



**UNITED CHURCHES  
OF LANGLEY**  
WEAVING A FAITH THAT MATTERS

**Ministry Position Description**

Adult Faith and OutReach Minister  
*Position to be filled by new candidate*

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**Appendix**

Minister of Children, Youth, Young Adults and Families  
*Position currently filled by Rev. Sophia Ducey*

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## **Ministry Position Description**

### **Position**

Adult Faith and Outreach Minister

### **Position Profile**

Full-time

In Team Ministry with 1 other Ministry Personnel

### **Position Summary**

The Adult Faith and Outreach Minister will work in Team Ministry with the other full-time minister as the Spiritual Leaders of the congregation. They will be a person of prayer, reflection, devotion, faithfulness, and integrity. As one member of the Ministry Team, they will work collaboratively and respectfully ensuring that the agreed-upon ministries are accomplished. Our Ministers will offer spiritual leadership, development and support to the Board and congregation on a regular basis, deepening their connections to the Holy and expanding their capacity to make faithful and soul-honouring decisions.

The Adult Faith and Outreach Minister will ensure that the appropriate worship for adults occurs at both sites. They will provide pastoral care to the adults and seniors (50+) of the congregation in partnership with the Pastoral Care Ministry Team and other pastoral support ministries. This Minister will have specific responsibilities for adult/senior spiritual development which may include small group workshops and learning events. They will lead the Social Justice and Outreach Team and supervise and support the Social Justice and Outreach Program Facilitator.

As a Team, the Ministers empower and facilitate the congregation in their ministry. They will provide daily management and administration of the ministries and programs of the church.

The Ministry Team, together with the Board, guide the congregation in discerning the vision and articulating the mission of our church. A spirit of open conversation and broad participatory decision-making practices are used. The Board and Ministers Team work together in areas of strategic planning, goal setting, overall direction, and stewardship. The Ministry Team works to create effective ministry programs within a permission giving, participatory structure that delegates authority and requires accountability.

## **Accountability**

This Minister is in team ministry with the other full-time minister, working as equals, sharing the lead as determined by gifts, skills and time. Both ministers are accountable to the Congregation and the board through the Ministry and Personnel Committee of United Churches of Langley. They are also accountable to the Pacific Mountain Region of The United Church of Canada for oversight, discipline, support and collegiality.

## **Our Governance Model**

Our Governance Model (*see Governance Model Document*) is designed to be policy driven, "permission granting" rather than "permission seeking." While it is in accordance with The United Church Manual, it is different from a traditional church Council or Board model. We encourage you to review the governance model, as it will have a profound impact on ministry at United Churches of Langley. The Ministers serve in team ministry with each other and with the Board and congregation. We host conversations to discuss new initiatives; we use participatory decision-making and gradients of agreement to make decisions. Our ministry initiatives are often lay initiated and lay lead. We expect our ministry team and all leaders of the congregation to understand these ways of being in community and support them.

**Percentages listed are monthly and are an approximation based on the unknown and ever-changing needs of the community per week, month, and season.**

## **Worship**

The Adult Faith and Outreach Minister will spend approximately **25%** of their time in planning, preparing and providing adult worship services at two sites on Sunday mornings. Presently one service is at 9:00 AM in Fort Langley and the other is at 10:30 AM in Murrayville. The Adult Faith minister will support the lay-led Contemplative Service as requested. This Minister will coordinate with the other full-time minister, music leaders and lay leaders in providing adult worship services.

## **Spiritual & Leadership Development**

The Adult Faith Minister will spend approximately **20%** of their time in this area. They will lead and train leaders for Adult Bible Study and other spiritual development groups or events. They will initiate, support and equip adult small group ministry and create innovative new programs that will connect people with their faith.

This Minister will coordinate with the other full-time Minister to provide classes for baptism, confirmation and membership, with a focus on these classes for adults/seniors. They will also coordinate with the other full-time Minister and board chair to provide or coordinate leadership development of the board and lay leaders.

## **Pastoral Care**

The Adult Faith Minister will spend approximately **20%** of their time in Pastoral Care for the adults (50+) and seniors of the congregation. They will develop and lead a strong lay team to provide pastoral care and visits to the congregation, primarily our adults/seniors. As well, they will visit hospitalized, house bound members, and those that are in care facilities. They will provide crisis care and emergency counselling and referral. They will provide support to lay leaders who are providing ministry to care homes. This minister will be expected to be part of the team of our Stephen Ministry program and the lay leaders of that program.

## **Social Justice and Outreach**

The Adult Faith and Outreach Minister will spend **10%** of their time in this area. They will lead the Social Justice and Outreach Team and supervise and support the Social Justice and Outreach Program Facilitator.

Current Ministries in this area include but are not limited to:

- Nicomekl Breakfast Program
- Starfish Backpack Program
- Sources Langley Food Bank
- Walk for Reconciliation

There are other Ministries and projects that are currently being engaged in and new ones that the Social Justice and Outreach Program Facilitator, congregants, and wider community bring forward. Social Justice and Outreach ministry will be primarily lay-led with oversight and support from the Program Facilitator and the Adult Faith and Outreach Minister.

## **Administration**

The Adult Faith Minister will spend approximately **10%** of their time working in the area of administration. This will include managing adult ministries and programs, guiding our support staff (admin, finance, musicians), Ministry and Program teams, being familiar with the governance model, and attending church meetings when required. This will be done by the participatory decision-making process outlined in the governance policy

## **Team Relationship**

Ministers will spend **5%** of their time in team meetings, growing their relationship, supporting each other's ministry and deepening their spirituality. They will develop their own unique leadership balance, ensuring that all aspects of Ministry are attended to.

This will be a team ministry and there will be certain tasks that they will be required to undertake as a team, however, Ministers are empowered to find an efficient mix of team planning, working collaboratively with each other and lay leaders, and independent

working. Early in the relationship the Ministry Team and other congregational leaders will meet with an outside facilitator to assist with team development and a healthy working relationships.

### **Community Development**

The Adult Faith and Outreach Minister will spend approximately **10%** of their time in community development. This includes being present at church events and supporting community building and fellowship events, as coordinated within the ministry team. Connections and partnerships with the surrounding community, other Churches and Faith groups, service groups, and neighbours is important work. Being out in the community and inviting the community into our space builds relationships that expand our currencies. This Minister will also be actively involved in the life of the Pacific Mountain Region, cluster groups and/or General Council of The United Church of Canada.

### **Ceremonies**

The Adult Faith and Outreach Minister will coordinate with the other full-time Minister to lead weddings and memorials, with an allocation of time primarily to ceremonies for people aged 50+, and in accordance with church policy. Ministers will be paid an honorarium for such services, and hours are separate from their regular ministry activities.

### **Self-Care**

Ministers will work with M&P to set goals for ongoing self-care, maintain a healthy balance of one's own physical, emotional and spiritual well-being to include rest, recreation and professional development.

### **Continuing Education**

Ministers will be provided with 3 weeks of paid study leave and funds for continuing education. This time and funds will be to pursue personal, vocational and professional development.

### **Other Required Knowledge, Skills and Abilities**

The successful candidate must be an Ordained, Diaconal, or Designated Lay Minister with strong interpersonal skills, strong preaching skills and a solid theological background. They must have a clear understanding of Progressive Theology and Inclusive Ministry. Excellent written and oral communication skills are required. This Minister must be proactive, show initiative, creativity, listen well and work effectively and efficiently in a team Ministry.

There may be times in team ministry when jobs appear to overlap or duplicate. The Ministry Team will effectively communicate with each other to utilize each of their strengths, in the best interest of our congregation.

**Terms of Employment:**

The United Church Manual, The United Church Employment Guidelines, the original Call/Appointment Form, and any relevant Provincial Legislation shall be used as terms of employment for this position.

Increments of salary and benefits, consistent with national United Church schedules, are to be determined by the Board, in consultation with the Minister and the M&P Committee.

**Closing Date for Vacancy**

June 15, 2020

**Starting Date for Position**

September 1, 2020

Applications should be sent to following email address or the church address:

[hiring@ucol.ca](mailto: hiring@ucol.ca)

United Churches of Langley  
Ministry Applications  
21562 Old Yale Road  
Langley, BC  
V3A 4M8

## Appendix 1

### Ministry Position Description

**Position:** Minister of Children, Youth, Young Adults and Families

**Position Profile:** Full-time, in Team Ministry with 1 other Ministry Personnel

**Position currently filled by Rev. Sophia Ducey**

#### Position Summary

The Minister of Children, Youth, Young Adults and Families will work in a team ministry with the other full-time minister as the Spiritual Leaders of the congregation. They will be a person of prayer, reflection, devotion, faithfulness and integrity. As one member of the Ministry Team, they will work collaboratively and respectfully, ensuring that the agreed upon ministry is accomplished. Our Ministers will offer spiritual leadership, development and support to the Board and congregation on a regular basis, deepening their connections to the Holy and expanding their capacity to make faithful and soul-honouring decisions.

This Minister will also have specific responsibility for ministry with children, youth, younger adults and families (under 50), as well as taking on the lead in Communication.

#### Accountability

This Minister is in team ministry with the other full-time minister, working as equals, sharing the lead as determined by gifts, skills and time. This Minister is accountable to the Board through the Ministry and Personnel Committee of United Churches of Langley. This Minister is also accountable to the Pacific Mountain Region of The United Churches of Canada for oversight and discipline, support and collegiality.

#### Our Governance Model

Our Governance Model is designed to be policy driven, "permission granting" rather than "permission seeking." While it is in accordance with The United Church Manual, it is different from a traditional church Council or Board model. We encourage you to review the governance model, as it will have a profound impact on ministry at United Churches of Langley. The Ministers serve in team ministry with each other and with the Board and congregation. We host conversations to discuss new initiatives; we use participatory decision-making and gradients of agreement to make decisions. Our ministry initiatives are often lay initiated and lay lead. We expect our ministry team and all leaders of the congregation to understand and operate by these ways of being in community and support them.

**Percentages listed are monthly and are an approximation based on the unknown and ever changing needs of the community per week, month, and seasons.**

### **Spiritual & Leadership Development**

The Minister of Children, Youth, Young Adults and Families will spend **40%** of their time in this area. This Minister will support and guide the paid children and youth ministry leaders to provide spiritual development for children and youth through Sunday morning programs (Spirit Academy), youth groups and activities, camps, and family gatherings. This minister will coordinate opportunities for younger adults to explore their faith in meaningful ways.

This Minister will coordinate with the other full-time minister to provide classes for baptism, confirmation and membership, with a focus on children, youth and younger adults. This minister will also coordinate with the other full-time minister and board chair to provide or coordinate leadership development of the board and lay leaders.

### **Worship**

This Minister will spend approximately **20%** of their time in planning, preparing and providing worship services. This Minister will coordinate with Adult Faith Minister, paid Music Leaders and lay leaders in providing worship experiences for all ages. The focus of the time in this area will be planning and leading on worship experiences for younger people, including working with a team for alternative worship experiences to attract a new population of younger people (under 50) to United Churches of Langley.

### **Pastoral Care**

This minister will spend approximately **10%** of their time in providing pastoral care primarily for children, youth, younger adults and families, in coordination with the other Minister and our pastoral care team if needed, and provide crisis care and emergency counseling and referral. This minister will coordinate programs of support for parents and families.

### **Community Development**

This Minister will spend approximately **5%** of their time in community development. This includes being present at church events and supporting community building and fellowship events, as coordinated within the ministry team. Connections and partnerships with the surrounding community, other Churches and Faith groups, service groups and neighbours is important work. Being out in the community and inviting the community into our space build relationships that expand our currencies. This Minister will also actively involved in the life of the Pacific Mountain Region, cluster groups and/or General Council of The United Church of Canada.



### **Administration**

This Minister will spend approximately **10%** working in the area of administration. This will include: managing ministries and programs (primarily for children, youth, younger adults, families), guiding our support staff (admin, financial, musicians) and ministry and program teams, being familiar with the governance, and attending church meetings when required.

### **Team Relationship**

Ministers will spend **5%** of their time in team meetings, growing their relationship, supporting each other's ministry and deepening their spirituality. They will develop their own unique leadership balance, insuring that all aspects of Ministry are attended to.

This will be a team ministry and there will be certain tasks that they will be required to undertake as a team, however, Ministers are empowered to find an efficient mix of team planning, working collaboratively with other minister and lay leaders, and independent working. Early on in the relationship the Ministry Team and other congregational leaders will meet with an outside facilitator to assist with team development and a healthy working relationships.

### **Communications**

This Minister will spend approximately **10%** of the time in coordinating communication to the congregation and the wider Langley and BC community in a variety of ways, including printed, signage, website, and social media. This minister will guide and support the admin staff and lay leaders with communications.

### **Social Justice and Outreach**

No responsibilities in this area – (See position description for Adult Faith Minister)

### **Ceremonies**

The Adult Faith Minister will coordinate with the other full-time Minister to lead weddings and memorials, with an allocation of time primarily to ceremonies for people under 50, and in accordance with church policy. Ministers will be paid an honorarium for such services, and hours are separate from their regular ministry activities.

### **Self-Care**

Ministers will work with M&P to set Goals for ongoing self-care, maintain a healthy balance of one's own physical, emotional and spiritual well-being to include rest, recreation and professional development.

### **Continuing Education**

Ministers will be provided with 3 weeks of paid study leave and funds for continuing education. This time and funds will be to pursue personal, vocational and professional development.

### **Other Required Knowledge, Skills and Abilities**

Must be an Ordained, Diaconal, or Designated Lay Minister, with strong interpersonal skills, strong preaching skills and a solid theological background with a clear understanding of Progressive Theology and Inclusive Ministry. Must have excellent communication skills (written and oral). Shows initiative, is proactive and listens well and can work effectively and efficiently in a self-governing team ministry. Understand children and teenagers and their spirituality; connect easily with children and teenagers, and younger adults, and understands the needs and the trends of younger adults in how they gather, interact, and explore/deconstruct/reconstruct their faith.

There may be times in team ministry when jobs appear to overlap, or duplicate. The ministry team will effectively communicate with each other to utilize each of their strengths in the best interest of our congregation.

### **Terms of Employment**

The United Church Manual, The United Church Employment Guidelines, the original Call/Appointment Form, and any relevant Provincial Legislation shall be used as terms of employment for this position.

Increments of salary and benefits, consistent with national United Church schedules, are to be determined by the Board, in consultation with the minister and the M&P Committee