

**POSITION AVAILABLE:**

Conference Minister for Program, Northwest Presbytery  
Toronto Conference

The Toronto Conference of The United Church of Canada is seeking a Conference Minister for Program in the Northwest Presbytery. This is a full-time position within the Toronto Conference staff complement.

The Conference Minister for Program, Northwest Presbytery will be an educator/facilitator who will offer assistance to the Presbytery to fulfill its functioning as a Presbytery within The United Church of Canada. The focus is on enabling elected members to make decisions and plans, rather than doing the work of the Presbytery.

In this role s/he will provide support for Children, Youth, Adults and Rural Church by acting as a resource to the Program Circles as they develop, and to the Presbytery as it liaises with camping ministry. S/he will also support the Governance Commission by attending the Governance Commission upon request for specific topics to assist the Commission in its decision-making capacity and attending Presbytery meetings.

S/he will be assigned to act as liaison with the General Council and other Conferences, serving a three-year term in a specific area. The information gleaned from these gatherings and consultations will be shared with the other Conference ministers serving other Presbyteries

The Conference Minister for Program, Northwest Presbytery is part of the Conference staff team, which requires regular contact in the form of staff worship, program and full-staff meetings, general staff training, supervision and participation in retreats.

This position functions in a normal office environment from the Northwest Presbytery Office located in St. John's United Church, 56 Victoria St E. in Alliston. Some travel to other Presbytery offices within the Conference will be required. Attendance at evening and weekend meetings may be required.

**Qualifications:**

- A minimum of four years post-secondary education or appropriate life experience;
- Knowledge of the life and work of The United Church of Canada; experience working within the structure, policies and ethos;
- Wide knowledge of personnel/human resources procedures, both inside and outside the church structure;
- An ability to relate policies and procedures to faith, and to reflect theologically on policy;
- Highly developed verbal and written communication skills;
- Demonstrated skills in administration, time management and situational analysis;
- Recognition of personal and professional boundaries;
- An ability to work in a collegial environment;
- Computer skills and willingness to use technology for communications;
- A willingness and ability to travel within the Presbytery and Toronto Conference.

This is a category 8 position with a 2009 salary range of \$51,413.14 to \$68,550.85 (Order of Ministry Rate) or \$58,411.04 to \$77,881.73 (Lay Equivalent Rate).

Interested applicants are invited to submit their resume, quoting file #09-50-06 by 12:00 noon (EST) February 20, 2009 to D. Collier, Human Resources email: [apps6@united-church.ca](mailto:apps6@united-church.ca)

Please visit our website at [www.united-church.ca/getinvolved/jobs](http://www.united-church.ca/getinvolved/jobs) to view the position description.

