

## 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: 20  
 Solo     Team ministry If Team, # of other Ministry Personnel:     

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

The West Lorne Pastoral Charge is seeking a part-time Minister, to lead our congregation in learning and exploration of our Christian beliefs within our church family. To reach out in love and service to our community and the wider church. The successful candidate will be committed to Christian education, worship and spiritual growth for all ages with emphasis on caring and flexibility. He\She will be empowered by the spirit to motivate and lead us to become a stronger pastoral charge, full of hope and vitality.

#### **Autonomy in Decision-Making:**

Concerns, establishing holiday dates, study leaves and other leaves of absence will be discussed with the Ministry & Personal Committee before each Unified Board meeting to be brought forward for consideration at the meeting. Salary and working conditions will be discussed with the Ministry and Personnel Committee by October 31 for the following year to be brought forward to the budget committee in November to be presented at the February Annual Congregational Meeting for approval. The successful candidate will work closely and collaboratively with the Christian Education Committee, the Music Director, other staff and the Lay leadership to make decisions regarding such things as special events, programs and Sunday School curriculum.

#### **Principal Areas of Responsibility and Associated Duties:**

##### **Discipleship:**

- encourage Sunday School and Youth Programs
- Encourage young families to come to church

##### **Justice and Outreach:**

- Visit new families who begin to attend our church
- Visit the sick, the shut-ins, the people in area nursing homes and hospitals
- Visit families in bereavement and in other crisis situations
- Encourage our local church family to take an active role in meeting the needs of our extended family in Christ around the world by helping us to become more knowledgeable and involved in special programs offered by the wider church
- Encourage and support the congregation in assisting those in need in our community

**Leadership:**

- Encourage, equip, assist and commission the congregation in their work in the church

**Ministry Partnerships:**

- Attend Elgin Presbytery meetings and London Conference events
- Receive materials from Presbytery, Conference and the National Church and distribute them appropriately to individuals and committees

**Pastoral/Spiritual Care:**

- Assist , members of the congregation to discover, develop and use their gifts in satisfying ministry to others

**Personal Spirituality and Self Care:**

- It is the understanding of the congregation that time is needed for spiritual growth and to allow time for self care

**Worship:**

- Lead Sunday Service,
- Facilitate Prayer groups and Bible Study Groups

**Required Knowledge, Skills and Abilities:**

- Preach appropriate sermons which are significant to the congregation
- Able to communicate and interact with people in a rural community
- Articulate
- Ability to listen with mind and heart
- Interpersonal skills
- Infectious enthusiasm
- Leadership skills
- Strong Pastoral skills- the ability to encourage the members of the congregation to give and receive ministry form one another
- Visiting skills – demonstrate a genuine caring for people
- Driver’s Licence and vehicle would be required due to travel
- Organizational skills – organize time to be available in case of Pastoral emergencies
- Organize visiting to best utilize travelling distances to nursing homes and hospitals etc.
- Nurturing skills to demonstrate the ability to enable Christian growth within the Laity
- Proficient with email & internet

**Other ‘Preferred’ Assets:**

- Experience working with children’s ministries

## 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).

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### 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:  
**Sandra Reid 519-631-7870**
- ✓ ADP Payroll number \_\_\_\_\_

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

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### PART B: RECOMMENDATION of GOVERNING BODY

The Governing Body of **West Lorne 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 **Monday, May 11, 2015** and recommends a vacancy for:

**West Lorne United Church** effective **September 1, 2015**

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Month/Day/Year

Signature:

Governing Body Designate Printed Name:

**MINISTRY & MISSION PROFILE**  
**THE UNITED CHURCH OF CANADA**  
**L'ÉGLISE UNIE DU CANADA**  
**LONDON CONFERENCE**



**Local Ministry Unit – Telling Our Story:**  
**Ministry and Mission Profile (LC MM)**

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**Name:** WEST LORNE UNITED CHURCH

**Address:** 273 Graham Rd.,  
 West Lorne ON N0L 2P0

**Brief Description of Local Ministry** (three sentences):

We are a small congregation committed to serving the community and the wider church through outreach. Our mission is that by learning together to discover, develop and use our gifts in ministry to others that we take an active role in meeting the needs of our extended family in Christ. We strive to motivate and lead each other to become a stronger pastoral charge, full of hope and vitality.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
# 2	<b>Discipleship</b>	Weekly Sunday Worship continues year round followed by fellowship and refreshments. Sunday School/ Children’s activities also continue year round on Sunday mornings during Worship time thus encouraging young families to come to Church. Weekly Bible Study and Prayer Groups are open to the whole community helping us to spread the gospel and live out the gospel with our neighbours. UCW meets monthly and all women of the charge are invited. Monthly Sunday Evening Music nights are open to the Community often with guest performers enabling us to welcome and make space for new people to our faith community.
# 4	<b>Justice and Outreach</b>	Minute For Mission readings are a regular part of each weekly service encouraging us to continue to honor our covenant to the M&S fund for overseas and special appeals. We are supportive of the local food bank. Proceeds from coffee hour and music nights and fundraisers such as the Show and Shine Car show and BBQ are given in response to community need. In the past we have assisted with the cost of sending children to camp, raised money to build a fence for a child with Autism, collected socks and mitts and hats for the Men’s

		<p>Mission. We partnered with the local Anglican church in their efforts for a winter coat drive last fall.</p> <p>The UCW also has fund raising events such as bake sales and Irish Stew luncheons to support community outreach such as Second Stage Housing, Violence Against Women and the Women's Shelter in Elgin County.</p> <p>We have Mandate Magazines available and Our current Minister has used the Nepal prayer and other special prayers in times of crises. She has also used other general council materials from the website for worship and study.</p>
# 6	<b>Leadership</b>	<p>We have lay leaders who are quite willing to lead services who are supported through mentoring and Bible Study.</p> <p>Specific Leadership skills would be the ability to equip, assist and commission the congregation in their work in the church. To seize the opportunity to maintain, support and encourage continued growth in a community where other church memberships are declining.</p> <p>There is also an opportunity to reflect on the welcoming and blending of all age groups thus balancing the needs of ministry for all ages and to meet the needs of a changing congregation.</p>
# 7	<b>Ministry Partnerships</b>	<p>We invite all of the local churches in our community and nearby Rodney, Dutton, Wardsville, Newbury and Glencoe to enjoy and participate in our monthly music nights. We supported the Anglican church with their winter coat drive by advertising and collecting winter ware. We also share a special Christmas Season Service with them. Ministry personnel have lead worship in some ecumenical services and we take part in the local rotation of such things as the World Day of Prayer Service.</p>
# 3	<b>Pastoral Care</b>	<p>The Minister visits and also supports members of the congregation including the UCW to visit the sick, the shut-ins, the people in area nursing homes and hospitals, families in bereavement and other crisis situations and new members of the congregation. The minister takes part in the rotation of area Nursing Home worship services.</p>
# 5	<b>Stewardship</b>	<p>Finances are reviewed monthly at each board meeting. Our treasurer does a full disclosure of assets, liabilities, revenue and expenses therefore keeping everything transparent and everyone informed.</p> <p>We would like to describe our financial situation as struggling at times but meeting the need. At times it appears that expenses are exceeding the revenue however if a request is brought forth there is a response to the need. Our Human gifts are demonstrated through good administrators, people who care, those who are workers, in the garden, decorating the church and doing necessary repairs.</p> <p>We do not have a Manse. The physical condition of our building and equipment is very good. Investments and gifts are often utilized for improvements in and around the building.</p> <p>Bulletin updates keep stewardship visible.</p> <p>Monthly reports and Annual Reports are available for everyone. The Ministry supports the M&amp;S fund but has never applied for or received a grant.</p>
# 1	<b>Worship</b>	<p>We are an intimate faith community that cares for one another. Worship is multi-generational and then the Sunday School attends a separate class downstairs. We have tried regular family services and identified that some of the congregation members would avoid those Sundays so the practice was</p>

	<p>made not so regular.</p> <p>Music is shared by all. We have a traditional choir who have expanded their skills and have included other congregation members and community members in such endeavours as a BMW singing trio, a whistle band, and we have just had our first junior choir member request. On music nights several guest performers are invited.</p> <p>We have experimented with technology during worship but not on a regular basis.</p> <p>We appreciate sermons from the Bible relating the historical context to our everyday faith life.</p> <p>Most of our learning through drama is achieved during special Sunday School.</p> <p>Some liturgical banners and vestments are incorporated into the worship centre.</p>
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