

## **Position 1 – Support to Pastoral Relations Committee and Ministry Personnel**

### **Overview**

To work with the Pastoral Relations (PR) Committee and chair to facilitate implementation of the specific recommendations outlined in the Halton Presbytery Needs Assessment Team (HPNAT) Report, April 2017.

To provide pastoral support for Ministry Personnel in Halton Presbytery (HP) - especially with ministry personnel new to HP and those who may be experiencing vulnerabilities.

Accountable to Halton Presbytery Executive Committee (HPE).

Part-time (0.4 FTE – 15 hours/week) for limited contract duration (likely estimate 12months); salary commensurate with experience as per United Church of Canada 2017 Salary Schedule for General Office & Conference Staff.

### **Primary Activities/Tasks** (including but limited to)

- Work with the PR Committee in strategically realigning their activities with the established United Church mandate (Oct 2016); identify committee's concerns, gaps/barriers and assist with problem solving to facilitate committee function and reduce burden
- Maintain awareness within the PR committee of specific recommendations of the HPNAT Report (April 2017); work strategically with PR Committee through the transition process to effectively implement and later evaluate these recommendations
- Work with the PR Committee to actively build positive relationships with all Ministry & Personnel Committees of HP congregations to promote participation in training & provide resources which will strengthen their function in local congregations
- Establish timely contact with all ministry personnel entering HP pastoral charges to welcome and orient them to HP resources; provide on-going support especially during the first year, monitoring for & addressing any stressors as they arise
- Facilitate provision of pastoral support for ministry personnel as required
- Provide leadership in the timely development of the HP Response/Triage Team including establishment of its supporting procedures and member recruitment per the HPNAT report. (April 2017)
- Prepare and submit periodic accountability reports to HPE

### **Qualifications**

- Experience with collaborative leadership, coaching, facilitation, change management within the church or human services sector
- A positive view & understanding of the role of ministry personnel in strengthening the missional purpose a church, consistent with the theology embraced by the United Church
- Proven ability to motivate and inspire others to effectively set and achieve goals
- Pastoral care training and experience is an asset
- Knowledge and experience with United Church of Canada policy and procedures is preferred
- Excellent communication and presentation skills – verbal & written

- Self-motivated, organized, efficient, able to work independently with minimal supervision
- Access to vehicle for transportation to various locations within presbytery
- Access to technology – i.e. cell phone, computer
- Availability for daytime, evening and weekend meetings as required