



The United Church of Canada Position Description

Position Title: Community of Faith and Network Support Minister	Evaluation Category: 7
Reports To Position: Regional Council Executive Minister	Direct Reports: none
Unit/Regional Council: Eastern Ontario Outaouais (EOORC)	Date Last Reviewed: February 2024

Context

Called by God, as disciples of Jesus, The United Church of Canada seeks to be a bold, connected, evolving church of diverse, courageous, hope-filled communities united in deep spirituality, inspiring worship, and daring justice.

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.

Eastern Ontario Outaouais, Nakonha:ka and East Central Ontario Regional Councils are 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.

Position Purpose

The Community of Faith and Network 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 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 the Congregational Support Team;
- 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 Commission as appropriate;
- Support communities of faith around governance and policy;

- Resource and identify the need for, and work of, an interim ministry for a community of faith, leading this work with the cooperation of the Pastoral Relations Commission and the Pastoral Relations Minister;
- Support communities of faith dealing with an emergency (flood, fire, natural disaster), financial crisis, or conflict;
- Support emerging communities of faith; and,
- Refer ministry personnel to the Pastoral Relations Minister or the Office of Vocations Minister as appropriate.

2. Resource (35%)

- 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 within regional policies;
- Resource communities of faith on 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 the life cycle: pastoral charge realignment, amalgamation, disbanding;
- Resource communities of faith to foster compliance with both church, administrative and government requirements;
- Provide support and advice to communities of faith dealing with congregational property in partnership with the Future Through Property Team and Kindred Works;
- 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 and the Growth Animator to integrate the work of these portfolios whenever possible; and,
- Serve as staff resource to regional structures focused on this portfolio.

3. Regional Priorities: (15%)

- In Partnership with the Region, Regional Executive and Executive Minister, lead the implementation of sections G3, J1, J2, J3, CG1, CG2, CG4, CG6 of the Regional Council's strategic plan
- Provide resource support to Networks and Clusters
- 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 interpersonal, verbal and written communication skills with the ability to communicate with others in a respectful and sensitive manner and articulate 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 no clear advice available;
- 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;
- Bilingualism is an asset; 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 and thus providing flexibility for this position. This position 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.