**Supply Minister – Churchill Park United Church**

**Position Description**

**Position Title:** Supply Minister

**Position Profile:**

* Solo Ministry – one minister but minister needs to be able to work closely with our Music Director
* Half time

**Position Summary:**

We are a progressive, affirming, and inclusive faith family,that shares building space in partnership with the Korean United Church in Winnipeg Manitoba.We require a supply minister who will be able to fill a “gap” during the process of searching for a new full time minister.

Duration is expected to be until June 30, 2020, or until a new minister is called.

**Autonomy in Decision-Making**

1. Provide daily direction to our Office Administrator to meet the needs of the church
2. Continuing Education spending as set out by the signed offer letter

**Principal Areas of Responsibility and Associated Duties**

Administrative10%

1. Assist with supporting our church newsletters which may include any of the following
	1. Write a Minister’s report
	2. Support editing articles.
2. Provide Office Administrator with Order of Service by Wednesday at noon.
3. Check final bulletin and edit prior to it being printed – Friday mornings.

Community Outreach and Social Justice5%

1. Support volunteers for Oak Table Inc.
2. Support guest speakers as needed.

Continuing Education and Self-Care 5%

1. Pursue personal, vocational and professional goals for continuing education in consultation with the M&P committee
2. A member of the M&P committee will be assigned to the minister as the main contact person and is there to support you as you work with our congregation and community.
3. Use Con-Ed funds to further spiritual, physical, educational, or mental health well being

Denomination and Communities5%

First:

1. Participate in the life and work of the Prairie to Pine region

Second:

1. As required, work in conjunction with Korean United Church, who share the church building as partners with CPUC.

Leadership10%

1. Share leadership for worship services with the Music Director
2. Build positive relationships with our congregation.
3. Attend Leadership Team meetings and Congregational Meetings as required.
4. Encouraged to take risks, to try new things and learn through both successes and mistakes.
5. Lead by example

Pastoral Care 15%

1. Specific knowledge of palliative/end-of-life care is a definite asset to this position
2. We have many shut-ins who are visited by people in a visiting interest group. These visitors need support, encouragement and to know that there is someone available with whom to discuss these visits. Encourage volunteers to become visitors.
3. Respond to emergency pastoral care as the need arises.
4. Pastoral Care is to be offered to members, adherents and our community as requested.

Worship 50%

1. Prepare & Deliver regular Sunday worship services, with 1 Sunday off per month.
2. Lead Sunday worship beginning at 10 a.m. and ending no later than 11 a.m. that may include:
	1. A time for Children of All Ages
	2. Occasional Minute for Mission
	3. Prayers
	4. Musicin consultation with the Music Director
	5. Silent time
	6. Message
3. Korean United Church uses the sanctuary for their services beginning at 11:30 a.m. so it is very important that our services end no later than 11 a.m.
4. Provide Sunday morning worship services that move us forward in our faith journeys and are relevant to the world we live in today.

Required Knowledge, Skills and Abilities

* United Church Ordained or Diaconal Minister credentials
* Provide meaningful and memorable messages
* Supportive of Affirming Ministry ideology/theology
* Supportive of progressive Christian theology
* Able to mix ‘traditional’ with ‘progressive’ in some worship services
* Strong leadership skills
* Strong interest in Social Justice
* Strong communication skills
	+ Encouraging
	+ Compassionate
	+ Oral
	+ Written
* Be able to plan and lead special services if required, including but not limited to:
	+ Communion
	+ Baptism
	+ Funerals
	+ Weddings
* Able to work as a team with staff & volunteers

**Supply Minister - Terms of Employment:**

The call/appointment will begin on the following date: \_\_open as of January 1, 2020\_

Percentage of time ~~Full time~~ Part time✓ \_\_\_\_20\_\_\_\_\_\_ hrs/week

Salary Schedule:

* Manse included

✓ N/A (no manse)

Minimum Comprehensive Salary up to and including Category \_\_\_F\_\_\_\_\_

for Cost Of Living (COL) group \_3\_

Additional salary above minimum:

* Percentage \_\_\_\_\_\_\_ (will continue to apply to increment and cost of living increases)
* Dollar amount \_\_\_\_\_\_\_\_\_\_ (will not automatically increase according to cost

of living or increment increases)

X N/A

Telephone/Internet costs (budgeted dollar amount): \_\_$40/month\_\_\_\_\_

Continuing Education and Learning allowance: \_\_\_$1,500/year\_(prorated)\_\_\_\_\_\_

\_\_ 3\_\_\_ (minimum 3) weeks of study leave in each pastoral year

\_\_1\_\_\_ month of vacation per year (minimum of one month, including 5 Sundays)

Minimum of three consecutive months of sabbatical leave after 5 consecutive years of service to the pastoral charge.

Adequate administrative assistance defined as \_\_\_\_\_16 hours/week staff position \_\_\_\_\_\_\_\_

Travel expense reimbursement (based on the current minimum salaries for Ministry Personnel document)

Moving Expenses to a maximum of $1,000

Other: Plus receipted parking expenses

 Waive 90 day notice for jurisdictional minimum of 1 month (1 pay period)

ADP # \_\_E189EA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_