

CPUC Minister General Description:

In partnership with the lay leadership of CPUC, the minister is responsible for the care and coordination of the overall life and mission of the congregation; ministering to and with the faith community of CPUC, a pastoral charge within Halton Presbytery, Hamilton Conference of the United Church of Canada (UCC).

Skills and Qualifications:

- To be a member of the order of ministry in good standing with the UCC.
- To be committed to the ethos, programs, policies and administrative requirements and current trends of the UCC.
- An ability to support CPUC's theology of inclusion.
- To have enthusiasm for Outreach and the Mission & Service Fund.
- To have a passion for worship, preaching and the administering of sacraments.
- An ability to relate Christian text to current issues and personal experience.
- An ability to communicate a depth of faith and Christian understanding.
- Ability in pastoral care with empathy for and skills in working with the sick, lonely and bereaved.
- An ability to work successfully in various settings with all age groups.
- An ability to work as part of a team; to coordinate a team of volunteers.
- Ability to work independently.
- An ability to facilitate Christian community and spiritual growth through the encouraging discussions about the meaning of faith.
- To be creative and flexible; open to new ideas and direction.
- Ongoing commitment to personal and professional development.
- A good sense of humour.
- Time management skills and an ability to prioritize work, set goals, both personal and with the congregation.

Responsibilities:

The following are the expectations of CPUC. It is expected that the minister will manage their time to stay within the 20 hour per week schedule and develop a routine that best serves the needs of CPUC and the minister. The congregation and council are willing to work with the minister to develop key areas.

CPUC recognizes that flexibility within the congregation is required as the relationship between minister and congregation develops. The key areas are listed below

1. Worship

- Prepare and lead all types of worship services, including Sunday morning, communion, baptism, healing services, funerals, weddings and such other services as may be agreed upon with the worship committee to meet the needs of CPUC members and adherents, some worships services are on a per diem basis.
- Work with the Worship committee in scheduling and coordinating worship services, ensuring meaningful lay participation.
- Prepare the weekly order of service.
- **Preach every Sunday except during special services and during vacation and study-leave.**

- Work with the music director in selection of hymns and special music.

1. Worship is seen as the most important area for CPUC. It is expected that the minister will devote the majority of his/her time in this area. It will be the responsibility of the minister to use the remaining time each week devoted to the areas listed below. These responsibilities are also of importance to CPUC; however, it is not expected that they will occupy the minister's time on a regular (weekly) basis.

CPUC recognizes the need for flexibility and understands that there may be times when certain responsibilities require more time than expected to complete satisfactorily. CPUC expects the minister will set his/her priorities keeping in mind the responsibilities below while managing emergent issues that are also deemed within the minister's area of responsibility.

2. Pastoral and Spiritual Care

- Meet with Pastoral Care Committee and continue to develop ways for the committee to address the pastoral care needs of the congregation.
- Provide, as required, visitation for shut-ins, those in hospital, bereavement care and spiritual companionship.
- **Provide educational opportunities for adults; including but not restricted to: women's spirituality, adult education and instruction for new members and transferees.**
- Counselling, as appropriate to your role as spiritual leader, including but not restricted to: marriage and baptismal preparation, confirmation, adult membership and funeral planning.
- Awareness of agencies and other resources in the community for crisis and other intervention.

3. Education and Faith Development

- Prepare, develop, present Christian studies or other educational opportunities for adults; including but not limited to, women's spirituality and instruction for new members or transfers.
- **Christian Education and outreach for children and youth.**
- Attend Faith Formation Committee.
Provide leadership training and identify individuals with gifts for leadership.

4. Outreach

- Encourage givings to the Mission and Service Fund of the UCC.
- Encourage participation to the support of Interim Place, FoodPath and Our Place Peel.
- Act as a resource to the Outreach committee as they seek to develop ways to raise profile and awareness of various needs within our local and global community.
- **Oversee Discretionary Fund to be used to help those in need who approaches our church for help; confidential records and bookkeeping are required for accountability and information sharing.**
- Be an open and inviting presence to the Nursery School staff, children and parents.

5. Official Board

- Interact and maintain ex-officio membership on all church committees, with attendance as required and determined by you and committee chair, exclusive of Ministry & Personnel committee.

- Participate in the planning process of the Official Board in all areas, including stewardship.
- Oversee and give direction of all administrative requirements of the UCC
- Participate with Official Board and committees on ways to reach out to the wider community, to increase awareness of our church that may attract new members.

6. Wider Church Involvement

- Attend the monthly Presbytery meetings and fulfillment of all obligations as a member of that Court and work with the Presbytery Representative to ensure that our congregation is informed of presbytery activities.
- Attend the annual Hamilton Conference meeting.
- Participate and encourage ecumenical and interfaith opportunities.
- Particular focus on our relationship with Applewood United Church with whom we share summer services, pastoral care and alternating Christmas week services.

7. Nursery School

- Member of the Nursery School Board and liaise with the Chair of the Nursery School Board.

8. Other

- Work with the church administrator and offer daily direction as needed.
- Develop and maintain a consistent office schedule when the congregation may contact you.
- Maintain effective communication with the lay leadership electronically through email and or telephone.
- Manage routine e-mails, maintain written correspondence.
- Seek and integrate time for personal spiritual nurture, continuing study and prayer into your routine with any additional time to be negotiated with Ministry & Personnel.
- As sole minister of this congregation you will need to demonstrate flexibility toward the job requirements.
- In any given year your work will have a particular focus which will need to be shared with the Ministry & Personnel Committee and the congregation so that areas of support not only for yourself but for the ministry of the congregation can be put in place as is possible.
- **In consultation with the Ministry & Personnel Committee, you will develop personal and congregational ministry goals.**

PROFILE #5: SKILLS

These first six items are considered critical to the congregation:

- Ability to relate Christian text to current issues and personal experience.
- Enthusiasm for Outreach.
- A passion for worship, preaching and the sacraments.
- A proven track record in Christian Education.
- A proven gift for working with children and youth.
- Leadership which facilitates and empowers the congregation.

We hope that each candidate possesses the following talents and skills:

- A strong preaching ability.
- An ability to work successfully in a variety of settings with any age group.
- An ability to lead worship sensitive to the congregational needs.
- A good sense of humour.
- A commitment to confidentiality.
- The ability to work as part of a team, especially with volunteers.
- Empathy for, and skills in, helping the sick, lonely and bereaved.
- An ability to communicate depth of faith and Christian understanding.
- An ability to administer the sacraments in a meaningful way, in compliance with the UCC.
- Musical enthusiasm.

And more generally:

- An openness to new ideas and directions, with an ongoing commitment to personal and professional development
- An ability to facilitate Christian community and spiritual growth through the involvement of more people
- An ability to encourage enthusiastic discussions about the meaning of faith
- An ability to support and embody the UCC and CPUC theology of inclusion
- Administrative and organizational skills
- Knowledge of current trends in Christian Development and theological trends in the UCC

Stewardship