

Ministry Position Description

Community of Faith name: Harcourt Memorial United Church

Position Title: Minister of Worship and Pastoral Care

Position Profile: Full-time Part-time If Part-time number of hours/week _____

Team ministry Work with a team of five other positions listed below.

The Minister of Worship and Pastoral Care will work with a team that includes the Director of Music Ministries, Manna Lead Coordinator/Community Engagement Animator (Congregational Designated Minister), Church Administrator, Worship, Communications and Technical Support, and Custodian.

Position Summary:

Harcourt Memorial United Church (Harcourt) is seeking a Minister of Worship and Pastoral Care (“the minister”) who, in covenant with God and our Community of Faith, will provide leadership and support for our church's vision, mission, goals and priorities. The minister will join **the challenge** with this Community of Faith in living into **its forward-looking new purpose statement: “Harcourt is on a journey from the current Community of Faith organizational structure towards empowering various communities of the faithful to live out their passion, one step at a time, into a future filled with experimentation and learning.”**

Leadership, Worship and Pastoral Care are the three areas of high priority for this position.

The ideal candidate will be an inspirational spiritual leader and a gifted preacher, who will engage enthusiastically and compassionately with all members of the Community of Faith- those who value traditions and the seekers of a new future. The candidate embraces that Harcourt is an Affirming Ministry.

Autonomy in Decision-Making

The minister will have full autonomy within the scope of the job description, normally in collaboration with the Church Council. The minister will work collaboratively with the Ministry and Personnel committee to develop annual workplans with reference to the mission and vision of the church. Accountability is to the Church Council via the M&P committee.

1. Administration

Administrative support is available through the Church Administrator who works 30 hrs/week. This includes basic reception of visitors and answering phones, formatting and printing of the weekly bulletin, mail sorting and delivery, and office maintenance. Areas of administration for the minister include:

- Lead and coordinate the staff team (named above), this includes calling, setting the agenda, and leading monthly staff meetings to ensure coordination and good, effective communication among the staff. This responsibility may be shared.
- Attend all Church Council, Congregational, and Trustee meetings, and committee meetings as needed.

2. Community Outreach and Social Justice

Harcourt has a strong identity as a social-justice oriented church and we look to our minister to be a passionate leader, inspiring congregants to action and providing support to social justice initiatives. In this area, the minister will:

- Support the work of social justice as an advisor to the Manna Lead Coordinator/Community Engagement Animator and to those lay persons who engage in and lead justice and outreach activities.

3. Continuing Education and Self-care

Harcourt encourages our ministry personnel to take time for personal care and professional development, in line with United Church of Canada policies and allowances. The minister pursues personal, vocational, and professional goals for continuing education in consultation with the Ministry & Personnel Committee.

4. Denomination and Communities

The minister closely collaborates with Guelph United Ministries (GUM), a collective of the four United Churches: the Ecumenical Campus Ministry at the University of Guelph; and an outreach ministry, Chalmers Community Services Centre. The minister will represent Harcourt at local interfaith meetings and activities. The minister will be a member of and participate in Regional Council.

5. Faith Formation and Christian Education

Discipleship and adult education are crucial components of Harcourt. The minister will provide leadership and teaching to various groups in the church. Specific responsibilities are:

- In consultation with Manna Lead Coordinator/Community Engagement Animator, work to ensure that the Community of Faith has an intentional, well articulated faith exploration and formation process-

6. Leadership (Priority)

Lead the church in development and recruitment for a growing Community of Faith

- **Make lay training for leadership a priority for the Community of Faith.**
- Provide vision, leadership for, and participate in, the mission and vision planning process
- Encourage and engage the talents and gifts of members to involve them in the mission and life of the church. Affirm and invite involvement in committees, music, spiritual growth, special programs, stewardship, and church maintenance.

7. Pastoral Care (Priority)

The minister is the primary pastoral care provider to congregants, and will:

- Be part of creating, and inspiring a lay pastoral care team, equipping, and supporting them to provide secondary pastoral care
- Provide pastoral care to the organizational structure as well.

8. Worship (Priority)

Sunday morning worship is the focal opportunity for Harcourt to build and nurture community. There are three worship experiences available to congregants: A traditional service at 9:30a.m. (live streamed); Manna, an intergenerational service led by the Manna Lead Coordinator/Community Engagement Animator and lay leadership; and a unique, lay-led Holy Listening Circle which is offered on Zoom.

The minister will:

- Work with the Worship Committee and the Director of Music Ministries to plan worship themes and seasons
- Lead worship and preach regularly; other services can be planned and led by guest preachers, lay leaders, and other GUM churches,
- Work with the Worship Committee to encourage and promote regular lay involvement and leadership in worship services,

Required Knowledge, Skills, and Abilities:

- Have excellent relationship building skills and the ability to plan collaboratively with staff and lay people
- Have knowledge of and practice with various styles of leadership and be an inspiring leader
- Demonstrates sensitivity to different Community of Faith preferences and opinions for traditional and contemporary liturgical practices
- Have experience with different styles of contemporary worship
- Demonstrates passionate commitment to social justice
- Have clear self-awareness and well-developed, active listening skills
- Have the ability to engage with all ages
- Projects energy, enthusiasm, and excitement
- Be skilled at planning and managing time effectively
- Possess knowledge of governance models, systems, and processes for organizational development and change
- Have experience with and be comfortable using technology and social media.

Other Preferred Knowledge, Skills, and Abilities:

- Have knowledge of community development and the ability to engage with community leaders
- Have an awareness of the impact on the church of the cultural changes of the wider society.