



The United Church of Canada Position Description

for submission to the JEC

Signature: _____

(GCM/CES/EM/EO)

Position Title: Conference Minister for Personnel and Congregational Support, South West Presbytery	Job Code: TOR11
Reports To Position: Conference Executive Secretary	Job Code: TOR01
Unit/Section: Toronto Conference Office	Date Prepared: Nov. 2008 Up-dated: May, 2011

Purpose:

The Conference Minister for Personnel and Congregational Support, South West 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. This is a full-time position within the Toronto Conference staff complement.

Context:

The Conference offices, as part of the wider church, are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation. The General Council offices support the ministry and mission of the Congregations, Presbyteries, Mission Units and Conferences and are the national expression of The United Church of Canada, working ecumenically and in global partnership, faithfully, collaboratively, and effectively.

Toronto Conference supports Congregations, Pastoral Charges, Mission Units and Presbyteries in partnership with Toronto United Church Council and General Council. As part of the wider church, we are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation.

The vision of restructuring sees Toronto Conference as an instrument for the empowerment and animation of our various ministries, seeking to focus on Christ's mission. In light of this, the work of most Conference staff will be carried out within the Presbyteries of Toronto Conference and their Pastoral Charges and Mission Units. A central office will support the Conference's administrative functions.

Toronto Conference is characterized by significant diversity ranging from urban to rural, and influenced by multicultural and intercultural realities. Experience within the membership of the congregations in the Conference varies widely, and theological perspectives are sophisticated and diverse. Tension exists between areas of high growth and opportunity and areas inclined toward amalgamations and church closings. There is much opportunity for vital and creative ministry within the Conference.

Organization Structure/Reporting Relationships:

This is one of 14 positions accountable to the Conference through the Conference's Executive Secretary. The 14 positions are:

- Executive Assistant;
- Finance and Property Administrator;
- four full-time Presbytery-deployed program level staff;
- four half-time Presbytery-deployed program level staff;
- four full-time Presbytery-deployed administrative staff.

Specific Outcomes and/or Key Position Functions:

• **Support to South West Presbytery, its Pastoral Charges and Community Ministries (75%)**

- assist and counsel in matters related to education and students, change of pastoral relations, sexual abuse, pastoral oversight, stewardship, mission support and property, continuing education, career development, pensions, group insurance, and preparation for retirement;
- be aware of emergent issues and changing policies which affect personnel, property, oversight and communicate these to the relevant Presbytery committees.
- be a resource to the relevant Presbytery committees dealing with requests for information on personnel policies and procedures and civil laws, and pastoral oversight;
- be a resource to the relevant Presbytery committees working with Pastoral Charges and Community Ministries as they provide information, workshops, and support on personnel policies and procedures, stewardship, mission support and property;
- be a resource to the relevant Presbytery committees supporting the development of new ministries and be a resource for the committees in their work of sustenance and redevelopment of existing ministries;
- be a resource to the relevant Presbytery committees assisting congregations with the process of reaching decisions about their future ministry, cooperative parish, amalgamation or closure.
- Be the lead support to ethnic congregations within the Presbytery.

• **Support to Individuals (at least 10%)**

- assist with applications for personnel emergency funding, disability or survivor benefits;
- initiate pastoral care visits with Ministry Personnel in leadership;
- upon request of the relevant Presbytery committees, initiate group events to nurture and support Ministry Personnel;
- develop strategies for the Presbytery to provide nurture and support of Ministry Personnel.

• **Liaison with General Council and other Conferences (5%)**

- Support for intercultural work

• **Be a member of the Conference staff team (10%)**

- All Conference staff are part of a staff team. This requires regular contact in the form of staff worship, program and full-staff meetings, general staff training, supervision, participation in retreats.

Qualifications/Education/Competencies/Experience:

The requirements listed below are representative of the knowledge, skill, education, experience and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the life and work of The United Church of Canada; experience working within the structure, policies and ethos;
- A minimum of four years post-secondary education or appropriate life experience;
- 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.

Working Conditions: (please mark the appropriate box with an x)

Physical Demands and Work Environment:

- x Required to stand or sit in one location much of the time in a comfortable indoor location. Occasionally required to stoop or lift light material or equipment.
- Required to sit continuously in one location performing steady which provides no opportunity to walk about or the incumbent is standing/walking most of the time and is required to perform some work in an awkward position. Equipment or material of moderate weight has to be used or carried.
- Engaged in heavy physical activities of various kinds. The physical effort require for lifting, pulling and similar activities in considerable and the activities are performed some of the time in awkward or confined spaces which adds to the effort.
- There is almost a constant demand for strenuous physical activities of various kinds, often at the same time (i.e. climbing with a heavy awkward load). The work usually takes place in difficult position and/or confined space.

Physical Discomfort or Risk of Accident:

- x Environment generally comfortable with exposure to some dust, dirt or other conditions which might produce mild discomfort. Very remote possibility of accident or ill-health.
- Sufficient exposure to various conditions which could produce considerable discomfort and/or moderate risk of accident ill-health.
- Sufficient exposure to various conditions which could produce extreme discomfort and/or a substantial risk of accident ill-health.
- The exposure of hazardous substances, equipment and/or situations is great enough that there is extreme risk of accident ill-health.

Sensory Attention:

- Little or no requirement for concentrated use of senses. Generally all that is required is the normal use of seeing and hearing with little or no need to focus particularly on special factors in the environment.
- There is a moderate need for sensory attention. There are some events or factors in the environment which require concentrated use of at least two or more senses periodically, but the demand in not excessive.
- x Considerable sensory attention is required. There is a noticeable demand for concentrated application of at least two senses and probably a need to co-ordinate the use of various senses.
- There is an extreme demand for concentrated application of two or more senses. In all probability the senses require a high level of coordination. There is a strong need to focus simultaneously on several events or changing factors, co-ordinate the 'messages' and react.

Mental Stress:

- Very little exposure to any factor likely to produce mental stress for most people, few is any deadlines of other pressures. Work may be somewhat repetitious. There could be some mildly unpleasant social contacts and or/concern about possible unpleasant situations.
- Moderate mental stress would be experienced by most people because of one or more conditions which are present in the job. The stress felt would not be noticeably disruptive to the work nor would the unpleasant reaction be too strong or persistent. Work might be very repetitious. Noticeable pressure from deadlines, quotas, accuracy. Unpleasant social contacts or concern about unpleasant situations are probable.
- x Considerable mental stress can be experienced either by disturbing situations, noticeable pressure from simultaneous priorities or the legitimate concern about the probability of such events occurring. Some disruption of family/social life if regular. Concern about dangerous situations occurring is common. Positive results and a sense of accomplishment may be irregular.
- Extreme mental stress is a noticeable part of the job. There may be disturbing emotional situations, possible exposure to public criticism, confrontation, concern about danger to self or others, conflicting demands or priorities and a legitimate concern about the probability of stressful situations which could have a serious outcome.

Working Conditions Additional Comments:

This is a full-time position that functions in a normal office environment from the Toronto Conference Office, (Jane/Wilson) in Downsview. Some travel to other Presbytery offices within the Conference will be required. Attendance at evening and weekend meetings may be required.

SIGNATURE BLOCK:

_____	_____
Immediate Supervisor/Manager	Date
_____	_____
Unit/Conference Leader (GCM/CES/EM/EO)	Date
_____	_____
Human Resources	Date