
MELFORT-ETHELTON PASTORAL CHARGE

POSITION DESCRIPTION

POSITION (TITLE): Minister
LOCATION: Melfort Saskatchewan
INCUMBENT:
DATE: November 6, 2019

APPROVAL SIGNATURES:

Incumbent

Supervisor

POSITION SUMMARY

The Melfort United Church is a progressive, spiritually connected, and welcoming community of faith. We reach out to meet the needs of our local community, nurture one another, and are inclusive of all people.

Autonomy in Decision Making:

The Minister reports to the Official Board. Using a collaborative decision making model the Minister is responsible for achieving the strategic direction identified by the Board and its Committees.

Principle Areas of Responsibility

- Worship 40%
- Mission and outreach 10%
- Congregational development 5%
- Pastoral care 20%
- Administration and organization 25%

These principle areas of responsibility were identified by the congregation through extensive discussion. As a professional, the minister has latitude for independent decision making as to priorities; but it is expected that over time (e.g. each quarter; annually) the percentages would work out approximately as indicated above.

POSITION DUTIES

Administration:

- Staff coordination, including staff meetings and staff scheduling.
- Has paid 50% administrative support.

Community Outreach & Social Justice

- Minister works “beyond the doors” and is involved in community events.
- Demonstrates leadership in major projects.
- Connects with other ministries within the community – regional ministerial association.
- Participation in community organizations/boards is encouraged.

Continuing Education

- Pursues personal, vocational, and professional goals for continuing education in consultation with the M&P Committee.

Denomination & Communities

- Is actively involved with the Regional Council and/or General Council.
- Active participation in the role that regional ministerial association plays in community.

Faith Formation and Christian Education

- Expands worship opportunities beyond traditional Sunday services – the church is more than just Sunday worship.
- Assesses and provides opportunity for the needs of youth and families including speakers on topics of interest to various groups.
- Ministry is relevant to a pluralistic society.

Leadership

- Motivates, encourages and supports others to share their own gifts for ministry.
- Builds relationships and consensus; delegates and shares leadership appropriately.

Pastoral Care

- Be familiar with health and other resources in the community so that appropriate referrals can be made.
- Pastoral care is for anyone who seeks it – not just for members and adherents.

Self-care

- Sets goals for ongoing self-care by maintaining a healthy balance of one’s own physical, emotional and spiritual well-being to include professional development, rest and recreation.
- Works with the M&P Committee to meet goals.

Worship

- Connects scripture and Christian teaching to today’s world – makes sermons relevant to today’s world.
- A “story-teller”.
- Provide mid-week opportunities for the community (United Church and Community) to experience faith – includes, but goes beyond, bible study.
- Responsible for the bulletin.

LEADERSHIP

The position is required to:

- Establish partnerships with other faith communities and the community at large.
- Promote the values of the United Church of Canada to the community and work within the New Creed (1968).
- Promote the growth and development of individuals and the congregation in their faith journey.
- Provides education and training for pastoral care, visitation etc.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates strong interpersonal skills.
- Individual and group opportunities for faith based activities.
- Ability to use social media.
- Excellent oral and written communication skills.
- Valid driver's license.
- Ability to travel with own vehicle.

QUALIFICATIONS

- Ordained or eligible for ordination with the United Church of Canada preferable; diaconal or designated lay minister acceptable.
- Two year experience relevant to the required work.

APPLY BY: June 30, 2020

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