



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



Ministry Position Description (TC 425 PD)

PURPOSE: To provide a user-friendly template for use by local ministry unit, committees or governing body to develop solid position descriptions.

WHO USES IT: The local ministry unit.

When to use this form: This is a prerequisite for having a vacancy declared in the event of a change in pastoral relationship. It is also useful for orientation of new ministry personnel and at least annually for basis of ongoing conversation.

When NOT to use this form: When dealing with congregational designated minister positions.

ROUTING: Please keep a copy for your records prior to sending on. *

- Refer to Step 1 Task C of the Handbook: Toronto Conference Local Ministry Unit Seeking a New Call or Appointment.
- Local ministry unit approves the position description and forwards with the "Request to Declare a Vacancy by a Local Ministry Unit – TC 425 V" form (if necessary) to the presbytery office.
- Following action by the presbytery, presbytery office forwards to Toronto Conference office with the "Request to Declare a Vacancy by a Local Ministry Unit – TC 425 V" form.

* The local ministry unit shall keep an electronic copy to be uploaded as part of its online profile once a vacancy is declared.

Local Ministry Unit : Leaside United Church (referred to as Leaside)

Position Title: Minister

Position Profile: X Full-time Part-time If Part-time, hours/week _____
 X Solo Team ministry If Team, # of other Ministry Personnel: ____

Position Summary: (2-4 sentences that summarize the position)

The Minister has the responsibility for the overall worship as well as health and welfare of Leaside United Church. The Minister will play a key role in achieving the stated goals of the congregation, through its Church Council , committees, staff and lay volunteers.

Accountable to: (who does this person 'report to' in terms of accountability for fulfilling their duties?)

<i>To Whom</i>	<i>For What Purpose/Tasks</i>	<i>Name/Contact</i>
To the Council of Leaside, through the M&P Committee	For local direction, guidance and support .	Graham Lute – Council Chair Mavis Pyper – M&P Chair

Presbytery as one of the parties in the covenant	For support and collegiality	Presbytery Personnel
Conference	For oversight and discipline.	Conference Personnel

Autonomy in Decision-Making: At Leaside, the minister provides leadership and high involvement with all key decision making. Although an emphasis is placed on “team decision making and collaboration”, there are areas the minister acts autonomously. These areas include individual and confidential pastoral care, crisis care and counselling, wedding and funeral involvement and planning, spiritual nurture and study, and daily devotional time. As for monetary approvals and expenditures, like all of the financial procedures at Leaside, the minister operates and authorizes expenditures within approved budgets. Each authorization requires the joint approval of the appropriate Committee Chair or Council Chair when required. Decision making in most areas require specific consultation, collaboration and a joint approach.

Principal Areas of Responsibility and Associated Duties:

1. Preaching and Worship

Our goal is to continue to develop and articulate a progressive understanding of Christianity that will become Our Leaside Story. The Minister’s leadership responsibilities include:

- Working with the Worship Committee and others to plan and coordinate all worship services
- Working with the Worship Committee to deliver and establish policies and procedures regarding the sacraments
- Helping lay participants to prepare for their roles
- Working with the Music Director to review and select hymns and special music
- Oversee the preparation of orders of service
- Participating in joint services and other activities with other Christian denominations or interfaith groups
- Preaching most Sundays, except vacation or special services

2. Discipleship

Our goal is to individually and collectively become the “living body of Christ”. We endeavour to ensure our Mission and Core Values reflect in everything we do. The Minister’s leadership responsibilities include:

- Working with the Christian Education Director and the CD Committee to plan the teaching and methodology of our Church School & Youth Programmes.
- Working with lay-led study and support groups that meet regularly: meditation group (weekly); Spirit Alive (monthly); and Book Circle (about every 6 weeks).
- Working with the ministry staff and congregation to motivate Leaside to become a more Affirming Ministry

3. Stewardship

Our goal is to continue to engage and involve the time , talent and also the funds of generous people to further the mission of Leaside.

We are rethinking Stewardship in a variety of ways and are representing Stewardship at Leaside as an opportunity to participate in our church's ongoing ministry, not just with our givings. We are trying to inspire minds not fill heads with information. This has been a big change for us and it is starting to be effective in the last 2 years. Not only has the volunteer time and talent commitment increased but in turn, so have local givings.

Another important project is building a financially sustainable future for Leaside. For the last 5 years a Future Plans Committee studied various development options whereby the revenue from the severing of some of our property could fund a new day care school, a Senior's Home and most recently a townhouse development. Severance and development of the church property is no longer being considered. In 2015 , the Future Forward Team is now assessing the feasibility of self funding our own facility repairs and upgrades, while retaining the green space property surrounding our building. The team is studying the feasibility of implementing a Capital Fund Raising Campaign to repair and upgrade our facility and renovate the Sanctuary in order for it be a better enabler for building Leaside's ministry and mission.

The Minister's leadership responsibilities include:

- Counselling and advising the Stewardship Action Committee and Future Forward Team about focussing on building the Leaside Mission and Ministry related to their projects.
- Facilitating helpful contacts and experience from Presbytery and others in the larger church body to learn about "best practises"

4. Outreach

Our 4 specific Outreach goals for the next 3 years are to:

- Double the number of Leaside members engaged in Outreach
- Grow contributions to Outreach from \$65,000 to \$90,000

- Focus energy around four Signature Programs (Camp Scugog, El Hogar, Thorncliffe Neighbourhood Office and Refugee Resettlement)
- Raise awareness of the Mission and Service Fund

The Minister's leadership responsibilities include encouraging and supporting the work of the Outreach Committee.

5. Spirituality /Self care

Our goal is to be an open and welcoming congregation building a sense of belonging and support. Leaside greatly appreciates and consistently tries to provide opportunities for social gatherings, fellowship, spiritual support, music and enjoyable entertainment often involving food. For the last four years there have been a number of events and dinners organized as part of our Give n Go fundraising efforts.

Leaside tries to provide a balance between gathering socially and spiritual care. Our regular fellowship activities such as coffee after church, family pancake dinners and other social activities are offset by spirituality and self care events and clubs throughout the year. Small ministry groups as well as the Leaside Book Circle and Spirit Alive complement the special Bible studies hosted by the minister and the Pastoral Care Committee's workshops and recent play about Alzheimer's called (I'm Still Here).

Leaside has an extensive website of Leaside activities and information for our membership as well as the community. Leaside will be upgrading our website and social media communications to appeal and stimulate all our audiences. Also in the fall of 2015 we will be embarking on a new Ambassador Program with a special welcoming new comers appeal.

The Minister's leadership responsibilities include encouraging this type of care, introducing new ideas and approaches and supporting the activities in a timely manner.

6. Pastoral Care

The minister offers pastoral care to those experiencing illness or life crisis, death and bereavement. The minister also performs funeral and marriages. Our pastoral care team which includes the minister, a part-time staff pastoral associate, and several volunteers, expands the circle of care beyond what the minister has time to do using both phone and home visits.

The Minister's leadership responsibilities include:

- Setting priorities for visiting people in hospital and shut-ins
- Assisting in the training of lay members to participate in visitation
- Home visits to members as time permits

- Providing crisis care and counselling as required
- Provide support for and conduct services for weddings and funerals at Leaside for church members and potential members

7. Leadership

Leadership at Leaside is a shared team responsibility between lay volunteers, the ministry team and other staff, to build our mission and ministry. We strongly focus on team leadership. Our specific goal is to develop and encourage increased lay volunteerism and participation as part of a shared ministry at Leaside.

At Leaside the Minister works with and provides leadership with all staff members, the Christian Education Director, the Music Director, Pastoral Care Minister, Accountant (part time), Custodian(s) and all Leaside volunteers. Everything is a team leadership effort. We are recruiting for a part time, contract Administrative Assistant, as well as 2 new part – time contract positions (a Communication Specialist and a Webmaster) to improve Leaside’s internal and external communications.

We encourage our congregation to get involved and join our Church Council of approximately 30 individuals. Be a “doer” not a “watcher”. The Council meets monthly and generally manages the affairs of Leaside. With one Council Chair, 15 Committee Chairs (key roles include Worship, Outreach, Stewardship Action, Christian Development, Finance, Property, Pastoral Care, etc.) and over 100 Committee members , we have an active , involved and inspired lay membership.

The Minister’s leadership responsibilities include:

- Attending and participating in all monthly Church Council meetings.
- Timely attendance at key Committee meetings (on a request only basis)

8. Ministry Partnerships

Our goal is to build and strengthen long term partnerships with local, regional and international communities. This includes Presbytery, Toronto Conference and General Council.

In keeping with our core values we feel that building longer term partnerships will benefit the work of our partners and give us a better return on the valuable contribution of our volunteer’s time, efforts and financial support. Our most extensive partnerships are in our Outreach Program. We provide on going support for Not-for-Profit groups and four Signature organizations (Lake Scugog Camp, El Hogar in Honduras Projects, Refugee Resettlement, and Thorncliffe Neighbourhood Office -TNO). We are finding that in many cases our time and talent are even more important than financial support.

Leaside welcomes a variety of community groups to use and rent space within our building. These include Mrs Park's Nursery School, after school RP4K Computer programming group, Sparks, Brownies and Guides, and Pedal Heads Bicycle Program.

The Minister's leadership responsibilities include:

- Supporting and continually improving these Leaside partnerships wherever possible
- Active involvement in the life of Presbytery, Toronto Conference, and/or General Council as essential participation in the wider church .

Administration

- Communication: letters/emails/phone calls/ website
- Planning for meetings
- Attend monthly Council meetings
- Attend committee meetings (as time permits)
- Interacting and communicating regularly with all staff members strengthening a team leadership approach in planning, identifying problem areas and solving administrative issues
- Overseeing the day to day performance of staff at Leaside United Church
- Report quarterly to M & P or as concerns arise

Study Time

- Taking time for spiritual nurture and study
- Building daily devotional time into the day's routine as required

Required Knowledge, Skills and Abilities:

We are looking for a minister who will continue to build excitement in our congregation, who will lead us into the future and help bring us to the next level in all we do. We want to accelerate our journey of growth in the ministries of education of all ages, theological integrity, and appreciation for progressive up-to-date worship. We are looking for someone who can relate to all ages, someone who can work in a team, who is well-read and familiar with the latest in biblical scholarship (i.e. a life-long learner), and who can make it relevant through preaching but also through other aspects of the call to Leaside United Church.

We need someone to be a champion for worship, who will help us create alternative worship experiences, with different models of music and style, that will appeal to people other than our

core group. We are looking for a person who will actively support the expansion of our outreach ministry, and who will offer support to our growing understanding of stewardship.

We are looking for someone who can empower us to become the best Christians we can be and to tell our story in exciting and dynamic ways.