

St. Andrew's  
**Growing. LIFE. Together**  
With God.

## Ministry Position Descriptions

### LEAD MINISTER: LIFE AND VISION

St. Andrew's is a vibrant community of faith in the heart of South Calgary, AB. Everything we do strives to express our discerned common Vision: **Growing. Life. Together. With God.** This is how the Good News of Christ's Gospel takes shape in us.

#### Purpose

The Lead Minister inspires the congregation and its leaders to bring its vision to reality through the design of life-giving weekly worship, preaching and sacraments, as leader of the Session, Ministry Team and Church Staff, and in the overall oversight of operations.

#### Specific Responsibilities (90%)

- Lead the planning of worship and assume primary responsibility for preaching, sharing leadership, while sharing leadership of sacraments.
- Guide the interpretation and implementation of the Vision: **Growing. Life. Together. With God.** and develop and articulate our mission, values and strategic priorities—through prayerful discernment and in consultation with the Ministry Team and Session.
- Be responsible for the internal and external communication at St. Andrew's in consultation with the Communications Team, Church Staff, Ministry Team and Session.
- Discern, from time to time as needs change, in conjunction with the rest of the Ministry Team, the division of labour which will serve the needs of the congregation most effectively and present this to Session for approval.
- Lead Session and offer leadership, resources and support to the following teams: Worship, Stewardship, Planning & Finance, Personnel, Communications and the ReVision and Renewal Task Force, and as Session should determine.
- Lead the development of a 3-5 year plan for the continued growth and vitality of St. Andrew's and an annual ministry plan for all ministry positions for approval by Ministry Resource and Accountability Team (MRA Team) and Session.
- Provide direct supervision for the Director of Music Ministries and the Executive Assistant.
- Facilitate the effective functioning of the Ministry Team and the Staff Team through scheduled joint meetings for supporting growth in leadership skills, mentoring, spiritual nourishment and encouraging team effectiveness.

- Fulfill such other duties, in discussion with Session and the MRA Team, as may become necessary in the developing life of the congregation.

### **Common Responsibilities (10%)**

- Seek to grow in grace and understanding of the gospel and make time for personal spiritual growth and study.
- Share in crisis care and ongoing pastoral counselling in consultation with the Associate Minister, Growth and Care.
- Be an active and contributing member of the Ministry Team in the development of new programs, ministries and activities which will enhance the life and ministry of St. Andrew's.
- Prepare an annual ministry plan including annual objectives and goals for approval by the MRA Team and Session.

### **Relationships**

Relates to the Session as primary moderator, with support from the other ministers; to the Ministry Team as leader; to the congregation as Lead Minister and Minister of Word and Sacraments, to the Stewardship, Planning & Finance, Personnel, Communications and Worship Teams as an advisor and to the Presbytery, Synod and General Assembly as directed by The Book of Forms and ordination vows.

### **Accountability**

Accountable to Presbytery for ministerial conduct (Book of Forms 249) and to Session for performance of ministerial duties with the support of the MRA Team. The Lead Minister shall have an annual performance review directed by the MRA Team.

## **ASSOCIATE MINISTER: GROWTH and CARE**

St. Andrew's is a vibrant community of faith in the heart of South Calgary, AB. Everything we do strives to express our discerned common vision: **Growing. Life. Together. With God.** This is how the Good News of Christ's Gospel grows within us.

### **Purpose**

The Associate Minister of Growth and Care, as a leader of leaders, inspires the congregation to bring its vision to reality through growth in Pastoral Care and Spiritual Guidance, in Faith Formation (Christian Education) and in Engagement of New Members and Leadership Development.

### **Specific Responsibilities – Pastoral Care and Spiritual Guidance (36%)**

- Lead in the planning and provision of Pastoral Care and Spiritual Guidance for all ages at St. Andrew's.
- Provide Pastoral Care to those who are grieving; coordinate and officiate at memorial and funeral services in consultation with the Lead Minister.
- Bring the sacraments to those who are unable to attend Sunday services.
- Liaise with the lay Pastoral Care Coordinator, and equip and support the various lay-led Pastoral Care Ministries at St. Andrew's (CareShare, District Visitors, HomeBound Ministry, Hospital Visitation, Life after Loss, Nursing Health Ministry, Prayer Ministry and Stephen Ministry).
- Develop appropriate care training programs for lay leaders, elders and district visitors.
- Support the leaders and the ongoing development of the Side-By-Side Ministry.
- Support the Leading with Care Team in growing a safe environment for all at St. Andrew's.

### **Specific Responsibilities—Faith Formation (Christian Education) (36%)**

- Develop and implement a comprehensive strategy and plan for Faith Formation in all ages at St. Andrew's—including but not limited to Church School, Youth Group, Alpha, Small Groups, Bible Studies and Discussion Groups.
- Resource and support the Faith Formation (Christian Education) Team in fulfilling its mandate.
- Lead or participate in the leadership of Confirmation classes and preparation for Baptism.
- Facilitate adult education opportunities with lay or other leadership that support and encourage spiritual development opportunities.

### **Specific Responsibilities— Engagement and Leadership Development (20%)**

- Coordinate marriage preparation and weddings in consultation with the Ministry Team.
- Develop and implement an approved plan for the welcome and engagement of new people at St. Andrew's (including a new member's class) in conjunction with the Welcome Team.

- Encourage activities that will attract, welcome, engage and orient newcomers to St. Andrew's and work with appropriate teams to ensure there is follow-up with newcomers.
- Encourage the congregation to develop relationships with one another and to minister to each other through small groups, social activities and projects.
- Communicate opportunities to provide leadership and service by recruiting and onboarding volunteers.
- Develop and implement an approved plan for identifying, recruiting, training and supporting volunteers to grow in leadership capacity.

### **Common Responsibilities (8%)**

- Seek to grow in grace and understanding of the gospel and make time for personal spiritual growth and study.
- Share in the worship, preaching ministry and sacraments as determined by the Lead Minister.
- Be an active and contributing member of the Ministry Team in the development of new programs, ministries and activities which will enhance the life and ministry of St. Andrew's.
- Fulfill such other duties, in consultation with the Lead Minister and Session, as may become necessary in the developing life of the congregation.
- Prepare an annual ministry plan including annual objectives and goals for approval by the Lead Minister, the MRA Team and Session.

### **Relationships**

Relates to Session as voting member unless moderating, to the Ministry Team as a partner in ministry, to the congregation as Minister of Word and Sacraments, and to Presbytery, Synod and General Assembly as directed by The Book of Forms and ordination vows.

### **Accountability**

Accountable to Presbytery for ministerial conduct (Book of Forms 249) and to the Lead Minister and Session for performance of ministerial duties with the support of the MRA Team. The Associate Minister of Growth and Care shall have an annual performance review directed by the Lead Minister.

## **ASSOCIATE MINISTER: TOGETHER IN MISSION**

St. Andrew's is a vibrant community of faith in the heart of Calgary, AB. Everything we do strives to express our discerned common vision: **Growing. Life. Together. With God.** This is how the Good News of Christ's Gospel brings us together.

### **Purpose**

The Associate Minister, Together in Mission (Associate Minister of Mission) is the forward thinking, innovative lead for Mission at St. Andrew's, inspiring the congregation to make its vision a reality through growth together in Mission and Outreach, with a special emphasis on the development of TheCreek ministry and connection with youth, families, and young adults.

### **Specific Responsibilities**

- To lead the development of TheCreek, including the digital extension of St. Andrew's Ministry with a focus on neighborhoods South of Fish Creek; which will entail approximately 2/3's of this full-time position.
  - To develop a leadership cohort within TheCreek Team to discern and respond to moves of the Spirit South of Fish Creek
  - To oversee and lead the development and implementation of the digital content creation calendar for TheCreek
  - To provide Ministry Leadership to worship and programs as they emerge and consideration of potential of physical gatherings and mission initiatives in the communities South of Fish Creek
  - To develop effective partnerships that engage the Mission of God South of Fish Creek
- To create and implement a strategy and plan for St. Andrew's to connect more deeply with the community at large, with special emphasis on those of a younger demographic and those with little to no church background. This would compose approximately 1/3 of this full-time position.
- To engage the congregation more deeply in mission through education, justice and service.
- Provide leadership and support for the following teams: TheCreek Team, Family Ministry, and Mission.
- Prepare an annual ministry plan including goals, objectives, and benchmarks for approval by the Lead Minister and Session.
- Provide connection and regular reporting to the Presbytery through the New Worshipping Communities Team.
- Fulfill such other duties as may become necessary in the developing life of the congregation.

### **Common Responsibilities**

- Seek to grow in grace and understanding of the gospel and make time for personal spiritual growth and study.

- Share in the worship and preaching ministry as determined by the Lead Minister.
- Be an active and contributing member of the ministerial team in the development of new programs, ministries and activities which will enhance the life and ministry of St. Andrew's.
- Share in crisis care and ongoing pastoral counselling in consultation with the Associate Minister of Growth and Care.

### **Relationships**

Relates to Session as a voting member unless moderating, to the ministerial team as a partner in ministry, to the congregation as Minister of Word and Sacraments, and to Presbytery, Synod and General Assembly as directed by The Book of Forms and ordination vows. TheCreek receives support from the Presbytery NWCT Team and Cyclical Calgary-Mcleod.

### **Accountability**

Accountable to Presbytery for ministerial conduct (Book of Forms 249) and to the Lead Minister and Session for performance of ministerial duties with the support of the Ministry Resource & Accountability Team. TheCreek as a Ministry will be evaluated annually in terms of viability and sustainability led by Presbytery NWCT in collaboration with St. Andrew's Session. The Associate Minister of Mission shall have an annual performance review directed by the Lead Minister.