethos of the United Church of Canada. It is important for the minister to have a sense of calling as the congregation continues to build and enhance the programs of St. Martin's and God's community. The church utilizes an organizational structure that is non-hierarchical or flat in that each minister is responsible to the Board directly. No one minister is seen as the minister in charge or as one in a position of rank.

### ***General Overview:***

Minister III will function as a fulltime member of the St. Martin's United Church ministry team. This individual will have as primary duties:

- Preaching and worship leadership (approximate time allocation 40%)
- Pastoral care (approximate time allocation 20%)
- Faith development (approximate time allocation 20%)
- Participation in Presbytery, Conf. And the wider community (approximate time allocation 10%)
- Participation in shared administration (approximate time allocation 10%)

### ***Description of Responsibilities:***

#### 1. Preaching and Worship Leadership

Provides regular worship leadership, including Sunday services, funerals, weddings and special care home services.

Participates in worship planning, including consultation with the ministry team, worship committee and the leaders of the different musical groups.

Actively recruits and encourages lay person's involvement and participation in services.

Provides, or arranges for, instruction related to baptism, confirmation and marriage preparation.

Is able to perform tasks such as preparing PowerPoint presentations, selecting music, leading the children's story time and other activities that support or enhance worship.

## 2. Pastoral Care

Provides ongoing pastoral care to members of the congregation, including hospital and home visitation and other contact as may be requested.

Baptismal, funeral and wedding preparation.

## 3. Faith Development

Works with the ministry team in developing and supporting programs and events for age-specific groups or for intergenerational opportunities within the congregation.

Contributes to the spiritual development of the congregation through bible study and other small group activities.

## 4. Presbytery, Conference and the Wider Community

Provides educational and supervisory instruction to ministry students, if qualified, and as approved by the Ministry and Personnel Committee (M&P).

Participates in the life and work of the wider church.

Will be a member of Riverbend Presbytery.

Consults with M&P relating to committee work, service on standing committees and "out of church" commitments.

## 5. Shared Administration

In consultation with the ministry team, schedules and participates in regular meetings which may include lay and ministerial staff in order to discuss and clarify expectations and programming.

Coordinates and fulfills other administrative functions within the congregation including letters, phone calls, emails etc.

Provides day-to-day oversight of the support staff in concert with the other ministers.

Serves as an *ex officio* member of the Board/Executive and other assigned committees.

Chair of Trustees.

### ***Study Time, Personal Growth and Well-Being:***

- Care for his/her own spiritual well-being through regular times of rest, reflection and study.

- Consult with M&P to arrange blocks of time for continuing education, including such activities as retreats, conferences and reading weeks (entitled to 3 weeks of education and study leave per year).
- Consult with M&P to arrange blocks of time for personal vacation and Sundays off (entitled to one month of annual vacation, inclusive of 5 Sundays).
- The individual is entitled to sabbatical leave as per UCC policy and St. Martin's United Church policy.

***Accountability:***

Minister III is in a covenant relationship with St. Martin's United Church and is accountable to Riverbend Presbytery. The minister works closely with the Board and other assigned committees. An annual performance review will be performed by the M&P committee on behalf of the Board.

***Hours of Work:***

All ministry staff are employed on the basis of the functions to be performed. Office hours and actual hours of work each week are flexible. A full-time position is, however, considered to be forty hours per week. Ministry staff are entitled to two regular days of rest in each seven day period. Benefits and allowances are outlined in the *St. Martin's United Church Policy and Procedures Manual for the Ministry and Personnel Committee*.

***Skills and Competencies:***

This position is suitable for a United Church of Canada ordered minister (ordained or diaconal) OR a United Church of Canada Designated Lay Minister as ministry personnel who:

- Can provide strong preaching and worship leadership
- Can relate sermons to scriptures and to congregants' lives
- Demonstrates strength in program design and leadership
- Has strong competencies in pastoral care and spiritual care
- Can relate to people of all ages and is supportive of children and youth programming
- Has a commitment to ongoing education
- Has strong organizational and implementation skills
- Maintains effective communication and interpersonal skills
- Is a team player
- Is computer literate
- Is genuine, open and relaxed, with a sense of humour
- Manages time effectively while contributing to the growth of St. Martin's United Church
- Possesses professional and personal maturity