

Position Description for Epworth United Church

Position Title : Ordained Minister

Position Profile: Full-time

Position Summary: Epworth United Church in Kingsville seeks a full-time Ordained Minister with at least five years experience (Category C) in ministry following ordination to provide spiritual leadership to a congregation of 315 resident members.

Epworth desires a candidate who is a collaborative leader with staff and people, but also does not hesitate to put forth new ideas for the life and work of the congregation in order to move the church forward. A survey of the congregation revealed that the people desire to have a minister who is :

- passionate about Christ and the Bible
- friendly
- open
- a good listener
- compassionate
- able to work with others

Principal Areas of Responsibility and Associated Duties:

<u>Ministry Category</u>	
Worship (35% of time)	<ul style="list-style-type: none">• Plan and lead uplifting and energetic Sunday morning worship services which relate the gospel to everyday life• In addition to holiday services, plan and present special services on occasion (i.e. Memorial Sunday, All Saints' Service)• Be responsible for presenting the Lord's Supper, Baptism, Weddings and Funerals• Encourage a wide range of music in the congregation
Pastoral Care (20% of time)	<ul style="list-style-type: none">• Visit members in hospital, retirement and long term care facilities and homes when deemed appropriate• Visit on his/her own initiative or by request• Respond promptly to a congregant's crisis• Will be on-call at the Erie Shores Health Care Centre (Leamington Hospital) once every six weeks• Provide Communion to those who request it and are not able to attend church

	<ul style="list-style-type: none"> • <u>Counselling</u> – Provide Pastoral Care for members of the Congregation or make referrals when the problems are deemed beyond his/her ability to assist • <u>Funerals</u> – provide services as requested and be available to family and friends of the deceased • <u>Weddings</u>- Offer Wedding preparation to couples Perform wedding ceremonies on approval of the Church Board • <u>Baptism</u> - prepare families of children who are candidates for Baptism
<p style="text-align: center;">Faith Formation and Christian Education (15% of time)</p>	<ul style="list-style-type: none"> • Support programmes and events for all ages and their leaders (i.e. youth and seniors' ministry) • Serve as teacher for Confirmation Classes or enable lay leadership to lead • Serve as teacher for adult or youth activities on occasion (i.e. Bible Study, Religion in Life) or enable lay leadership to lead • Train and equip lay people in planning, and participating in leading church programs and ministries
<p style="text-align: center;">Community Outreach (15% of time)</p>	<ul style="list-style-type: none"> • Work with the congregation to bring new members into the fellowship of the church • Be willing to be involved in community activities • Conduct worship services at local Retirement and Long Term Care facilities or enable lay leadership to lead (three Wednesdays of each month) • Participate in Memorial Services held at the retirement and long term care facilities in Kingsville • Provide worship service at the local hospital • Serve as a member of the Religious and Spiritual Care Committee of the Erie Shores Health Care Centre • Be a member of the Pastoral Care Committee at Chartwell Royal Oak Long Term Care Residence which meets two times a year to plan and organize Memorial Services • Other community projects may be pursued in consultation with the Ministry and Personnel Committee
<p style="text-align: center;">Leadership</p>	<ul style="list-style-type: none"> • Work with the congregation toward a common goal or vision • Nurture and encourage people to develop and share their gifts

	<ul style="list-style-type: none"> • Collaborate with staff members (i.e. Secretary, Music Director, Bookkeeper) and members of the congregation for the mutual betterment of the congregation • Advise and be an ex-officio member of church board committees • Attend Church Board and Executive Meetings in order to have a quorum
Self-Care	<ul style="list-style-type: none"> • 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
Administration (5% of time)	<ul style="list-style-type: none"> • Plan and prepare the Order of Service for printing in the weekly bulletin
Denomination and Communities (10% of time)	<ul style="list-style-type: none"> • Is accountable to the Pastoral Charge through the Ministry and Personnel Committee • Is actively involved in the life of the Regional Council and/or Denominational Council • As a member of the Order of Ministry is accountable to the United Church of Canada through the Office of Church Vocation