



# The United Church of Canada Position Description

for submission to the JEC

Signature: \_\_\_\_\_

(GCM/CES/EM/EO)

<b>Position Title:</b> Faith Formation, Youth & Young Adults Minister	<b>Job Code:</b> LON03
<b>Reports To Position:</b> Conference Executive Secretary	<b>Job Code:</b> LON01
<b>Unit/Section:</b> London Conference	<b>Date Prepared:</b> June 2010

**Purpose:**

The Faith Formation, Youth & Young Adults Minister is to be engaged in the ministry with youth, youth leaders, United Church camping and outdoor ministry and faith formation with a multigenerational focus. In this role s/he will be working in co-operation with other members of the Conference staff team to support and facilitate the work of London Conference and to serve the Conference, its Presbyteries, and Pastoral Charges.

In partnership with Presbyteries, Congregations, Conference networks, and General Council, the Faith Formation, Youth & Young Adults Minister has the responsibility for fostering possibilities for continuing growth in faith and discipleship, and to stimulate, initiate, encourage, and nurture experiential, educational opportunities for persons of all ages, within the bounds of London Conference in the areas of Camping, Youth, Youth Ministry and Faith Formation.

The Faith Formation, Youth & Young Adults Minister will work with others across the church to establish and build networks of youth and young adult leaders in all areas that foster healthy Congregations and Presbyteries as it seeks to welcome and integrate ministry by and with youth and young adults in the church and society.

**Context: The Mission Of London Conference**

To be a people involved in Christ's ministry in the world by encouraging leadership, support and oversight so that we may

"Bring good news to the poor, ...  
proclaim release to the captives  
and recovery of sight to the blind,  
let the oppressed go free  
and proclaim the year of the Lord's favour."(Luke 4:18-19, NRSV)

**The Goals Of London Conference:**

- To actively support clergy, congregations and Presbyteries as they struggle to fulfil the Mission.
- To encourage people to dare to explore new frontiers of faith, witness and caring in terms of the evangelism and stewardship of the whole of life.
- Continually to affirm in the world the biblical concept of justice in partnership with the whole people of God.
- To be a people determined by the Spirit of Christ and freed from bondage to culture and tradition.

Following the above Mission Statement and Goals of London Conference the Conference staff members are a major staff resource to the Presbyteries and congregations of London Conference. Consequently a great deal of staff time is spent working with our eight Presbyteries and their respective congregations.

The only constant in the life and work of London Conference has been and still is change. As our congregations and Presbyteries change in response to the leading of God's Spirit the work of the Conference staff changes to meet those changing needs with job descriptions being revised frequently.

At the present time many of our churches are facing closure, amalgamation, clustering and other forms of cooperation. The next few years will likely be spent helping congregations and ministry personnel cope with these changes in a good way and even discern the sustaining and shaping hand of God in the midst of difficult decisions.

Our staff will have a significant role in helping our people learn to be faithful as a minority in the Canadian context and in the life of this geographic area.

London Conference expects and welcomes spiritually guided, well-informed, flexible, trustworthy and readily available but non-intrusive leadership from its Conference Staff. Part of the job of Executive Secretary is to cherish and nurture this vision and keep it before the staff at all times.

**Organization Structure/Reporting Relationships:**

This is one of 6 positions directly supervised by the Executive Secretary. This position receives support from the Administrative Support Staff assigned to the portfolio. The other 5 positions are:

- Personnel Minister
- Congregational Futures Development Minister
- Stewardship Education & Justice Minister
- Administrative Support Staff/Finance
- Administrative Support Staff/Graphic Designer

The position also has working relationships with:

- Conference Staff Support Committee in the area of personnel matters
- Executive Secretary

**Dimensions: Quantitative Data (if applicable): N/A**

Number of Staff Supervised:                      Directly:                      Indirectly:

Annual Operating Expense Budget for Year:                      Amount: \$

Other quantitative information (please specify):

**Specific Outcomes and/or Key Position Functions:**

- **Staff Resource Person (35% of position)**
  - Provide consultation and be a resource person to Presbyteries and congregations in the fostering of their Faith Formation goals and implementation strategies working with Youth and Young Adults, Young Adult Ministry, Leadership Development and Church Camping;
  - To relate to and be a resource person as needed supporting chairpersons and committees for the London Conference groups: United Church Women, As One That Serves Men's and Women's Ministry, Camping and Outdoor Ministries Committees, including support of the camp Boards as they grow in knowledge and experience;
  - Build and maintain networks strengthening the current youth network, while creating ways to partner youth with opportunities for ministry, leadership and faith development;
  - Provide staff resource to youth and young adults [ages 13 -30] in the area of leadership development as well as connecting with Presbytery Youth ministry staff;
  - Mentoring youth ministers and full-time camp directors throughout the conference;
  - Serve as liaison to assigned Presbyteries and Conference Committees
  - Raise awareness of injustice in Youth Ministry Job Descriptions and positions and act as an advocate for Youth Ministry Personnel (in consultation with London Conference Personnel Minister)
  - Provide support to Presbytery Youth Ministry Personnel and gather them together on an ongoing basis.
  - Offer leadership or partner with congregational/Presbytery leadership with groups engaged in faith issues and recommend/supply printed resources as needed.
  - By being present at meetings, supplying resources, secure financial support for special projects, mentoring chairpersons at meetings as they learn new skills, this position gives practical help and affirmation without micro-managing;

**Specific Outcomes and/or Key Position Functions continued:**

- **Training, Education and Leadership Development (35% of position)**
  - Work collaboratively with others to advance the church's vision of youth and young adult ministry by growing and encouraging training of our youth that they may become our next youth leaders in the church;
  - Represent and interpret the church's vision of the vision of ministry, by and with youth and young adults, in a variety of settings;
  - Be proactive about responding to the educational needs of congregations relating to youth and faith development, church development and faith renewal, by drawing the concerned leaders together and offering leadership (i.e. technology and worship) enabling a training opportunity to address their need.
  - Assist in the training of leaders in Faith Formation, Youth and Young Adults, Young Adult Ministry, Leadership Development and Church Camping;
  - Planning and implementing workshops and seminars, either solely or in conjunction with others, encouraging the nurturing and development of youth leadership and faith formation throughout the Conference.
  - Provide opportunities for Worship Education Events offering new models of multi-generational worship, seeking ways to animate individuals, committees, Presbyteries and congregations around the ongoing call to the Gospel;
  - Recruit/train/develop leadership for programs offered throughout London Conference eg. Children at Conference, Youth Forum, Young Adults in Transition and for educational events;
  - Review information received through leadership screening process; making decisions about suitability of individuals providing leadership and being the Conference resource on leadership screening requirements, rationale, and process.
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- **Communication and Research: (15% of position)**
  - Be the cheerleader for youth events and youth leadership development ensuring promotion of any youth event is done through presbyteries, and congregations;
  - Work to ensure that information regarding educational opportunities and resources are known about and fairly distributed and that a relationship with related Units of the General Council is maintained;
  - Advertise and promote Christian Education opportunities for children, like Children at Conference;
  - Keep up to date on current literature and program development in the area;
  - Researching in the areas of new and critical thinking in youth ministry, youth leadership; review of current literature and resources applicable to youth and young adults with respect to Christian expressions;
  - Seek out, develop, and organize opportunities, when appropriate, for youth to have a mission experience in a local setting or outside of Canada;
  - Seek other sources of revenue to support youth ministry;
  - Review and bring before the Conference, resources related to the portfolio;
  - Attend Conference Executive meetings as appropriate;
  - Assist the Division and committees to ensure good sharing of information internally and with the wider church;
  - Ensure communication with General Council Committees (i.e. Congregational, Educational and Community Ministries);

**Specific Outcomes and/or Key Position Functions continued:**

**• Consultation for Camping (15% of position)**

- Support day camping programs as well as residential camping programs;
- Read minutes from all the camps and provide any resourcing as may be required either as printed resources or contacts for further help;
- Be the "Go to Person" for any camping questions particularly in relation to staff or program concerns or in case of an emergency;
- Stay connected to the camps during their busy season making your availability known in case of emergency;
- Raise camping concerns within the appropriate Conference divisions/committees or with the executive;
- Strengthen and build up the camping network, such as a new camping director, get them connected to their colleagues;
- Work with camping staff to help them lead staff training;
- Consult with Camping and Outdoor Ministry committees, Boards and Executive Directors;
- Raise camping concerns within the appropriate Conference divisions/committees or with the executive.

**Decision Making and Accountability**

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|---|---|
| 1. Resolution of issues in relation to camping program and personnel  | 1. Resolution of major issues in relation to camping program and personnel                                      |
| 2. Resolution of issues in relation to Children at Conference, Youth Forum and Young Adults in Transition       | 2. Resolution of major issues in relation to Children at Conference, Youth Forum and Young Adults in Transition |
| 3. Design and implementation of Conference resources and programs for the portfolio.                            | 3. Advice to Conference on funding needed for Conference resources and programs.                                |
| 4. Design and implementation of a communication plan for the sharing of resources and programs.                 | 4. Advice to Conference, Presbyteries and congregations about resources and programs.                           |
| 5. Recruitment, selection and training of leaders for Conference programs for children, youth and young adults. |   |
| 6. Prioritization of defined and emergent work within this portfolio.   | 5. Advice to Conference and appropriate GCE units regarding policy and resource revision and development.       |

**Qualifications/Education/Competencies/Experience:**

The requirements listed below are representative of the knowledge, skill, education, experience and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Candidates should possess a graduate degree in theology or religious education or a combination of education and experience;
- At least seven years experience in congregational ministry or in education and resource development with demonstrated skills in group planning and facilitation;
- Training in Youth and Camping Ministry (e.g. Princeton, CanLead, Ontario Camping Association) together with knowledge of the structure and ethos of The United Church of Canada;
- Knowledge of and experience in ministry by and with youth and young adults, both in the church and not in the church, including practical hands-on experience in leadership with youth and young adults;

**Qualifications/Education/Competencies/Experience continued:**

- Knowledge of and ability to use various educational methodologies as choice of education style critical to success of programs;
- Excellent communication skills both written and verbal with experience in resource development and as an educator;
- Demonstrated group leadership skills, flexible and adaptable in all situations, motivating, engaging and encouraging people;
- Ability to work in/with the staff team, groups and volunteers with a talent for building relationships and maintaining a network of contacts;
- Competency in the use of general computer programs;
- Strong planning and organizational skills, together with demonstrated theological reflection, discernment and analysis skills;
- Demonstrated ability to maintain confidentiality and appropriate boundaries at all times;
- A valid driver's licence.

**Working Conditions:**

- Normal Office Environment       Warehouse Environment       Home office
- Extensive Travel within Canada       Extensive Travel outside Canada
- Some Travel within Canada       Some Travel outside Canada
- Frequent attendance at evening meetings with occasional attendance at weekend meetings

Work is based from the London Conference Office under normal office working conditions. The work of this portfolio requires considerable travel throughout the Conference which may involve a few nights away from home and some evening and weekend work.

**SIGNATURE BLOCK:**

_____	_____
Immediate Supervisor/Manager	Date
_____	_____
Unit/Conference Leader (GCM/CES/EM/EO)	Date
_____	_____
Employee Relations	Date