



The United Church of Canada Position Description

for submission to the JEC

Signature: _____

(GCM/CES/EM/EO)

Position Title: Conference Minister for Personnel Support - Northwest Presbytery (.50) and Northeast Presbytery (.50)	Job Code: TOR16
Reports To Position: Conference Executive Secretary	Job Code: TOR01
Unit/Section: Toronto Conference Office	Date Prepared: Nov. 2008

Purpose:

The Conference Minister for Personnel Support 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 position consists of two half-time positions, serving the Northwest and Northeast Presbyteries, 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

Dimensions: Quantitive Data (if applicable):

Number of Staff Supervised: Directly: Indirectly: 0

Annual Operating Expense Budget for Year: Amount: \$

Other quantitive information (please specify):

**Specific Outcomes and/or Key Position Functions
Northwest Presbytery (50% of position)**

- **Support to Presbytery in the areas of Ministry Employment Policies and Services (75%)**
 - be a resource to the MEPS Commission and its chairs by doing research and providing information to assist the Commission in its Decision-making;
 - be a resource to the Commission as it develops and implements training programs in the pastoral relations and pastoral oversight areas;
 - attend Commission meetings upon request for specific items to assist the Commission in its work;
 - attend Steering Committee meetings upon request for specific items to assist the committee in its work;
 - be the designated Presbytery contact regarding restorative care;
 - attend June meetings of the Presbytery.

- **Liaison with General Council and other Conferences (15%)**
 - General Council provides training and requests consultation with staff in a number of areas, e.g. mission support consultations, gatherings of executive secretaries, gatherings of personnel ministers, consultations with faith development and social justice staff, etc. The incumbent 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.

- **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.

**Specific Outcomes and/or Key Position Functions
Northeast Presbytery (50% of position)**

- **Support to Congregations (35%)**
 - be a resource to the Personnel Commission as it develops and implements plans related to training, facilitating and supporting Congregations as they work on pastoral relationship matters (20%);
 - be a resource to the Personnel Commission as it develops and implements plans related to emerging congregational/personnel issues (15%).

- **Support to Presbytery (30%)**
 - attend Personnel Commission meetings upon request for specific items to aid the Commission in its Decision-making;
 - attend Presbytery meetings.

- **Support for Ministry Personnel (10%)**
 - ensure pastoral relations paperwork is prepared to assist the Personnel Commission in its Decision-making.
 - be a liaison with Presbytery chaplains;
 - be the designated Presbytery contact regarding restorative care.

**Specific Outcomes and/or Key Position Functions cont'd.
Northeast Presbytery (50% of position)**

- **Liaison with General Council and other Conferences (15%)**
 - General Council provides training and requests consultation with staff in a number of areas, e.g. mission support consultations, gatherings of executive secretaries, gatherings of personnel ministers, consultations with faith development and social justice staff, etc. The incumbent 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.

- **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.

Decision Making and Accountability

Decisions This Position Is Accountable For	Recommendations Made By This Position
1.	1.
2.	2.
3.	3.
4.	4.

Decision Making and Authority Additional Comments (Optional):

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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:

- 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 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 and the Northeast Presbytery Office located in the former Guthrie United Church (in the township in Oro-Medonte, off of Hwy 11 between Barrie and Orillia). 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