

Job Description
Parkdale United Church
April 2025

Position Title: Minister of Word and Sacrament

Position Summary:

The primary role of this position is to provide oversight and leadership for the spiritual development and growth of the congregation. The Minister of Word and Sacrament is the preacher, teacher and shepherd for all in the diverse and active congregation. The goal of this ministry is to establish and strengthen members of the congregation in their Christian faith, through Sunday Worship, Bible studies and the celebration of the sacraments, and to support Parkdale United Church's efforts to live according to the teachings of Jesus through outreach activities in the community.

This position functions in collaboration with the Minister for Pastoral Care (part-time 20 hours/week), the Congregational Designated Minister of Youth and Families (full-time 40 hours/week), the Music and Worship Arts Director (part-time), the Office Manager (full-time 30 hours/week) and the Custodian (full-time). The Coordinating Minister position is acknowledged as the Team Leader.

Accountability:

The incumbent is accountable to the Eastern Ontario Outaouais Regional Council (EOORC) and accountable to the Council of the Pastoral Charge through the Ministry and Personnel (M&P) Committee.

S/He will work in collaboration with the other members of the staff team, lay leaders and congregational members, with the support of the Council, to provide this ministry. This position coordinates the work of the other staff positions through a cooperative team approach by fostering effective communications and harmonious working relationships and resolving issues of potential overlap and duplication, with reference to M&P when necessary.

Type of Position:

Full Time, 40 hours per week

Key Responsibilities

***Worship & Spiritual Development* 50%**

1. Plans and leads the regular worship services which includes delivering the sermon most Sundays in the reformed theology and traditions of the United Church, to inspire, enrich, educate and foster faith and personal growth in biblical understanding of the congregation.
2. Administers the sacraments in accordance with United Church and Council policies and practices.
3. Plans and conducts additional services, such as at Easter and Christmas, in coordination with other ministry staff.
4. Officiates at funerals in coordination with the Pastoral Care Minister.
5. Conducts weddings as needed and baptisms, in coordination with the other ministry staff.

6. Conducts pre-marriage, baptism and new members classes.
7. Fosters the Christian spiritual development of all members and adherents of Parkdale United Church, through, but not limited to, Bible Studies, Advent and Lenten studies, and book discussions.
8. Supports the attraction and retention of members of Parkdale United Church.
9. Guides and supports the development of Parkdale's ministries by supporting the committees and groups not already being supported by other pastoral staff, and developing and equipping members of the congregation to participate, take active roles, and become leaders in the life of the church.

Outreach & Pastoral Care 30%

1. Leads Parkdale United Church in positive bridge building both within the congregation and with the community through witness and active social justice initiatives.
2. Provides pastoral counseling to individual members of the congregation as required
3. Supports members of the community at large who reach out for help, through administration of the current monthly voucher program that exists with Giant Tiger and through disbursement of the Benevolent Fund, all in accordance with the Benevolent Fund Policy.
4. Welcomes guests and provides support to the weekly *In From the Cold* meal program that Parkdale runs Saturdays in the church hall from November through to the end of March.
5. Welcomes guests who come to our semi-annual Rummage Sales and our annual Christmas Bazaar.
6. In collaboration with the Minister of Pastoral Care, supports pastoral care programs and activities when required.

Support Youth and Family Programs 5%

1. In collaboration with the Minister of Youth and Families, participates in leading programs for the confirmation of youth.
2. In collaboration with the Minister of Youth and Families, supports programs, camps and retreats when required.
3. When the Minister of Youth and Families leads the Intergenerational Services, approximately 4 times per year, provides support when required.

Administration 10%

1. Chairs weekly staff meetings and coordinates related staff activities.
2. Is attentive to issues of potential overlap, duplication or conflict, and leads initiatives to resolve them.
3. Serves as ex-officio member of Council and participates in Council meetings.
4. Participates in the work of Regional Council (EOORC)

Personal Growth & Development 5%

1. Pursues continual personal growth and professional development through ongoing study.
2. Makes use of the annual study leave for professional development

Requirements

The incumbent will be qualified as an Ordained Minister as specified by the guidelines of the United Church of Canada with at least 5 years of experience in congregational ministry.

The incumbent will bring enthusiasm to this role and have skills and experience in preaching, teaching, pastoral care and leadership. The incumbent will also be an effective administrator.

The incumbent will demonstrate a vibrant, passionate knowledge, belief in and commitment to the Christian faith, social justice, and theological competence. S/he will be a team player, demonstrating strong leadership and organizational skills to carry out being a team leader. Self-confidence, initiative and a commitment to life-long learning are also essential in this position.

S/he will demonstrate the ability to work well with other Ministry staff and lay leaders, motivate and support volunteers, identify gifts in others, and encourage people to deploy these gifts, including time and resources.

S/he will demonstrate commitment to the call, wisdom, modesty, ability to think outside the box, knowledge and appreciation of church history and church music, flexibility, wit, and gentle sense of humour. Being bilingual is an asset.

Working Conditions:

S/he will be expected to work primarily in the office, unless other duties take them outside the church, such as pastoral/ hospital visits, community outreach. A private office is provided on Church premises, equipped with a personal computer connected to common-use printer and other required office facilities.

Administrative support is provided by the Office Manager.