

KINGSWAY LAMBTON UNITED CHURCH
POSITION DESCRIPTION

POSITION TITLE: Associate Minister

POSITION PROFILE: Full-time

POSITION SUMMARY:

A full-time called and settled ordained Minister to actively share the good news of Jesus Christ through the Fresh Start Sunday service, Youth and Children programs and Community events. Through their leadership in these services/programs, the incumbent will engage new members and strengthen current relationships. In addition, the incumbent may be asked to conduct weddings and funerals as well as provide pastoral care subject to their gifts and qualifications and the needs of Kingsway-Lambton.

The position exists:

- To plan, resource and preside at the Church's more relaxed weekly services (i.e. Fresh Start) as well as participate in the Church's traditional services
- To oversee the children and youth programs, in conjunction with the Family Christian Education Committee and Sunday School staff.
- To plan special events, programs and activities through-out the year that coincide with Christian and secular calendar events that encourage the community at large to experience Kingsway-Lambton as a place of comfort, joy, community service, spiritual support and development as well as a fun place to come to.
- To devise strategies that move families to actively participate in the life of the Church
- To educate the congregation on social justice, human rights and outreach concerns and challenge members to make a difference by engaging in outreach programs and projects

AUTONOMY IN DECISION-MAKING:

The main responsibilities of this position are the Fresh Start service and overseeing the Children and Youth programs. For the Fresh Start service, the incumbent is responsible for the week-to-week planning of the service and also presiding over the service each week. The incumbent will meet with the Fresh Start Steering Committee monthly to discuss overall plans for the service in the upcoming weeks. With the Children and Youth programs, the incumbent will oversee the program in conjunction with the Family Christian Education Committee and Sunday School staff.

Kingsway-Lambton has a Team Ministry who are subject to the ongoing decisions and support of the Official Board and Session. The incumbent will work closely the Coordinating Minister and other members of the Ministerial team in the overall planning of services and programs to ensure they are consistent with the overall vision and mission of the Church. Working with the Ministerial team as well as lay volunteers, it is expected that the incumbent will provide leadership and have considerable autonomy in decision-making in the primary areas of focus to design, plan, and execute worship services, Christian Education and other programs for Kingsway-Lambton. This is a busy congregation with scope for all members of the ministry team to exercise leadership and grow their role and presence in the Kingsway-Lambton community. Regular and ongoing communication and collaboration within the Ministry Team is essential.

PRINCIPAL AREAS OF RESPONSIBILITY AND ASSOCIATED DUTIES:**1. WORSHIP * :**

- a. Have overall responsibility for the Fresh Start Sunday weekly service.
 - i. Plan upcoming Fresh Start services in consultation with the Fresh Start Steering Committee.
 - ii. Develop a schedule of speaking ministers for Fresh Start in consultation with FS Steering Committee
 - iii. Prepare and present the meditation at Fresh Start once a month
 - iv. Work with the Music Coordinator and other members of the Fresh Start Music Committee to plan the music each week
 - v. Preside over the service weekly
 - vi. Ensure appropriate promotional material is communicated to the congregation regarding upcoming services and events. Work with the Church Administrator and Communications staff to ensure this is done.
 - vii. Administer sacraments at the Fresh Start service
- b. Prepare, preside and deliver sermons at the 10 am traditional service approximately once a month as well as provide vacation relief to the Co-ordinating Minister approximately 5 weeks per year.
- c. Participate in the preparation of families for Baptism

2. PASTORAL CARE / SPIRITUAL CARE * :

- a. Reinvigorate the participation and engagement of current families in the Church as well as devising methods to engage new families by:
 - i. Using an entrepreneurial approach, devise ways to engage the surrounding community to bring the gospel to new families and youth.
 - ii. Developing relationships with baptism families
- b. Provide pastoral care for attendees of the Fresh Start service, families and others as appropriate.
- c. In co-operation with other KLUC clergy and the Pastoral Care Team provide pastoral care in response to the needs and opportunities of both the congregation (with a particular focus on young families, youth and attendees of the fresh Start service) and the community at large including situations of celebration or crisis. Be alert to the pastoral care and spiritual needs of the community in times of crises.

3. CHRISTIAN EDUCATION PROGRAMS * :

- a. Oversee the Family Christian Education program in conjunction with the Family Christian Education Committee and Sunday School staff
 - i. Providing theological support to the staff and volunteers involved in the Church School program
 - ii. Planning and leading the confirmation class
 - iii. Providing spiritual, theological and motivational leadership to the Christian Education programs for young families including parenting courses and bible studies
- b. Provide spiritual support to the staff and volunteer's in the Church's youth ministry
 - i. Working with and leading lay volunteers to build on the current youth group initiatives
 - ii. Initiating and nurturing high school youth programs
 - iii. Developing worship leadership opportunities for youth

* Duties include but are not limited to

4. MEMBERSHIP & CONGREGATIONAL DEVELOPMENT * :

- a. Devise and implement initiatives that invite and encourage the community at large to participate in events and programs throughout the year that may reflect both the Christian and secular calendar such as Halloween, Valentines' Day, Easter, Thanksgiving, Mother's Day, Father's day and of course, the Christmas Pageant. Such initiatives would also respond to the spiritual needs and social interest of the community and employ various techniques including innovative use of technology, programs involving active participation and intentional personal contact.

5. OUTREACH & COMMUNITY * :

- a. Lead and develop a social justice ministry as part of discipleship, faith formation and congregational witness
- b. Equip our youth to deal with social issues
- c. Ensure that Sunday School staff develop a children's summer bible day camp as part of the Regional GO program
- d. Support the volunteers in the annual Christmas Pageant as necessary

6. LEADERSHIP * :

- a. Provides strong, charismatic leadership and direction to others.
- b. Leads "from behind", "by example" and "from the front" engaging youth and parents directly, visioning, planning and hands-on implementation of programs
- c. Motivates, encourages, and supports others to share their own gifts for ministry
- d. Highly personable approach to leadership, e.g., builds relationship and consensus, delegates and shares leadership appropriately.
- e. A leader not afraid to take risks, to try new things and learn through both successes and mistakes
- f. A leader with the ability to build healthy and strong relationships, navigate complex systems and demonstrate healthy spiritual and emotional wellness in what is a stressful job

7. ADMINISTRATION : *

- a. Participate in staff meetings , working in an collegial manner to enable every team member to make a significant contribution of the spiritual health and vibrancy of the congregation
- b. Prepare reports and attend Session, Official Board and other Committee meetings
- c. Actively participates with the designated Ministry and Personnel Committee representative in the performance management process.

8. CONTINUING EDUCATION, DENOMINATION AND SELF CARE * :

- a. Pursues personal, vocational, and professional goals for continuing education in consultation with the M&P Committee
- b. Is actively involved in the life of the Shining Waters Regional Council and/or General Council
- c. Sets 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 and collaborates with the M&P Committee to meet goals

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

SPECIAL KNOWLEDGE:

- Embodiment of a strong Christ-centred, Biblically grounded faith
- A passion for sharing the Good News
- Compassionate, empathetic and open communication style
- Entrepreneurial spirit
- Self-motivated and willing to take initiative
- Strong organizational skills
- Seasoned relationship skills
- Sound judgement
- Event Management experience
- Enjoys working with Youth, Children and their parents

QUALIFICATIONS:

- Ordained Minister
- Must have good interpersonal skills so as to work well with colleagues, superiors, volunteers, guests and the congregation members as a whole.
- Works independently and must be comfortable making independent decisions when circumstances warrant.
- Strong multi-tasker - must be able to manage time and multiple tasks and projects.
- A clear Police Records check must be provided upon employment and every three years thereafter
- A driver's license would be an asset

WORKING ENVIRONMENT:

- Vacation is not to be scheduled during Christmas or Easter or any other significantly busy times of the Church year (e.g. Pageant, Art Show and Flea Market)

DIRECT REPORTS:

- This position has no direct reports however; the incumbent is expected to work collegially with all staff members, and guide and direct lay volunteers involved with the youth programs