

POSITION TITLE: Full Time Minister for the Port Dover Woodhouse Pastoral Charge

The Port Dover Woodhouse Pastoral Charge is searching for a full time Ordained, Diaconal Minister or Designated Lay Minister (DLM) to serve this enthusiastic and energetic 2-point charge. (40 hours per week). The Minister chosen will be ordered or recognized by the United Church of Canada.

We are a culturally and historically rich area, surrounded by lakes, rural and agricultural areas. We are a church community who loves and serves God. The minister will recognize value and encourage the unique characteristics of each faith community of this two- point charge.

POSITION SUMMARY:

It is the expectation of the pastoral charge that the Minister will lead our congregations spiritually through weekly worship, provision of pastoral care, encouragement of Christian education and faith development, as well as, being part of the administrative team. The minister will be key in promoting growth of both congregations and the development of new programs.

An ideal work week will dedicate time to the following priorities in a responsible manner:

- preparation and delivering worship services for both congregations
- pastoral care and counselling
- connecting with younger generations and younger families
- administration and office hours for congregational needs
- building connections with our local communities of faith and social services

Note: The Port Dover Woodhouse Pastoral Charge employs a part-time Administrative Coordinator (20 hours per week) who holds regular in person office hours at Grace United Port Dover. Each church has a music director and janitorial staff. There are retired Ordained Ministers and a Licenced Lay Worship Leader in the congregations.

AUTONOMY IN DECISION MAKING:

The full time minister will have access to budgets that have been approved by the Pastoral Charge Board. Each church has a Board (Woodhouse) or Council (Grace United Port Dover) that sets operating and capital budgets on a yearly basis. Decisions in regards to worship activities, projects and events the minister would like to undertake will be shared and discussed with the appropriate committees.

WORSHIP:

- Plan and lead worship services for regular and special occasions (such as weddings and funerals) and administer the sacraments of communion and baptism

- Conduct a traditional worship service at both churches each Sunday. The service usually includes a variety of prayers, hymns, scriptures, a message that is 10 – 15 minutes long and minute for mission. Additional worship means such as videos, dramas and special music are valued. Woodhouse has a 9:30 a.m. service and Grace United Port Dover has an 11:00 a.m. service. This service is live streamed.
- Preach inspiring messages that touch directly on everyday life and are thought provoking
- Present Christian theology that is biblically based and celebrates the character and ministry of Jesus Christ
- Consult with the Organist/Pianist at each congregation to include uplifting music and hymns that are a mix of traditional and contemporary selections
- Collaborate with a worship and music committee of each congregation.
- Encourage and support lay participation and leadership in worship, by members of all ages

PASTORAL CARE:

- Provide support to congregants and members of the community who reach out to us, through visits, phone calls and emails in times of need
- Offer the sacraments of holy communion to church members who reside in local long term care facilities twice a year (Easter and Christmas) and any other time deemed appropriate
- Conduct funerals and follow up visits and support with grief counselling
- Offer referrals to community agencies if needed
- Distribute the benevolent fund at their discretion
- Whenever possible attend congregational fellowship events that offer opportunities to connect with the congregation
- Work with the pastoral care team to assist with the visiting

FAITH FORMATION AND CHRISTIAN EDUCATION:

- Communicate the theology, history, and traditions of the United Church of Canada
- Inspire spiritual growth in congregants of all ages by leading or facilitating faith studies, workshops and discussions
- Organize activities that will help congregants become members of the church and or transfer their memberships to one of the churches of the pastoral charge
- Encourage the congregations to develop and nurture their leadership gifts and to be actively involved in the life and work of the church, including stewardship
- Work with the Christian Education Committee
- Participate in relevant continuing education annually

COMMUNITY OUTREACH AND SOCIAL JUSTICE:

- Encourage the support of Mission & Service of The United Church of Canada
- Facilitate knowledge about outreach projects and activities of the United Church
- Encourage lay leadership on outreach projects including the Refugee Committee (currently supporting families from Syria and Ukraine who have settled in our community), Church Out Serving and the activities selected by the Ministry and Outreach Committee of the Pastoral Charge

DENOMINATION AND COMMUNITIES:

- Honour the organization, governance, and policies of the United Church
- Participate in Horseshoe Falls Regional Council
- Encourage members of the congregation to also support the ministry of Horseshoe Falls Regional Council
- Support the interfaith services that the churches of Port Dover host during advent, lent and other such gatherings
- Gather with the clergy of the churches in Port Dover and Simcoe to encourage support, interaction and fellowship among congregants
- Represent the United Church in the larger community

ADMINISTRATION:

- Work with the Part-time Administrative Coordinator and volunteers to create an efficient team
- Provide a written copy of the sermon/ message each week, for mailing to shut-ins
- Attend meetings of the Pastoral Charge Board, Woodhouse Board, Grace Council and act as a resource for the United Church of Canada policies and procedures

LEADERSHIP:

- Encourage and challenge people to assist with or take on leadership roles
- Work with people in the ministry context to achieve agreed-upon goals
- Provides strong, charismatic leadership and direction to others
- Demonstrates a highly personable approach to leadership, i.e., builds relationships and consensus and shares leadership appropriately
- Identify and address conflicts in appropriate ways

SELF CARE:

- 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.
- Collaborate with the M&P Committee to meet goals

CONTINUING EDUCATION:

- Pursue personal, vocational, and professional goals for continuing education in conjunction with the appropriate persons or committees
- Strive to be current with issues in theology, ministerial practise, community and world events

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

The ideal candidate for the position of full time Ordained, Diaconal Minister or DLM for the Port Dover Woodhouse Pastoral Charge will have the following skills and abilities:

- Qualifications with and knowledge of life and work of the United Church of Canada
- Competency with technology, including Microsoft Office Suite Programs, Dropbox, Microsoft Publisher and Google Suite.
- Exhibit good time management skills and practices
- Strong written and verbal communication skills
- Ability to deliver meaningful sermons relating theology and the events of modern life for members of all ages
- Willing to travel to hospitals and long term care facilities to offer pastoral care
- Demonstrate an optimistic attitude about the future of our church and help us to grow
- Willing to work in unison with people of all ages and abilities
- Be compassionate to the needs of people in our churches and community
- Ability to work collaboratively with committees, volunteers and staff
- Motivated self-starter capable of identifying needs and taking action in cooperation with volunteer leadership
- Ability to problem solve, negotiate conflict and manage change in healthy ways
- Have a sense of humour, be friendly and approachable
- Recognition of work life balance issues

A current vulnerable sector police check and the United Church mandatory training (Racial Justice Training, Sexual Misconduct Prevention Training/Personal and Professional Boundaries for Church Leaders) are required.

What We Can Offer:

The Port Dover Woodhouse Pastoral Charge is able to offer the suitable candidate compensation up to Category F levels.

In addition to the salary, the package would include:

- Housing – with an option to live in the Manse (which is presently rented)
- Travel, education and telephone allowances
- Vacation, and study leave
- United Church pension and group insurance