

PASTORAL SUPPORT MINISTER – Huron-Perth Presbytery

JOB DESCRIPTION

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This is a half-time position (20 hours per week) that will be contracted from September 1, 2016 to June 30, 2017. This position is open to Ministry Personnel but could also be filled by a qualified layperson.

The general expectation is that as Presbytery staff this person would spend 1/3 of his/her time offering support to clergy (pastoral care for clergy and their families, phone calls, visits, workshops, and clergy gatherings); 1/3 of his/her time in liaison with congregations (resourcing Ministry and Personnel Committees, congregations in transition, and general congregational consulting as invited or intuited); and 1/3 of his/her time in liaison with the wider church (keeping abreast of changes at Conference and National, communicating with Conference personnel officer and Conference pastoral support minister, reporting to Presbytery, and offering training sessions at and for Presbytery regarding changes affecting the church).

Job Duties and Responsibilities

1. To be a resource to pastoral charge Ministry and Personnel Committees.
2. To provide education and support as requested by Presbytery Pastoral Relations Committee (e.g., assisting in the currently-experimental Effective Ministry selection process).
3. To be a resource to congregations as requested under the guidelines for the Pastoral Relations Committee and/or the Pastoral Care and Oversight Committee. And to liaise with London Conference staff in situations of crisis.
4. To be a resource for ministry personnel and their families in times of illness, crisis, or conflict in consultation with Conference staff.
5. To become acquainted with ministry personnel and their families and offer pastoral care and support.
6. To be a resource to the Presbytery at large re: the changing church in our times.
7. To be a resource to the Presbytery Pastoral Relations Committee and the Presbytery Pastoral Care and Oversight Committee in the clarification and administration of the policy and procedures of the United Church of Canada

Accountability and Support

Huron-Perth Presbytery will provide a support committee of selected Presbytery members through whom reporting and accountability will be monitored and administered. This committee will meet with the Pastoral Support Minister monthly.

Compensation and Benefits

Basic salary, housing, travel, and continuing education allowances, pension and group insurance benefits and other requirements of the Manual will be applied in accordance with United Church minimum standards and Presbytery policies based on years of experience.

Monthly invoices will be submitted to the Presbytery Treasurer (with copies made as requested by the Support Committee) for the following:

\$25.00 per month for computer use (Pastoral Support Minister will supply his/her own computer)

50% of the cost of High-speed Internet services (including firewall and anti-virus software)

Meal expenses will on Presbytery business including guests will be reimbursed at 100% (excluding alcohol and tips) upon presentation of receipts

Office Supplies: paper, ink, postage and other items as receipted

Basic Telephone: Monthly cost of a Bell Phone landline including Call Forwarding, Call Display, Voice Mail, and Conference Calling plus long distance calls related to Presbytery business only. The Pastoral Support Minister will use a personal calling card for all personal toll calls on the Bell Phone landline. A Bell Calling Card is expected to be used when calls are made away from the landline so that all Pastoral Support Minister business calls are billed to the landline number. *There will be no reimbursement for any mobile phone expenses.*

(The above items will be included in the annual budget of Presbytery up to \$3,000 (to be reviewed annually))