
POSITION DESCRIPTION

JOB TITLE:

Intentional Interim Minister of Faith Formation and Spiritual Development/Renewal

POSITION PROFILE:

Full-Time position – 40 hrs./week

Works in a team environment with the Part Time Minister of Worship and Pastoral Care 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 Intentional Interim Minister of Faith Formation and Spiritual Development/Renewal 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. In this position the Intentional Interim Minister will support, encourage and ensure that the results from the 2020 Renewal and Revitalization process First United partnered with Credence & Co. are implemented within the stated timelines.
- b. Also, through this process the Intentional Interim Minister will work with the congregation to develop a living faith story for First United.
- c. The Intentional Interim Minister will have the opportunity to create, implement, and nourish new initiatives and programs for the congregation and community members of all ages.
- d. The intent of this role is to work with lay leaders to help the congregation engage in renewal and how to encounters and serve God.

DUTIES AND RESPONSIBILITIES:

Worship – 20%

- a. Two (2) weeks out of four (4), the Intentional Interim Minister 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 or other messages of faith (such as drama, music or other activities during Sunday worship) that make connections between God's teachings and people's lives in the contemporary world.
- d. In coordination with the Minister of Worship and Pastoral Care take primary responsibility to conduct weddings, baptisms and funerals in accordance with First United Church policies.

Pastoral Care – 15%

- a. In consultation with the Pastoral Care Committee, the Minister of Worship and Pastoral Care and other staff assist in offering pastoral care to those who are sick, bereaved, in crisis, or unable to attend Sunday Services. Pastoral Care can be given in different ways not just through visitation.
- b. Consider the pastoral care needs of young people and families and assist in developing programs that specifically address those needs.

Administration – 10%

- a. Attend Church Board, Worship, Finance/Stewardship and Trustees Committee meetings as required and provide support to other committees as needed.
- b. Attend staff meetings and duly called meetings of the congregation.
- c. Attend meetings of the Region and offer leadership in the Region or with a National Committee;
- d. Participate in The Region ecumenical and multi-faith activities as appropriate.

Faith Formation – 20%

- a. In conjunction with the leaders of children's ministry, act as a resource for the children's church program at First United. Act as one of the storytellers for the Godly Play program.
- b. Aid in the recruiting and nurturing of lay leaders of all small group programs, including children's worship, adult book and Bible studies, Messy Church, etc.
- c. Organize and lead preparation classes for confirmation, new members, baptism, marriage, Pastoral Care workshops and youth ministry.

Spiritual Development/Renewal - 35% - Faith Formation/Worship will factor in here as well.

- a. Take the staff lead and work with the lay leadership to review, support and facilitate the implementation of the results and recommendations from the renewal and revitalization process.
- b. Work with the congregation developing a living faith story.
- c. In consultation with the lay leadership and the congregation develop a profile for First United community of faith. Take the staff lead in ensuring that all of elements as outlined by the United Church of Canada are contained in the profile.
- d. Review, recommend, develop and facilitate new faith formation and community building programs, including programs for congregation members and community members not served by existing programs.

- e. Develop strategies and lead the implementation of programs that foster a feeling of close community among members and adherents of all generations.
- f. Promote and encourage participation by people of all ages of the congregation and where possible the community.
- g. Support the development of a more effective and current online presence for First United. This will include working with volunteers to update and improve the church website and leveraging social media e.g. Facebook, Twitter and other on-line tools to engage the congregation and members of the community.
- h. Work collaboratively with other United Churches in Kitchener/Waterloo, with a focus on new initiatives, new programs, sharing resources and joint worship services.