

Position Title:	Full-time Minister
Reports to:	Chair – Ministry & Personnel
Minister Profile	(Full-time) 40 hrs/week

Minister Profile:

Our spiritual leader will demonstrate an engaging preaching style, effective pastoral care skills, and a passion to inspire and spread the Word of God in a multi-generational context. A deep understanding of both the Old and New Testaments is required to show an appreciation for tradition while incorporating contemporary interpretations to develop and deliver meaningful, uplifting, and inspirational worship services. As an affirming congregation, it is critical that our minister demonstrate an acceptance that literalism of the scriptures is not acceptable in this faith community, and a belief that the celebration of communion and the sacraments are open to all regardless of age, race, gender, and sexual orientation.

Job Functions

Essential Responsibilities

● **Worship (15 hours)**

- a) Prepare and lead regular Worship and Special Services by:
 - engaging the congregation through messages that are delivered with conviction, passion, and relevance in a manner that challenges people to be reflective of that message in the context of their personal lives and spiritual growth
 - planning and implementing innovative worship experiences in different formats to meet the needs of congregational members of various ages
 - being comfortable with the appropriate use of assistive props and technology to support worship services (e.g. powerpoint)
 - developing worship messages generally using the lectionary prescribed by the United Church of Canada
 - inviting, acknowledging, and supporting children’s active participation and understanding of worship messages
 - encouraging and promoting lay involvement and leadership

- b) Deliver the sacraments of communion and baptism including offering support and guidance to families requesting baptism and confirmation

- c) Ensure that music is an integral part of worship services by collaborating regularly with the Music Director & Choir

- **Pastoral Care (3 hours)**

- a) Ensure that the needs for pastoral care are regularly and comprehensively provided through a planned, thoughtful, ongoing approach by:
 - collaborating with the Minister of Pastoral Care and nurturing the education and work of the Pastoral Care Minister, the Pastoral Care Committee, and individual pastoral care volunteers
 - providing spiritual guidance and support relative to weddings and funerals, as well as to personal counselling needs
 - facilitating connections and/or provide referrals to community resources and services as appropriate
 - Providing support as needed for current staff in dealing with church members' health/family crises or other pastoral care matters.

- **Christian Education (8 hours)**

- a) Demonstrates leadership and the promotion of Christian Education occurring in a variety of formats and venues in a multi-generational context by:
 - Collaborating, supporting and mentoring small group ministries and lay leaders. Provides support and resources to the leaders of the small groups, the children's ministries and the youth group.
 - Working with appropriate church members/leaders to identify and recognize the needs of young adults and young families to develop appropriate ministries. (sunday school, youth group, alternate service for younger families)

Secondary Responsibilities

- **Outreach (5 hours)**

- a) Support and encourage outreach; within our church, our community and globally by:
 - Seeking opportunities for fellowship and the building of community participation and partnerships throughout the Sackville area.
 - Facilitating the support needed to mentor volunteers who wish to lead/participate in outreach programs/projects
 - Communicating and collaborating with other churches, non-profits, and businesses to become familiar with community needs and programs, and encourage opportunities for involvement

- **Administration (9 hours)**

- a) collaborate with the Knox Church Council, church committees and staff to support the life and work of the church and the congregation
- b) follow guidelines and expectations of the United Church of Canada and Regional Council 15
- c) ensure that information from Region 15 is shared as appropriate
- d) collaborate with the Region 15 representatives of Knox United Church and attend Region 15 meetings and events as needed
- e) participate and nurture relationships at formal/informal church and community events
- f) strive to identify and connect with visitors and potential new members
- g) establish and sustain positive working relationships with church staff
- h) network and build professional relationships within the ecumenical community and take opportunities to profile and advocate for Knox as appropriate
- i) participate in and act upon recommendations from annual performance reviews in collaboration with the Ministry & Personnel Committee member assigned as your contact

Skills

- **Interpersonal:**

- a) posses superb interpersonal skills including; friendly and approachable, sincere and authentic, empathetic and compassionate
- b) be energetic and enthusiastic, passionate about teaching the word of God
- c) appreciative of diversities and welcoming to all in an inclusive and welcoming manner
- d) interact with others in a positive and professional manner
- e) be a leader but also encourage and nurture leadership in others
- f) recognize their strengths, areas for growth and limitations
- g) engage in ongoing professional development
- h) accept, reflect and act upon constructive feedback
- i) interested in personal and professional development

Skills

- **Critical Thinking:**

- a) able to solve problems and make decisions in a thoughtful, resourceful way

- b) manage conflict with tact and diplomacy
- c) exercise sound judgement
- d) understands impact of their own behaviour/emotions and recognizes emotions of others

- **Communication:**

- a) excellent communication abilities, verbally and in written form
- b) able to express thoughts in a relatable manner with audience in mind

- **Organizational:**

- a) ability to work independently and within a team environment
- b) strong self-initiative with ability to inspire and lead others
- c) manage time and workload effectively and efficiently

- **Technology:**

- a) possess moderate computer skills (Microsoft Office, PowerPoint, Zoom)
- b) possess basic social media skills (Facebook, Instagram, TikTok)
- c) possess working knowledge of website publishing platforms

Education and Experience

Required

- Ministry personnel in “good standing” of the United Church of Canada (minimum of 3 years experience preferred)
- a current Vulnerable Sector Police Criminal Record check
- Sexual Abuse Prevention and Response training

Preferred

- Racial Justice Awareness training
- Specialized training in community outreach, social work or youth counselling
- conflict resolution training

Reporting Relationship:

The Minister is responsible to Regional Council 15 and to the Knox United Church Council.