

St. Andrew's United Church North Bay, Ontario May 17, 2021 Supply Ministry Job Description

Overview:

After a flood that has rendered the gym, kitchen and all lower rooms unusable, an expensive demolition of the belfrey (with the restoration of the roof in that area) and a pandemic, St Andrew's does not yet see its way clear to calling a permanent minister. It's not just the money required to deal with this perfect storm. (The flood, for instance, was largely mitigated due to insurance, although it has meant some indeterminate loss of revenue from film companies who used those areas.) It is more a deep sense of loss as an aging demographic and a pandemic have isolated many members from one another.

At the same time, the congregation is resilient and accustomed to taking risks: it is the only Affirming congregation in the city. It is open to co-operation with other United churches in the city and it's members increasingly express an openness to re-imagining where and how it lives.

The final report of the Transition Team is vital reading for anyone seeking to understand the ministry job ahead. This congregation needs to move forward, although not in the same way that it has for over 125 years. It can do this and — with a new governance model — it is preparing itself to do so. While the congregation, for the most part, is elderly, it also has wisdom and experience. It has a deep sense of spirituality, evidenced in authentic and creative worship, beautifully supported by our transitional minister. It wants to look outward and does so, respectfully, to the very best of its ability. With loving leadership — and this is a community that thrives on affection — it's future could be generative and giving, one that offers itself to the surrounding city in a gracious and loving way.

The Role of the Supply Minister:

1. Support the reconnecting of the community's members with each other. This is a first priority. A very strong, creative and intentional "reconnection committee" tasked with helping members rediscover their pleasure in being in the gathered community is essential. (This may be assigned to an already existing committee if that seems feasible.) This may partly revolve around the reclaiming of shared tasks, study groups, coffee hours, mid-week worship, etc., but with particular care to bring people together. We cannot call a permanent minister until we are fully a community.
2. Support the engagement in serious discussions with the other churches in the city about ways that we can work together on the issues of clergy supply and financial stress, aging members and aging buildings. Again, this may require a dedicated "co-operation committee." (This may be assigned to an already existing committee if that seems feasible.) It does not seem financially viable at the moment to hire a full-time permanent minister, especially when moving costs are factored in.

3. Support the reaffirmation and renewal of our affirming status, with every effort made to bring all members into the discussion. The fracture line in our congregation needs to be dealt with. This congregation wants to live in harmony, working toward shared goals that satisfy both the members' needs to be purposeful and to "be the hands of Christ" together. In affection and friendship. We need a reaffirmation committee. (This may be assigned to an already existing committee if that seems feasible.)

4. Help the congregation study, integrate, and implement the report of the Transition Team. The reports' remarks about transparency, identity, the mentoring of administrative life — who does what — and communication are extremely valuable. They can help us into the future.

5. Provide (as Lillian has done wonderfully) a non-anxious presence, whose encouragement will enable this determined community to claim the resilience and creative spirit with which it is blessed. Above all, a supply minister could provide relief and care to those core volunteers who have led us through the pandemic, and perhaps enable their numbers to expand.

Relationships of Accountability:

1. The supply minister is accountable to the Council in regards to providing leadership towards the agreed upon goals outlined above.
2. The supply minister is under the ongoing support and supervision of the Ministry and Personnel Committee.

Relationships of Support:

1. The Regional Council Pastoral Relations Minister.
2. Permission of the Council to engage the wisdom and support of retired ministry personnel within the community of faith as mentoring elders.
3. The Ministry and Personnel Committee as appropriate to their mandate.

Relationship to other Church Staff:

The supply minister will model collegial relationships with other church staff, striving to create a culture of appreciation and accountability. The supply minister has responsibility for providing opportunities for staff to gather (virtually or in person) as needed and helpful to the tasks and vision of the shared ministry. The supply minister will not supervise other church staff in terms of ongoing performance, but will have the responsibility to assist in prioritizing and assigning work tasks as related to the ministry of the community of faith.

What the Supply Minister is not responsible for and should not spend ministry time doing:

1. Property management
2. Custodial duties
3. Secretarial tasks that belong to others

Ministry Task Responsibilities:

Worship (25 %) 8 hours

- To coordinate with the Worship & Christian Development Team opportunities for worship leadership that will also support the work of rebuilding relationships within the community of faith.
- To encourage and support innovation in worship including virtual worship mediums.

Administration & Communication (30%) 12 hours

- To equip lay leaders to understand and fulfil their roles of responsibility.
- To oversee communication strategies that convey transparency and accurate information in a timely and accessible way.
- To support the Council in its work and responsibilities and mentor a respectful culture of engagement and discipleship.
- To name the administrative responsibilities of the community of faith to the denomination, CRA, and legal obligations and to identify process and resource to meet those responsibilities.

“Reimagining the Future” Goals (35%) 6 hours

- To work with the Reconnection committee, the Reaffirmation committee and any others to be named by the Council to try to reimagine and rebuild the post-pandemic St Andrew’s community.
- To design and facilitate imaginative ways of engaging this community of faith’s participation in conversations about: it’s role in the downtown; it’s co-operation with other United churches; the future of the building; the best way to carry out its ministry in the future; and any others identified by the council.

Pastoral Care (10 %) 4 hrs

- To help develop, support and encourage the lay pastoral care team.
- To provide “crisis” pastoral care to those in need.
- To provide liturgical support to pastoral care needs, funerals, baptisms, rituals to mark pastoral concerns .

Termination:

- Agreement that either party can initiate termination with 30 days notice.

Time Frame:

September 1, 2022 until June 30, 2024. Three-quarter-time.

Terms for Remuneration and Expenses:

(NOTE This would need to be assembled and updated)

- Minimum salary + 10% = _____ -

- (It is possible that the supply minister is retired which means a savings of approximately 9% because the church is not paying into the United Church Pension Plan – there may also be some reduction in CPP benefits as well)

- Continuing Education - \$

- • Phone - \$

Total : _____ -