

**ST. STEPHEN'S UNITED CHURCH**  
**JOB DESCRIPTION: ASSOCIATE MINISTER**

**GENERAL DESCRIPTION:**

The Associate Minister of St. Stephen's United Church is responsible for working alongside and supporting the Lead Minister in providing prayerful, consultative leadership in the overall spiritual life of the congregation.

**WORKING HOURS:**

$\frac{3}{4}$  - time position. Recognizing the ebb and flow of the Church Year, as well as the situational nature of pastoral ministry, the average work week will be approximately 30 hours. This is a Team Ministry consisting of a full-time Lead Minister and a  $\frac{3}{4}$ -time Associate Minister.

**AUTONOMY IN DECISION-MAKING:**

The Associate Minister works under the supervision of the Lead Minister. Preaching and teaching will be carried out in consultation with the Lead Minister. The Associate Minister manages his/her budgeted Travel Allowance and Education and Resource Allowance without consultation with others. All other financial decisions are made on a consultative basis with the Ministry Teams and the Board.

**ACCOUNTABILITY:**

1. The Associate Minister is accountable to the Board for mission and ministry, accountable to the Office of Vocation for oversight and discipline and accountable to Pacific Mountain Region for the pastoral relationship. The M&P Committee will support and encourage the Associate Minister's work. The Lead Minister will keep open the lines of communication between the Associate Minister, the Board and the congregation.
2. Changes to the terms of the call or appointment may only be made after negotiation between the congregation, Minister, and Pacific Mountain Region. Minor changes to the job description may only be made between the congregation and the Minister. Major changes (e.g., any significant shift in areas of focus) must also be approved by the Region.

3. The Associate Minister's performance will be reviewed yearly with the M&P Committee.

### **PRINCIPAL AREAS OF RESPONSIBILITY AND ASSOCIATED DUTIES:**

#### **FAITH FORMATION/CHRISTIAN EDUCATION Approximately 40% of time**

1. Supervise and coordinate youth ministries.
2. Supervise children's ministries.
3. Under the direction of the Lead Minister, provide encouragement, oversight and leadership of disciple building.
4. Equip and lead people of all ages in the pursuit of spiritual practice and growth.
5. Participate in the Education Ministry Team meetings (usually once per month except July and August).

#### **WORSHIP Approximately 25% of time**

1. Assist the Lead Minister with preaching duties as needed.
2. Take adequate time to prepare for preaching and leading in worship.
3. Participate or lead in funeral, wedding and baptismal services as required.
4. Be involved in planning, preparing and leading worship services and liturgies, including sacramental liturgies (weekly staff meetings).

#### **PASTORAL CARE: Approximately 20% of time**

1. Participate in the provision of pastoral care of youth and their families.
2. Participate in the provision of pastoral care for the congregation.
3. Visit at local hospitals and care facilities in consultation with Lead Minister as required.
4. Visit members of the congregation as needed and as time permits.
5. Meet with newcomers to the congregation.

*The remaining 15% of time is to be shared amongst the four remaining areas which follow (see note under 'Leadership').*

**Note:** *In the same way that working hours will allow for some flexibility, it is understood that these percentages of time are meant to serve as guidelines and indicate an expectation of priority.*

### **SELF-CARE AND PROFESSIONAL DEVELOPMENT:**

1. Practice regular time for personal devotions.
2. Take regular reading time.
3. Use study leave each year.
4. Steward personal and professional time appropriately.
5. Coordinate required sabbatical time as necessary.
6. Pursue personal, vocational, professional goals for continuing education in consultation with the M&P Committee.
7. Set goals for ongoing self-care by maintaining a healthy balance of physical, emotional, and spiritual well-being to include rest, recreation and professional development. Collaborate with the M&P Committee to meet goals.

### **ADMINISTRATION**

1. Paid administrative support is provided for 24 hours per week (6 hours per day/4 days per week) September to June and 14 hours per week (3.5 hours per day/4 days per week) July and August. Administrative support is shared with the Lead Minister.

### **LARGER CHURCH:**

#### **Denomination:**

1. Be involved in the life of the Regional Council and/or General Council as required. You are expected to participate in Clusters and Networks as appropriate.

#### **Community:**

1. Assist Lead Minister with Qualicum Beach Ministerial care facility roster duties as needed.
2. Participate in Oceanside Ministerial meetings as required.

### **LEADERSHIP:** *(NOTE: several aspects of Leadership are included in the percentages of time spent in the first three principal areas of responsibility listed in this job description.)*

1. Develop and demonstrate leadership skills with a continued focus on congregational mission, vision and social justice initiatives.
2. Attend Church Board and Congregational meetings.
3. Participate in weekly staff meeting.
4. Maintain regular office hours.
5. Attend Ministry Team and group meetings as required.

## **REQUIREMENTS:**

1. Any credentialed ministry category accountable to the United Church of Canada (Ordained Minister, Diaconal Minister, Designated Lay Minister)
2. Ability to teach and preach
3. Have a heart for ministry with children, youth and families.
4. Some computer and technological expertise
5. Driver's license and access to car required
6. Ability to supervise staff
7. Flexibility
8. Ability to prioritize
9. Have the ability and desire to work in Team Ministry
10. Adhere to the Vision and Mission Statement of St. Stephen's United Church, Qualicum Beach

## **PREFERRED BUT NOT MANDATORY REQUIREMENTS:**

Music Ability – voice/instrument

Familiarity with The United Church of Canada doctrine

## **DUTIES WHEN FILLING IN FOR THE LEAD MINISTER**

1. Planned absence of two weeks or more: Work week will be increased from 30 hours to 40 hours and remuneration will be adjusted accordingly. Priorities will be:
  1. Sunday services and related preparations.
  2. Emergency pastoral care related to the entire congregation.
  3. Some administrative duties.
2. Unplanned absence. Priorities will be:
  1. Sunday services and related preparations.
  2. Emergency pastoral care related to the entire congregation.