



The United Church of Canada Position Description

Position Title: Community of Faith Support Minister	Evaluation Category: 7
Reports To Position: Regional Council Executive Minister	Direct Reports: none
Unit/Regional Council: Conseil régional Nakonha:ka Regional Council	Date Last Reviewed: November 2024

Context

The United Church of Canada is a Christian community of faith and hope, called to celebrate God's presence and to love and serve others. We act in cooperation with others for peace, justice, care for creation, and the healing of the world.

Within the United Church, the Regional Council, as part of the wider United Church of Canada, is a decision-making body responsible to serve and support communities of faith within its bounds, and provide necessary oversight.

The Conseil régional Nakonha:ka Regional Council is composed of all ministry personnel within its geographic bounds, ministers of denominations within mutual recognition agreements while under appointment or call, and lay members elected by the communities of faith, respecting the balance of lay and ministry personnel where possible. They support congregations and communities of faith, and numerous other ministries including camps, youth and young adult work, leadership development and new ministry initiatives. They focus on providing services that assist church personnel and maintain good relationships between congregations and personnel. They also provide staff, finances, advice, advocacy, and program resources to ministries to enhance their work, and support the work of General Council. This Regional Council serves communities of faith in both official languages.

Position Purpose

The Community of Faith Support Minister assists in building the capacity of communities of faith to engage in ministry, visioning, strategic planning, and key regional administrative and policy support focusing on ministry and governance. They nurture the relationship between the Region, the General Council and communities of faith by providing support and resources.

Primary Areas of Responsibility

1. Communities of Faith Support (50%)

- Nurture the relationship between the regional council and communities of faith, leading the work of volunteers in activity areas that are related to this objective;
- Support new and emerging communities of faith as they navigate the culture and polity of the United Church of Canada; and,
- Support communities of faith in their discernment of ministry options including but not limited to innovative ministries, local ministry partnerships, amalgamation and promoting shared ministry through video conferencing, ministry sharing, ecumenical shared ministry, etc. While leading this

work, will maintain strong communications and cooperation with the Pastoral Relations Minister and the Pastoral Relations Leadership Team as appropriate;

- Provide leadership in imagining the future of the United Church of Canada's ongoing presence throughout the region;
- Support communities of faith dealing with an emergency (flood, fire, natural disaster), financial crisis, or conflict;
- Provide support to volunteer leadership in existing ministry clusters and accompany communities of faith that wish to develop new clusters;
- Support communities of faith around governance and policy in partnership with the Pastoral Relations Minister;
- Refer ministry personnel to the Pastoral Relations Minister or the Office of Vocations Minister as appropriate.

2. Resource (25%)

- Assist the region with oversight of communities of faith;
- Assist the region to support communities of faith without regularly called or appointed ministers;
- Work collaboratively with the other regional staff along with the Stewardship and Gifts Officer to integrate the work of these portfolios whenever possible; and,
- Serve as staff resource to regional structures focused on this portfolio.
- Resource communities of faith, not in search, in the articulation of their vision and ministry and the completion of their profiles describing the same;
- Resource communities of faith in the faithful reporting and use of their assets according to regional policies;
- Provide communities of faith with local governance requirements and best practices, policy and administrative support for improved congregational health and vitality, including early intervention where governance practices are leading to conflict;
- Resource communities of faith during changes in their life cycle in partnership with the Pastoral Relations Minister and the Pastoral Relations Leadership Team, particularly on moments of pastoral charge realignment, amalgamation, disbanding;
- Provide support and advice to communities of faith dealing with congregational property in partnership with the Finance and Extension Board;

3. Regional Priorities: (25%)

- In Partnership with the Region, Regional Executive and Executive Minister, lead the implementation of activity streams 3, 5, 7 and 10 of the Regional Council's [strategic plan](#) and collaborates with the Pastoral Relations Minister on activity stream 1.
- Provide resource support to Networks and Clusters; and
- Other duties as required to support the functioning of the Regional Council.

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

Position Qualifications

Education

- Post-secondary education (4 years) preferably with a theological degree from an accredited university and/or significant training and experience at the Regional or Denominational level with a focus on administrative support and policy.

Experience

- 3-5 years of related experience in congregational ministry, outreach or overseas mission or education and community development with demonstrated skills in group planning and facilitation;

Skills and Abilities

- Knowledge of life and work of The United Church of Canada or experience working in a similar faith community is an asset;
- Ability to develop strong working relationships working collaboratively within a diverse intercultural community with cultural sensitivity and awareness;
- Excellent communication skills in both English and French;
- Excellent interpersonal, verbal and written communication skills with the ability to communicate with others in a respectful and sensitive manner and articulate ideas concisely and clearly;
- Good judgement, discernment and analysis skills as responsibilities can be difficult and complex and recommendations can have long-lasting effects; openness to consulting with other supervisors when the need arises.
- Ability to articulate the link between faith and ministry practice and to reflect theologically and interculturally;
- Strong administration, time management, planning, organizational and implementation skills;
- Ability to work independently, collaboratively and collegially with other members of the staff team and with volunteers;
- Solid computer skills in the use of various software applications including: Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, and other social media and online platforms; and,
- Willingness and ability to travel throughout the region.

Personal Characteristics

- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity;
- Motivated self-starter capable of identifying needs;
- Initiative, good judgment, tact, discretion, resourcefulness, and creativity in problem solving; and,
- Recognition of personal and professional boundaries.

Working Conditions

The United Church of Canada has adopted a hybrid workplace model thus providing flexibility for this position. This is a full-time deployed position that will require the employee to work from home and to travel to meetings from time to time. They are responsible for their own timetable/work schedule and regular full accountability within the staff team is required. Collaboration and partnership with regional council staff will be key. Sitting and viewing a computer screen for long periods, keyboarding/using voice recognition software, intermittent physical activity including sitting, standing and being on the phone for

long periods of time will be required. Travel within the region and occasional evening and weekend work will be required.

As part of our ongoing commitment to Accessibility, The United Church of Canada will provide assistance to employees who request accommodation throughout their employment with United Church of Canada, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.