

# ST. ANDREW'S UNITED CHURCH

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## Ministry Position Description

**Position Title:** Ordained Minister  
**Position Profile:** Full Time Solo Ministry

### Accountable To:

The minister is accountable to St. Andrew's United Church, Williams Lake, through the Ministry and Personnel Committee and the Official Board for the fulfillment of the job functions described in this position description. The minister is accountable to the Cariboo Presbytery for support and collegiality. The minister is accountable to B. C. Conference for oversight and discipline.

### Administration: (15%)

The minister will:

- Communicate well with the Office Coordinator, the Music Director, the Board, the M&P Committee, and the Congregation on a regular basis through a variety of means (personal conversations, phone, social media, email, newsletter articles, newspaper articles, etc.)
- Keep track of appointments and events and communicate these to the Office Coordinator
- Assist the Office Coordinator in compiling statistics for our pastoral charge for the United Church Yearbook
- Update the record books for baptisms, weddings, and funerals.
- Remain current on the United Church of Canada's policies, procedures, and requirements, as well as our own congregation's policies and procedures, and working with the board to ensure that the congregation is in compliance
- Attend all Church Board meetings (or arrange for alternate clergy if unable to attend)
- Respond in a timely manner to correspondence and telephone inquiries that cannot be handled by the Office Coordinator, or are better handled by the minister
- Provide oversight for the planning and operation of the work, mission and ministry of this church

### Community Outreach and Social Justice: (5%)

The minister will:

- Support the congregation in its many congregational projects and activities
- Work with and offer encouragement to the outreach and social justice teams
- Be actively involved with social justice initiatives in the community.

- Assist the congregation to be aware of and to understand United Church policies and actions in the area of social justice

**Continuing Education: (5%)**

The minister will:

- Remain current in theology and ministerial practice
- Attend retreats and continuing education events and share with the congregation what has been learned at these activities
- Pursue his/her own professional and personal growth

**Church Community and Neighbourhood: (5%)**

The minister will:

- Be actively involved as required in Presbytery, BC Conference, and General Council and inform the congregation of relevant information and developments from these courts of the church
- Work with our Lay Reps on Presbytery
- Support and encourage St. Andrew's involvement in Williams Lake faith community events
- Participate in an interfaith ministry dialogue
- Work with congregation members and groups to reach out to our community
- Use social media to develop and expand St. Andrew's presence and outreach in the community
- Explore and encourage new community outreach initiatives
- Support and welcome community groups that utilize our church facility
- Represent the United Church in the community of Williams Lake

**Faith Formation and Christian Education: (5%)**

The minister will:

- Develop and work with a Christian Education Team to identify appropriate programming and resources
- Advise about, conduct, and/or participate in workshops with congregational groups relating to faith formation and Christian Education
- Explore the advisability and practicality of re-establishing regular Sunday School and Youth Group activities at St. Andrew's
- Organize and conduct confirmation, pre-marital, and baptism classes when needed
- Facilitate, lead, and participate in a regular adult Bible Study group
- Facilitate and support congregation members on their spiritual growth and faith journey

**Leadership: (15%)**

The minister will:

- Inspire and motivate congregation members to share and act upon their unique gifts and abilities
- Utilize a collaborative, consultative, consensus building approach when working with people

- Encourage open, direct, and healthy communication
- Be inclusive and respectful to all
- Guide and support the congregation in identifying goals and priorities and in working together to achieve them
- Assist the congregation to focus on stewardship in a positive, meaningful manner
- Work closely with other paid staff to ensure the most effective cooperation possible
- Work closely with the Church Board to provide effective and efficient governance
- Contribute significantly towards developing and implementing a shared vision for a strong and healthy congregation
- Employ effective, transparent conflict resolution strategies to deal with differences as they arise

**Pastoral Care: (15%)**

The minister will:

- Be committed to an active role in Pastoral Care
- Provide pastoral care and visitation as needed and when requested by the Pastoral Care Committee and/or the congregation
- Maintain a good working relationship with the Pastoral Care Committee and meet with them on a regular basis
- Be empathetic towards, and genuinely care about those in need of support
- Demonstrate good communication skills; be a good listener, be approachable, and be respectful
- Understand and respect confidentiality
- Refer individuals and families needing support to the appropriate agencies or assistance when situations are beyond the Minister's skill and expertise

**Spirituality & Self Care: (5%)**

The minister will:

- Maintain a healthy lifestyle physically, emotionally, spiritually and professionally
- Work closely with the M&P Committee to set goals and guidelines for ongoing self-care, spiritual, and professional development and work towards meeting these goals

**Worship: (30%)**

The minister will:

- Plan, facilitate, and lead congregational worship with input from the Worship Team, the Music Director, and others as required
- Attend regular Worship Team meetings
- Lead a weekly worship service
- Conduct weddings, baptisms, memorial and funeral services as requested and available
- Celebrate communion on a monthly basis
- Participate in monthly Alternative Worship services

- Encourage lay participation, including young people, in worship
- Provide meaningful, understandable, relevant, and engaging worship for all segments of the congregation
- Demonstrate flexibility, adaptability, and creativity in identifying and presenting regular and special worship activities
- Give information for the Sunday bulletin to the Office Co-ordinator as agreed to each week

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

The minister will:

- Be experienced, especially in the areas of Leadership, Pastoral Care and Worship
- Be a good communicator who is able to relate to people of all ages
- Have a liberal philosophy and be open minded
- Be approachable, encouraging, collegial, and consultative
- Be proficient with social media and technology
- Recognize the importance of alternative spiritual practices such as the Healing Ministry and Alternative worship services
- Have a proficiency in grief counselling

### **Other “Preferred” Assets:**

The minister will:

- Be energetic, with an engaging personality
- Use common language rather than traditional phraseology
- Be able to delegate where appropriate and have good time management skills
- Be able to spark interest and involve the congregation in attracting new members to our church
- Encourage younger families to become regular attendees
- Push the congregation to think of and support new initiatives and ideas
- Support the involvement and development of an active lay ministry

### **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.