



Pembina Parish Pastoral Charge

The United Church of Canada

St. Paul's United Church, Morden ~ Zion-Calvin United Church, Darlingford

353 Thornhill Street Morden, Manitoba R6M 1M8

Telephone (204) 822-4508 Email: office@pembinaparish.com

POSITION DESCRIPTION

POSITION TITLE: Ordained, Diaconal or Designated Lay Minister – One Full Time

POSITION SUMMARY:

Pembina Parish has a strong desire to thrive as we celebrate God's presence in today's changing world.

We feel we have a unique position in our community as we are in the final stages of becoming an Affirming Congregation, enabling us to provide a safe place to worship for all people. We believe there are many more young families that are seeking spiritual support whose belief system aligns with the United Church, although we have yet to fully understand how to fulfill their needs.

We celebrate new members and a growing Sunday School, welcoming their energy and excitement. We have a strong foundation of loyal core members open to learn and explore their faith, while still having traditional worship and pastoral care needs.

We are looking for a minister, who in a kind and passionate way, will lead and engage with us on our journey to live social justice and put our faith into action so that we are relevant in our community and in our changing world.

SKILLS AND ATTRIBUTES PROFILE:

- Good interpersonal skills and ability to interact/connect with all ages
- Good communication skills – verbal, written, IT literate
- Engaging, passionate speaker / preacher / teacher
- Strong Leadership Skills
- Ability to engage and work cooperatively with support staff and volunteers
- Good organizational and time management skills
- Ability to delegate tasks as appropriate

PRINCIPAL AREAS OF RESPONSIBILITY AND ASSOCIATED DUTIES:

Leadership 10%

- Develop strategies to support growth and be a part of implementation of these strategies with the Leadership Team.
- Engage and empower volunteers in worship and the life and work of the parish
- Offer leadership and resources to the Sunday School program, UCW and Interest Groups of the Parish in keeping with the United Church of Canada faith and polity and the needs of the pastoral charge.
- Work collaboratively with the Leadership Team.

- Demonstrate a strong commitment to The United Church of Canada.
- Support the stewardship and financial initiatives undertaken by the Parish.

Administration 10%

- Maintain current knowledge of the organization, governance, and policies of the United Church of Canada in order to be a resource for the Parish on these matters.
- Acquire and maintain knowledge of and work within the organizational structure and Constitution of Pembina Parish.
- Oversee the administrative needs of the Parish and collaborate with the Office Administrator in meeting these needs.
- Ensure that documents that are ministry personnel's responsibility such as marriage, baptismal, and funeral records are complete and safely stored.
- Ensure that administrative and historical documents are protected in accordance with the policies of the United Church of Canada. Ensure the Historic Roll is up to date in conjunction with the Office Administrator.
- Provide regular reports to Ministry and Personnel (M & P), and Leadership Team, regarding activities, goal setting, and accountability for time, continuing education plan, and holidays.
- Submit a report to the Annual Report, and work with the Leadership Team to ensure the timely compilation of the Annual Report.
- Submit an article to the Pembina Parish Newsletter on a scheduled basis.
- Attend Leadership Team Meetings, Congregational Meetings of the Parish and other meetings as required or on invitation.

Worship 35%

- Provide leadership in the planning, preparation and delivery of worship that is creative and full of vitality each Sunday at both St. Paul's and Zion Calvin.
- Facilitate the exploration and celebration of God's presence through traditional and innovative approaches to worship which honour our commitments to the LGBTQ2 community, our young families and our new and core members.
- Plan and deliver sermons that relate scriptures to the concerns of the day and challenge our thinking, inspire, strengthen and nurture our faith.
- Preside at sacraments.
- Collaborate with Music Program leaders to choose and incorporate a variety of music that brings life to worship, with selections from both the traditional hymn books and contemporary sources.
- Choose hymns for Sunday worship for pianists.
- Collaborate with the Worship Interest Group and House Groups who provide support to worship.
- Preside at weddings and funerals as required with appropriate pastoral preparation, and follow up, in accordance with the Pembina Parish Policies.
- Empower the Worship Interest Group in the delivery of worship services in rotation with other denominations to Tabor Home, Boundary Trails Health Centre, Homestead South, Legion House, etc.

Pastoral Care 25%

- Provides a supportive presence to those encountered through ministry and is sensitive to individuals of all ages, or family or group needs in various situations or times of change, crisis, illness, or bereavement.
- Provides leadership, training, support and empowerment to members interested in working with the Pastoral Care Interest Group program and the Prayer Shawl Interest Group.
- Offers and/or facilitates appropriate compassionate pastoral care visitation and follow up to those in need.
- Provide a regular pastoral care ministry presence outside of Sunday Worship at Zion Calvin.
- Provide or facilitate welcoming outreach and/or visitation to newcomers/new members/new family members.

Faith Formation and Christian Education 10%

- Inspire and support Adult Christian Education and discussion opportunities that appeal to all ages and a range of interests such as Bible/book studies, Social Justice Awareness and/or Mission and Service Studies, Parenting, Self-Care/Personal Development Courses.
- Provide relevant education for those preparing for baptism, membership, profession of faith, marriage, and transfer of membership.
- Provide mentorship to the Sunday School Teachers by being knowledgeable about the curriculum in use, their activities and projects, and by participating in their special events whenever possible.
- Support the spiritual growth of the children through their integration into the beginning of the Sunday morning worship, their invitation to participate in the sacraments of Baptism and Communion, as well as participating in their special services whenever possible.
- Encourage the recruitment and development of lay people with gifts to share in the life and work of the Parish.

Community Outreach and Social Justice 5%

- Engage people with a vision of the gospel that recognizes and responds to needs beyond their own.
- Encourage people to know and understand the United Church policies as they apply to Social Justice.
- Support, encourage and actively promote established Outreach Interest Groups involved in Mission and Service, Outreach, and Social Justice initiatives.
- Support the Affirming Ministry.

Denomination and Communities 5%

- Honour the organization/governance/policies of the United Church of Canada.
- Attend annual meetings of the Prairie to Pine Regional Council and encourage representatives from the Parish to attend with you and report back to the Parish..

- Build relationships with other denominations in the area by attending the monthly meetings of the 'Morden Ministerial Association' to support the initiatives to foster relationships with other churches in the wider community.
- Represent the United Church in the wider community and participate in ecumenical and multi-faith activities as possible and appropriate.

In accordance with the Ethical Standards and Standards of Practice for Ministry Personnel, Pembina Parish fully supports and uplifts the importance of our clergy seeking continuing education and maintaining self-care.

Continuing Education

- Strive to maintain up to date knowledge on current issues in theology, ministerial practice and community and world events in order to communicate competently from an informed theological perspective.

Self-Care

- Maintain personal physical, emotional, and spiritual well being.
- Nurture supportive personal and collegial relationships.
- Manage time for work, family, friends, personal development, and renewal.

Terms of Call or Appointment

Requirement:	Child Abuse Registry, and Vulnerable Sector Check
Salary:	Consistent with United Church of Canada Guidelines up to Category F plus 5% (COL Group #2) ADP# WOXH Cell phone allowance \$35.00 per month Continuing Education - \$1,500.00 Parish agreement Travel - Current Rate .42 as of 2020
Support Staff:	Office Administrator - Part Time 20 hours
Contracted Employees:	Choir Director, Pianist/Accompanist, Custodian - Part Time
Vacation / Leave:	Vacation – One month Study Leave – three weeks per year 2 days off per week - days to be negotiated Additional leave - per United Church of Canada Guidelines
Allowance:	Relocation Expenses up to \$15,000.00
Starting Date:	July 1, 2020

To apply, please email your application to MinisterSearch@PembinaParish.com