Position Title:  Minister, Cowan Heights United Church

Position Profile:  Full-time
Solo

Position Summary:
The ongoing role of the minister is to oversee, advise, guide, facilitate and enable the congregation to strengthen its faith in God and to fulfill its mission as an open, cooperative and inclusive community of faith and friendship.

The special challenge of the minister of Cowan Heights United at this time is to be a “pioneering minister” to support our renewed focus and help us achieve our vision to be a vibrant and growing Community of Faith. The renewed focus of Cowan Heights United is outlined in the Mission Articulation Plan of August 2019 with priorities identified in Worship; Pastoral Care; and Outreach.

Autonomy in Decision-Making:

It is important for the Minister to work as a team with the staff, Church Committees, the Board of Management and the Congregation.

Notwithstanding the above, the Minister can make decisions regarding implementation and expenditure of funds related to initiatives, programs or actions in support of the Church’s mission and goals as determined by the Board of Management and within the budget approved by the Board of Management.

With regard to worship, the decision of the theme for the worship service will be that of the Minister. The decision of the structure of the worship service will be in consultation with the Worship and Sacraments Committee. Music will primarily be led by the Minister of Music (Organist/Choir Director) in consultation with the Minister.
Primary Areas of Responsibility and Associated Duties:

1. **Worship** - Provide engaging, challenging, and inclusive worship that nurtures our faith, uplifts and strengthens us as individuals and in our relationships, and assists us in recognizing God in our midst.
   a. Lead regular Worship Services:
      - plan and lead worship services in conjunction with the Worship & Sacraments Committee and the Minister of Music;
      - embrace the traditional form of worship at CHUC and lead its evolution by adding elements to inspire;
      - discuss major changes to Worship with the Worship & Sacraments Committee (W&S) and the Board;
      - engage 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;
      - develop and provide dynamic stories for worship that involve and engage children. Share the leadership of Time with Children with members designated by the Worship & Sacraments Committee and encourage and guide members of the congregation to take part in this portion of Sunday worship as appropriate;
      - encourage and promote the lay involvement and leadership worship services.
      - celebrate the Sacrament of Holy Communion (often the 1st Sunday) as planned in consultation with the Worship & Sacraments Committee;
      - offer support and guidance to families requesting baptism and confirmation.
      - meet with parents to explore questions around the Sacrament of Baptism and to familiarize them with the liturgy;
      - participate, as time allows, in fellowship time before and/or after Worship.
   b. Lead special services:
      - Conduct weddings, funerals and baptisms as arranged according to the policies of Cowan Heights United Church;
      - Interpret existing policies regarding weddings, funerals and baptisms and recommend changes when appropriate, to the Worship & Sacraments Committee;
      - Lead worship in personal care homes and assisted living residences as time permits. Current arrangements are a monthly worship service with Saint Patrick's Mercy Home;
c. Work with the Board and the Congregation to develop and implement an innovative approach to youth/young families:
   - communicate spiritually differently to meet their needs;
   - develop specific events for engaging this population;
   - evaluate existing, and introduce revised programming for children and youth.

2. Pastoral Care - In collaboration and consultation with the Pastoral Care Team, take a leadership role within the team in providing and enabling compassionate pastoral care and engagement of newcomers, members and adherents in the life of the congregation.

   a. ensure that the needs for pastoral care are regularly and comprehensively provided through a planned, thoughtful, ongoing approach:
      - facilitate and nurture the education and work of the Pastoral Care Committee and individual pastoral care volunteers:
      - undertake visitations to those who are hospitalized, are shut-in, or have special needs and follow up with appropriate support in conjunction with the Pastoral Care Committee;
      - facilitate connections and/or provide referrals to community resources and services as appropriate.
      - facilitate pastoral care to all members of the congregation. Consult with the Pastoral Care Committee to develop an appropriate training program that addresses the various needs of pastoral care/support volunteers;
      - work with the Pastoral Care Committee to identify pastoral care needs and provide appropriate pastoral care to new parents, young families, children, youth and young adults and to seniors, as required;
      - bring the Sacrament of Holy Communion to those who are unable to attend Sunday services;
      - encourage activities that will attract, welcome, engage and orient newcomers to our faith community, in consultation with the appropriate committees;
      - work with the appropriate committees to ensure there is follow-up with newcomers and review the membership and adherent list in order to contact congregational members who are no longer involved;
      - encourage the congregation to develop relationships with one another and to minister to each other through small groups, social activities and projects.
3. **Community Outreach and Social Justice** – Support and promote the congregation's outreach programs and their partner relationships with enthusiasm.

- support and encourage outreach and social justice within our church, our community and globally;
- assist the Board to identify and implement a focus for community outreach;
- participate in communications efforts to provide information on church activities and how people can 'help' or "be helped";
- identify and facilitate outreach opportunities that will provide members of the congregation with a variety of ways in which they can engage in outreach and social justice;
- promote Social Justice within the community of faith as well as in the wider community.

4. **Leadership and Administration** - Demonstrate vision and leadership as the congregation seeks to fulfill its mission and goals.

- work with the Board, committees and lay volunteers to implement the strategies and actions identified in the Mission Articulation Plan;
- develop an understanding of the policies and procedures of the Congregation, as well as the Mission, Values and Goals, in order to be able to communicate them to others and act on them;
- assist with planning, and participate in, initiatives of the Board to educate, motivate and support Board members;
- encourage Cowan Heights to study, consider and/or follow the best practices of the United Church of Canada;
- consult with other staff members, as required, to coordinate this position's work needs with others;
- communicate information about staff concerns, as necessary, to the Ministry and Personnel Committee Chairperson;
- attend Executive and Board meetings and, as an ex officio member of all Committees except the Ministry and Personnel Committee and the Nominating Committee, attend Committee meetings as necessary. The Minister must meet with each Committee, including M&P and Nominating, at least once per year to enhance his/her understanding of the work of each Committee, suggest new resources to consider, as available, and encourage the work of the Committee;
- work in conjunction with the Nominating Committee to identify and develop key leaders, next level leaders and emerging leaders;
• prepare and circulate a report about major ministerial activities for each Board meeting;
• facilitate adult education opportunities with lay or other leadership;
• submit program needs to the Board for budget planning

5. Faith Exploration and Development - Provide educational opportunities for congregants to develop their faith and put their faith into action.
   • provide support and guidance to the Sunday School Coordinator and Chair of Christian Education in the development of programs, as necessary;
   • lead or participate in the leadership of Adult Education programming and Confirmation classes;
   • encourage and challenge those of all ages who are attending Cowan Heights to learn more about their faith through participation in congregational Programs within and beyond our building;
   • support those attending Cowan Heights to identify their spiritual gifts;
   • facilitate adult education opportunities with lay or other leadership;
   • identify, encourage and develop leadership skills of congregation members;
   • support and encourage spiritual development opportunities and activities that keep the place of children, youth and young families in the forefront;

6. Continuing Education
   • Pursue personal, vocational and professional goals for continuing education in consultation with the M & P Committee.

7. Self-Care
   • Set goals for ongoing self-care by maintaining a healthy balance of one’s own physical, emotional and spiritual well-being to include rest, recreation and professional development;
   • Collaborate with the M & P Committee to meet goals.

8. Denomination and Communities
   • Be actively involved in in the life of the regional council and/or General Council.
Required Knowledge, Skills and Abilities:

a. Education/Certification
   • a fully qualified, ordained Minister in “good standing” within the United Church of Canada.

b. Skills and Abilities
   Demonstrated ability to:
   • Develop and lead a variety of worship opportunities and faith-building programs
   • Work collaboratively
   • Recognize, develop and encourage the spiritual gifts of congregants and other staff members
   • Lead, motivate, engage, mentor and build teams
   • Set goals and assess results, both on a personal level, as well as congregational level
   • Use communication skills related to active listening, team-building and conflict resolution
   • Use effective time management and decision-making skills

   Possess excellent written and interpersonal communication skills
   Capable of using computers and A/V equipment
   Capable of using social media to reach out to our community

Desired Personal Attributes:

Ideally, our minister will possess characteristics described as:
   • friendly and approachable;
   • sincere and authentic
   • empathetic and compassionate
   • having a good sense of humour
   • energetic and enthusiastic
   • and, appreciative of diversities and thus is inclusive.

Accountability:

The Minister is accountable to the Board of Management of Cowan Heights United Church and to the Office of Vocation of the United Church of Canada.