



Norval United Church
Minister
Profile



Position summary: This is a full time Ordered Ministry position. This is a Team Ministry position that involves working with our full time Minister of Youth and Young Families and our supporting staff team.

Accountability:

This team member is accountable to Horseshoe Regional Council, and also will work closely with the Executive of the congregation, through the Chair. The team member will be the visionary leader for all of Norval United's teams. The Ministry and Personnel Committee will appoint a liaison person to support and encourage the minister and to keep the lines of accountability/communication open.

Principal areas of responsibility and associated duties:

➤ **Worship**

- Prepare and deliver weekly Sunday worship services (9:00 online service, 10:00 in-person service.)
- Plan worship themes and sermons that are current, relevant, challenging and inspiring to the congregation
- Administer the sacraments of communion and baptism as required and conduct special services as required (funerals, weddings, etc.)
- Work with the Virtual Music Director and pianist to plan music for worship.
- Work with our Tech Support Staff and Administrative Co-ordinator and Virtual Music Director for the AV portions of the services
- Work with the volunteer Worship Team to plan both regular worship services and alternative worship opportunities.

➤ **Pastoral Care and Community Outreach**

- Provide personal spiritual care to all members in all of life's circumstances. This includes both those that attend in person services and those who join us virtually
- Work with the Elders or other congregational teams to ensure members receive the pastoral care they need.
- Work with the congregation to encourage community engagement and find opportunities to contribute to community initiatives.
- Take primary responsibility for hospital and crisis care visiting.
- Participate in serving the community's needs in the areas of baptisms, weddings, funerals and Pastoral care as is consistent with the Church's vision.
- Provide input to Administrative Co-ordinator for our weekly newsletter, Norval online
- Maintain an online presence for Norval United Church.
- Pursue online personal care and community outreach
- Participate in the local Ministerial Association

➤ **Administration**

- Maintain an organized and effective office.
- Monitor, develop and adapt effective governance structures for the congregation.
- Joint planning with other staff members
- Fulfill responsibilities to the wider Church through membership in the Regional Council and participation in Regional and National programs as appropriate.
- Sharing or assuming duties of other team members during absences or periods of heavy workload.
- Ensure all official registries are maintained for baptism, weddings and deaths.
- Work with the Finance Team to ensure the financial viability of the congregation.

- **Building Use and Facilities**

- Work with the Trustees on their ongoing plans for the development of Phase II housing.

➤ **Visioning**

- Lead the Executive and appropriate teams to consider what Norval is being called to be and where Norval is called to go in the future.

➤ **Christian Education and Faith Formation**

- Work with interested congregation members to plan and deliver effective learning opportunities for the congregation. (Bible study and other study groups.)

➤ **Personal**

- Be in agreement with, strive to promote, and work under the Vision, Mission Statement and Core Values of the congregation.
- Be the visionary leader of the congregation in seeing and creating opportunities for spiritual growth and outreach.
- Set aside time throughout the year for training and upgrading skills.
- Be flexible with respect to duties and responsibilities as Norval United Church grows and adapts its' structure to meet emergent needs.
- Identify, train and support effective Lay Leaders from within the congregation.
- Maintain a balance between the ministry, family, personal growth and enjoyment so as to remain content and enthusiastic in all aspects of life.

➤ **Required knowledge, skills, abilities:**

- Ordained minister in good standing with the United Church of Canada
- Have a valid vulnerable sector check
- Ability to travel locally for pastoral care (e.g. hospital visits) and other church business (e.g. off site meetings)
- Good communication skills
- Relatable, welcoming, caring, forgiving, authentic, "can do" attitude
- Able to pivot plans and change directions.

