
POSITION DESCRIPTION

JOB TITLE:

Part-Time Minister of Worship and Pastoral Care

POSITION PROFILE:

Twenty (20) hours per week – half time position, appointed annually

Works in a team environment with the Intentional Interim Minister of Faith Formation and Spiritual Development/Renewal and the Director of Music.

AUTONOMY IN DECISION-MAKING:

This position is accountable to the Ministry & Personnel Committee, the Church Board, First United Church and The Region. All financial decisions that require funds above the annual approved budget will go through Ministry & Personnel and the Church Board for final approval.

RISKS IDENTIFIED:

First United is an Affirming congregation and aspires to create a safe space for everyone. We welcome all and the gifts they bring as part of their sexual orientation, gender identity, gender expression, age, race, cultural background, or abilities.

This position has been identified as medium to high risk, as the Part-Time Minister of Worship and Pastoral Care you will be working with children, youth, seniors and those at risk (such as those suffering from mental disabilities and those in hospice care).

Position Summary:

- a. The Minister of Worship and Pastoral Care will provide the 'safe space' our church needs to care for our members. This person will maintain the vitality of our wonderful traditions and faith practices at First United, while allowing us to explore alternative models of worship.
- b. The Minister of Worship and Pastoral Care will have primary responsibility for planning and conducting worship service two (2) weeks out of four (4). This person will also have primary responsibility for leading our pastoral care program.
- c. The Minister of Worship and Pastoral Care will provide administrative leadership through work with The Region, the Church Board and various committees.

DUTIES AND RESPONSIBILITIES:

Worship – 40%

- a. Two (2) weeks out of 4, the Minister of Worship and Pastoral Care will have primary responsibility for planning and conducting worship services in consultation with the Worship Committee, other ministerial staff and the Music Director.
- b. Whenever possible, these services should be used as an opportunity to lead the congregation in exploring new ways of worship and should include lay leadership.
- c. Deliver sermons that make connections between God's teachings and people's lives in the contemporary world.
- d. In coordination with the Minister of Faith Formation and Spiritual Development/Renewal take secondary responsibility to conduct weddings, baptisms and funerals in accordance with First United Church policies.

Pastoral Care – 40%

- a. Assume primary responsibility for a program of pastoral care, in consultation with the Pastoral Care Committee, the Minister of Faith Formation and Spiritual Development/Renewal, and other members of the staff.
- b. Offer visits to members of the congregation, most especially to those who are sick, bereaved, in crisis, or unable to attend Sunday services.
- c. Act as the staff resource for the Pastoral Care Committee.
- d. Provide training for and empower lay leaders to provide excellent pastoral care.

Administration – 10%

- a. Attend Church Board, Worship and Pastoral Care Committee meetings as required, and provide support to other committees as needed.
- b. Attend staff meetings and duly called meetings of the congregation.
- c. Participate in The Regional ecumenical and multi-faith activities as appropriate.

Faith Formation – 5%

- a. In coordination with the Minister of Faith Formation and Spiritual Development/Renewal, lead small group book studies, Bible studies or other activities that allow our congregation members to grow in their faith and create a sense of community among our members.

Spiritual Development/Renewal – 5%

- a. Collaborate with other Waterloo and Kitchener United Church on pastoral care, worship and other programs as appropriate in consultation with the Minister of Faith Formation and Spiritual Development/Renewal.
- b. Support the education of laity within First United Church.