

REQUEST TO DECLARE A MINISTRY POSITION (LC V)

PURPOSE: To provide Presbytery and London Conference with the necessary documents to consider the declaration of a ministry position (changing an existing position, or declaring a vacancy/appointment opening) . To be evaluated for future use in London Conference between July 2013 to August 2015.

WHO USES IT: Local Ministry Unit – to be completed by Governing Body.

WHEN TO USE THIS FORM: When you have completed the Position Description and are ready to request that Presbytery declare a vacancy. Can be used for Interim Ministry and short-term Supply Ministry also.

for internal communication between United Church of Canada Courts

ROUTING: Please keep a copy for your records prior to sending on.

- Governing Body completes Parts A and B; and forwards to Presbytery.
- Part B is completed following a meeting of the Local Ministry Unit.
- Presbytery reviews documents, approves and completes Part D.
- Presbytery forwards the form to London Conference Office (vacancies@londonconference.ca).
- London Conference posts vacancy onto London Conference website (www.londonconference.ca).

PART A: CHECKLIST

- We have reviewed and attached our Annual Ministry and Mission Priorities
- We have developed and attached our Ministry Personnel Position Description
- We have completed and attached our Financial and Demographic Profile
- The required policies and practices are in place within our local ministry unit:
 - Workplace Violence and Harassment Policy (Bill 168);
 - Name and contact information for the Chair of the Ministry and Personnel Committee

Judy Peters

ADP Payroll number _____

IF APPLICABLE: An up-to-date Manse Information Summary Sheet (PR 435 MI) is attached.

PART B: RECOMMENDATION of GOVERNING BODY

The Governing Body of Calvary United Church Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on June 3 and recommends a vacancy for Calvary U.C. effective June 1 :

June 3, 2018

Month/Day/Year

E. Quinlan

Signature: Governing Body Designate

Irene Krieter

Printed Name:

PART C: ACTIONS ARISING FROM A MEETING OF MEMBERS OF LOCAL MINISTRY UNIT:

The Calvary United Church Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on June 3 and requests that Elgin Presbytery declare a vacancy for Calvary U.C. to be effective June 1 (date).

June 3, 2018
Month/Day/Year

[Signature]
Signature: Chair of Meeting

Irene Kriter
Printed Name (same)

June 3, 2018
Month/Day/Year

[Signature]
Signature: Recording Secretary

Brenda Szusz
Printed Name (same)

We name the following as our Interview Team to represent us:

Interview Team (recommend no fewer than 5 and no more than 7): This committee is inactive until first meeting called by Liaison from London Conference Settlement and Pastoral Relations Committee.

Name (print)-	Email Address	Phone
[Redacted]		

PART D: Presbytery Confirmation and Action:

ELGIN Presbytery has reviewed the Local Ministry Unit Ministry and Mission Priorities, Financial and Demographic Profile and Ministry Personnel Position and:

Declares a vacancy for CALVARY effective JUNE 19/18(date).

06/03/2018
Month/Day/Year

[Signature]
Signature: Presbytery Secretary

Brenda Szusz
Printed Name:

Ellen Palmer
Presbytery Secretary

MINISTRY PERSONNEL POSITION DESCRIPTION
THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
LONDON CONFERENCE

Ministry Position Description (LC PD)

Position Title: Minister

Position Profile: Full-time **Part-time** If Part-time, hours/week 30
 Solo Team ministry If Team, # of other Ministry Personnel:

Position Summary: (2-4 sentences that summarize the position)

Three-quarter time minister for whom providing leadership in worship and pastoral care are the top priorities. Minister will work collaboratively with congregants, committees and the choir director.

Additionally the minister will provide opportunities for Christian education for various age groups and act as an ambassador to develop our church's presence and relevance in our community.

Autonomy in Decision-Making:

- Determining day-to-day priorities will be at the discretion of the minister
- Scheduling visits and managing travel expenses will be at the discretion of the minister, taking into consideration the urgency of any given situation; travel expenses must be documented
- Use of the church building by outside groups and weddings must be approved by the official board
- Offsite services and Sunday closures must be approved by the official board
- Major changes in liturgy are to be discussed with the Worship and Pastoral Care Committee
- Hymns, at the discretion of the minister, taking into consideration the opinions of the organist, choir and congregation
- Prayers and the weekly message are at the discretion of the minister but should have a sound biblical base and relate to how congregants live their lives
- Concerns will be addressed by the Ministry and Personnel Committee
- Vacation dates, study leaves and other leaves of absence will be brought before the Ministry and Personnel Committee

Principal Areas of Responsibility and Associated Duties:

Discipleship: organize and/or lead children's time during Sunday service, bible study groups and vacation bible school; encourage additional fellowship opportunities; support and promote activities of the UCW, Sunday School, choir and other groups within the church

Justice and Outreach: promote role of our congregation in mission and service (support minute for mission and other initiatives); bring community needs to the congregation; engage in community events and local service groups; promote and support the food bank

Leadership: Conduct worship services; lead discussion groups; provide opportunities for members of the congregation to use their talents; promote Christian growth opportunities (seminars, World Day of Prayer, etc)

Ministry Partnerships: participate in Elgin Presbytery; act as liaison for Conference, local food bank and activities of other local churches; facilitate relationships with members of local churches

Pastoral/Spiritual Care: visit members who are ill or in long-term care; perform funerals; support congregational members in times of grief and need; offer pre-marital preparation; connect socially with members of the community; include a time for cares and concerns in weekly service

Personal Spirituality and Self Care: strive to grow in faith and gain a better understanding of scripture through personal study, consultation with other ministry personnel and open discussion with members of the congregation

Stewardship: promote financial needs of the church; encourage and support congregational fundraising activities

Worship: prepare and lead Sunday services including music selection, children's time, bible readings, sermon, prayers, communion and baptism; engage members of the congregation to participate in worship services; greet attendees and ensure all feel welcome; conduct special services such as Good Friday, Easter sunrise, Christmas Eve and World Day of Prayer; be open to different locations and formats of worship and a variety of music (traditional and new); participate in community ecumenical services

Required Knowledge, Skills and Abilities:

- Driver's licence and use of a vehicle
- Able to understand and connect with people in a rural community
- Good social skills - comfortable visiting with people regardless of age, ethnicity or social background; demonstrate a genuine caring for people
- Community-minded with a willingness to reach out in love and service
- Proficient with email and other basic computer functions
- Good time-management skills - able to plan daily priorities and manage time to accomplish those priorities

Other 'Preferred' Assets:

- Willing and able to use microphone, computer and projector to enhance service
- Comfortable using humour in worship