



The United Church of Canada Position Description

Position Title: Minister Congregational Support (FT)	Evaluation Category: 7
Reports to Position: Executive Minister	Direct Reports: none
Unit/Regional Council: Horseshoe Falls	Date Last Reviewed: March 2025

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 is a decision-making body responsible to serve and support communities of faith within its bounds and provide necessary oversight.

While this position is just for Antler River Watershed, Antler River Watershed, Western Ontario Waterways and Horseshoe Falls Regional Councils share staff with many serving all three regional councils. These three regional councils represent diverse contexts: major urban centers as well as rural and recreational communities. Within them are significant hubs for technology, manufacturing and academia.

Regional council staff support the comprehensive work of The United Church of Canada, creating a culture of teamwork, collaboration, and partnership, both within and across units and regions to live into the church's commitment to be justice seeking, peace-making, inter-cultural, anti-racist and affirming.

Position Purpose

The Minister Congregational Support resources the partnership between communities of faith and regional councils in the articulation of congregational ministry and the decisions flowing from that. This position works in close collaboration with the Minister, Congregational Support, Western Ontario Waterways, and the Minister, Pastoral Relations and in consultation with the Growth Animator and UCC partners such as Kindred Works (United Property Resource Corporation).

Primary Areas of Responsibility

1. Congregational Support (30% of position)

- Nurture the covenantal relationship between the regional council and communities of faith;
- Design and publish resources to assist communities of faith in the articulation of their ministry and the preparation of their profiles including their assessment of their ability to support a ministry position;
- Resource communities of faith during changes in the life cycle: beginning, pastoral charge realignment, amalgamation, disbanding;

- Encourage communities of faith to consider their ministry options and provide resources for collaborative ministry and ecumenical shared ministry;
- Assist the regional council in supporting communities of faith without regularly called or appointed ministry personnel;
- Resource communities of faith on local governance requirements and best practices for improved congregational health and vitality;
- Support communities of faith dealing with an emergency such as flood, fire, or other tragedies;
- Support emerging communities of faith; and
- Resource the identification of the need for and work of an interim ministry for a community of faith.

2. Ensure fulfillment of regional council responsibilities (25% of position)

- Resource the Congregational Support Commission by gathering and distributing required documentation to ensure the Commissions' timely action on matters requiring their decision; and
- Work with the Commission Chair to balance the administrative duties of the Commission with reviewing topics within the Commissions' portfolio to develop principled guidelines to apply.

3. Resource property work (20% of position)

- Provide support and advice to communities of faith dealing with real property within the guidelines of the regional council property policy;
- Resource communities of faith in the faithful reporting and use of their assets within regional council policies;
- Connect with The United Church of Canada partners re property redevelopment in the regional council; and
- Bring remaining property matters to the attention of the Executive as necessary.

4. Oversight (16% of position)

- Resource communities of faith to promote compliance with both church and government requirements;
- Recruit (unless assigned elsewhere by the Congregational Support Commission), train, and connect regularly with Pastoral Charge Supervisors;
- Work with the Congregational Support Commission to review community of faith annual self-assessments and Annual Reports to note trends and to identify communities of faith where more in-depth oversight may be needed;
- Liaise with Minister, Right Relations and Social Justice and Minister, Social Justice when connecting with Indigenous or culturally distinct congregations; and
- Support communities of faith fulfilling the requirements of a Pastoral Charge Review.

5. Administration (9% of position)

- Attend regional council and all staff meetings.

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

- Minimum of four years post-secondary education or appropriate life experience;
- Graduate studies in theology would be an asset.

Experience

- 3-5 years of related work experience

Skills and Abilities

- Membership in The United Church of Canada and experience working within the structure and policies or experience working in a similar faith community would be considered an asset;
- Ability to translate the purpose of the regional councils into the experience of people making contact;
- Ability to articulate the link between faith and ministry practice and to reflect theologically and interculturally;
- Ability to work independently and collaboratively and collegially with other members of the staff team and with volunteers;
- Group facilitation skills;
- Skilled at recruiting, screening, training and supporting volunteers;
- An understanding of property matters, including leases, property sales and collaboration agreements and CRA regulations concerning property would be an asset;
- Excellent interpersonal, verbal and written communication skills with the ability to communicate with others in a respectful 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 supervisor when no clear advice available;
- Strong administration, time management, planning, organizational, and implementation skills with the ability to deal effectively and positively with changing situations or priorities;
- Solid computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, and other social media and online platforms;
- Willingness and ability to travel throughout the regional councils; and
- Ability to speak a language other than English is an asset.

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 and taking action in cooperation with volunteer leadership and other staff;
- Initiative, good judgement, tact, discretion, resourcefulness, and creativity in problem solving;
- Recognition of personal and professional boundaries.

Working Conditions

The United Church of Canada has adopted a hybrid workplace model, providing flexibility for this position, working both off-site and in the regional council office located at 1552 Hwy 6, Carlisle, ON. The

incumbent will be provided, for work purposes, use of secure devices and must be available by email, phone, teams or zoom during regular office hours Monday to Friday. 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 will be required. Occasional additional hours, evening and weekend assignments may be required.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The United Church of Canada will aid employees who request accommodation throughout their employment with us, 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.