

## **Trinity United Huntsville – Minister Position Description – June 2020 – Final**

**Position Title:** Minister of Trinity United Church Huntsville

**Position Profile:** Full-time - Solo Ministry

**Position Summary:** Trinity's Minister will provide innovative, progressive leadership filled with energy and vitality, maintaining Trinity's Mission, and offering inspiring direction in fulfilling its Vision.

### **Autonomy in Decision-Making:**

The position is designed to be highly autonomous within the policies of the governing body and the United Church of Canada. Details of decision-making autonomy will be negotiated in conversation with our chosen candidate and reviewed annually.

### **Principal Areas of Responsibility and Associated Duties**

#### ***Worship ~16 hours***

- The Minister will work with the Worship Committee/Team to develop a worship format that aligns and works toward fulfilling our vision.
- The Minister will implement and/or coordinate worship services and other special services. The Minister will be the lead staff and work cooperatively in consultation with the Music Director to coordinate the music program including hymns, special music, guest soloists and musicians.
- The Minister will be involved with worship services in nursing homes and retirement residences as arranged with those facilities.

#### ***Faith Formation and Christian Education ~4 hours***

- The Minister will develop, with appropriate teams, innovative education programmes to give believers, doubters and searchers of all generations the opportunity to explore and grow their spirituality.

#### ***Pastoral Care ~10 hours***

- The Minister will be responsible for overseeing the pastoral care of the congregation and volunteers. This will include visiting nursing homes, hospitals, hospice, and members of the congregation housebound by illness, or shut-ins, as needed, and coordinating with the Pastoral Care Coordinator.
- The Minister will provide crisis care and counselling to adherents and members.
- The Minister will conduct baptisms, weddings and funerals for members and adherents and the families of members and adherents. Other baptisms, weddings and funerals are encouraged at the discretion of the Minister and in accord with the current policies.

#### ***Leadership (hours combined with Administration)***

- The Minister will offer a facilitating leadership style— motivating, encouraging, and supporting others to share their own gifts for ministry.
- The Minister will present a highly personable approach to leadership, building relationships and consensus, delegating and sharing leadership appropriately.

- The Minister will not be afraid to take risks, to try new things and learn through both successes and mistakes.

#### ***Administration ~6 hours***

- The Minister attends Church governance meetings, with awareness of ways to improve the design and working of the Council Executive Committee and other Committees. Trinity United is also in the process of developing a new governance model that would operate under the direction of a Church Board or equivalent, with the Minister as a member.
- The Minister's leadership with the implementation of this new governance model will require his/her working with the Church Administrator to ensure the day-to-day functioning of the church is maintained.
- The Minister assists Committee Chairs/ Team Leaders in planning meetings or projects as required.

#### ***Community Outreach and Social Justice ~1 hour***

- The Minister will represent the congregation in the Community and participate in the Ministerial Association or similar ecumenical group, and initiate or participate in programs with other churches and ministers in the area.
- The Minister will encourage activities to bring all ages (youth, young adults and non-members) into the life of the Church and will develop, promote and encourage new and innovative ways for Outreach.

#### ***Continuing Education ~2 hours***

- The Minister will pursue personal, vocational, and professional goals for continuing education in consultation with the M&P Committee.

#### ***Denomination and Communities (as needed)***

- The Minister will be actively involved in the life of the Regional Council and/or General Council.

#### ***Self-care ~1 hour***

- The Minister will set goals for ongoing self-care by maintaining a healthy balance of their own physical, emotional, and spiritual well-being to include rest, recreation, and professional development, collaborating with the M&P Committee to meet goals.

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

- Ordained, commissioned or recognized in the United Church of Canada
- Driver's licence and access to car
- Computer and technological literacy/competency

#### ***Other Preferred Assets***

- None noted at this time

Further detail available either through ChurchHub or by contacting Jane Booker [bookerjg@gmail.com](mailto:bookerjg@gmail.com)  
[www.trinityunitedchurchhuntsville.weebly.com](http://www.trinityunitedchurchhuntsville.weebly.com)