

Minister of Word, Sacrament and Pastoral Care, Lead Minister.

In the description below, the duties, responsibilities and guidelines presented as belonging to the minister refer to the position of Minister of Word, Sacrament and Pastoral Care, Lead Minister.

Worship service delivery.

The minister shall preside over regular Sunday services providing sermons based on Christian theology and liturgy with a special focus during Circle Time for youth and young children of the congregation.

The minister shall preside over special worship services such as Good Friday, Christmas, and Holy Communion services.

The minister shall consult and prepare those desiring baptism and marriage, or those in bereavement, and conduct baptism, weddings, and funeral services for the congregation and members of the wider community who seek such services. The minister shall prepare interested adults for Confirmation or for transfer of membership into Gower Street United Church.

The minister will ensure coverage of worship service delivery when absent as per recommendations and in consultation with the M and P Committee.

Administrative Oversight

Acting in team ministry, the minister, as per the parameters of the administrative role, shall provide a liaison between staff: caretaker, office administrator, director of music, hand bell director, young people's choir, board and congregation and co-ordinate daily church activities within the Gower Office. The minister will be the liaison with the Gower Community Band.

The minister shall be a liaison with First Dawn Eastern Edge and the United Church of Canada pertaining to the governance of Gower Street United Church and other pastoral charge matters.

The minister shall promote and support congregational involvement in outreach activities and promote social justice within the congregation and the wider community. The minister will continue to support the role of Gower Street United Church as an affirming church. The minister shall provide spiritual direction, leadership and support to congregants and other.

Pastoral Care:

The minister is to address pastoral care needs within the congregation, and through this, work closely with the other Pastoral Care Minister

The minister shall provide pastoral care and pastoral counseling to members of the congregation, particularly those in crisis, acute care and emergency, including congregants in private and long-term care homes, and hospital, as requested and by need.

The minister shall cover some visitation duties of the other Pastoral Care Minister during absences, as time allows.

Outreach:

The minister shall support and liaise with initiatives of community outreach.

The minister shall encourage and develop positive relationships with the churches of other denominations in the downtown Ecclesiastical District as well as in other parts of the city and neighbouring communities. The minister shall encourage and develop positive relationships with other faith communities.

The minister shall be involved in Heritage matters and work closely with Chair of Heritage/Archives and the National Church (UCC), especially as it pertains to funding and oversight of Gower's new designation as one of the first two "Landmark Churches" across Canada, as well as the Open Doors Program.

Other Duties:

When the lead minister is on approved leave, (vacation, study leave or sabbatical), the office oversight shall default to the minister of Youth -----Pastoral Care in all matters.

Except for the Search, M&P, and Nominations committees, all ministers who are called to a pastoral charge are automatically members of all committees of the church board. (Manuel Bylaw: B.7.8.4.) As such, each minister should receive all pertinent documents, minutes, or other communication of each committee. Attendance is required at Board meetings, and at various committees such as Worship and Sacraments, Christian Education, Archives and History, Stewardship, Finance etc. as decided within the team ministry in best practices with their areas of expertise and responsibility.

Every committee of the Board should have one lead Minister assigned to it. That minister would attend the meetings of their assigned committees and ensure, through regular debriefs, that the other Minister is aware of decisions made.

The lead minister specifically represents governance associated with committee conduct, agenda preparation and more specifically, governance of the UCC and thus has a responsibility to inform and guide the board with respect to its proceedings through working closely with the board Chair. It is inherent in the ministerial roles of both clergy to consult and meet with the board Chair when needed.

Vacation, Health and Assorted benefits:

Vacation

The community of faith is responsible for giving the ministry personnel **at least** one month's vacation each pastoral year. A "pastoral year" is the period from July 1 of one calendar year to June 30 of the next calendar year.

For vacation purposes, a "month" may be a single calendar month including five Sundays, or 23 working days.

A ministry personnel may move from one pastoral relationship to another at any time during the pastoral year. The two communities of faith involved have the following responsibilities for vacation pay:

- a) if the ministry personnel moves between July 1 and August 31, the new community of faith is responsible for the vacation pay for the entire pastoral year starting July 1; and
- b) if the ministry personnel moves between September 1 and June 30, the two communities of faith are each responsible for a portion of the vacation pay for that pastoral year. Their portions are based on the length of time the ministry personnel served in each pastoral relationship. during that pastoral year.

The lead minister receives 5 weeks vacation per ministry year as negotiated in Call to Gower.

Leaves

Ministry personnel serving in a paid accountable ministry position may be entitled to take a leave of absence for a particular reason.

The following leaves are available to ministry personnel.

Maternity and Parental Leave

Maternity leave is an unpaid leave of absence available to a biological mother on the birth of her child. Ministry personnel taking maternity leave may be entitled to benefits under a government insurance plan.

Parental leave is an unpaid leave of absence available to a biological or adoptive parent while caring for a newborn or newly adopted child. Ministry personnel may be entitled to benefits under a government insurance plan.

Bereavement Leave

Bereavement leave is a paid leave of absence for four days plus travel time. It is available on the death of a member of a ministry personnel's immediate family or of another significant person in the ministry personnel's life.

A "significant person" is a person such as a close friend or relative of the ministry personnel.

Compassionate Leave

Compassionate leave is a paid leave of absence. The length depends on the circumstances.

Normally, a compassionate leave is for a maximum of 14 days. It may be extended to one month or longer where the life partner or child of the ministry personnel has died.

Compassionate leave may be given to extend bereavement leave.

Alternatively, it may be available in situations where the ministry personnel is the only person appropriate to respond to the circumstances, or when the ministry personnel is unable to carry out pastoral responsibilities because of the circumstances.

The Ministry and Personnel Committee of the community of faith is responsible for making decisions about compassionate leave.

Study Leave

Study leave is a paid leave of absence for three weeks per year. It is available to ministry personnel in communities of faith.

The community of faith and the ministry personnel are responsible for sharing the cost of the ministry personnel's continuing education. Every call or appointment must include funding for the ministry personnel for study leave. The amount of the funding must meet the minimum amount set by the General Council from time to time.

Educational leave is to be used within the church year and cannot be accrued or carried over into the following year unless an exceptionality should occur. The minister on educational leave should submit

leave request forms as per the Gower Street United Church Ministry and Personnel Committee policy as well as populate the appropriate leave tracking system. Educational leave should be followed up with a report of one's educational activities upon return.

The community of faith is responsible for overseeing the continuing education of ministry personnel called or appointed to the community of faith.

Sabbatical Leave

Sabbatical leave is a paid leave of absence for at least three months. It is available to ministry personnel called or appointed to a community of faith. These ministry personnel are eligible for a sabbatical each time they have completed five years of continuous service in the same pastoral relationship.

Every call or appointment must include provision for sabbatical leave.

For more information on sabbatical leaves, see the pastoral relations resources available from the General Council Office.

Normally, a pastoral relationship may not be ended at the initiative of the ministry personnel or pastoral charge within 12 months of the ministry personnel's return from a sabbatical.

Sabbatical leave is also available to intentional interim ministers.

Other Leaves of Absence

If requested by the ministry personnel, the community of faith may grant a leave of absence for another reason. This leave of absence may be paid or unpaid, as agreed by the community of faith and the ministry personnel. The regional council must approve any leave of absence that will last more than three months.

Salary has been established in collaboration with the UCC Minimum Salaries & Reimbursements for Ministry Personnel.

Special leave requests should be clearly delineated in a timely manner to the Ministry and Personnel Committee.

Minister of Families, Youth, Media and Pastoral Care

In the description below, the duties, responsibilities and guidelines presented as belonging to “the Minister” refer to the position of **Youth, Young Families, Technology / Communications and Pastoral Care Lead**.

Children, Youth and Young families:

The minister shall attend to the following tasks: educate Gower Learners, train teachers, determine curriculum, be present in church during the children’s educational activities and music program. Volunteer teachers may be able to teach the Gower Learners, whenever feasible or necessary.

The Minister shall plan, lead, and support Youth of Gower, and organize opportunities to grow experiences in ministry (such as helping to fill and distribute Christmas bags). The Minister shall coordinate intergenerational worship: prepare, plan, assign parts and practices for leading worship several times annually.

The Minister shall plan and lead Youth Confirmation Classes in consultation with Worship and Sacraments- Note: Adult confirmands will be assigned to the Team partner. The Minister shall develop, lead and nurture families through presenting several Family Events.

The Minister will lead periodic faith formation study for adults in the congregation.

The minister will engage with the First Dawn-Eastern Edge Region and the UCC on topics of Children, Youth and Young Families.

Communications

The Minister shall be a resource to develop local and national community connections for Gower and for special services for events or days of memorial.

The Minister shall administer Gower United’s online social media- Instagram, Facebook, and other platforms plus provide content and tech support for online workshops and Youth meetings.

The Minister shall compile and distribute What’s Up, seasonal newsletters, and other communications to Gower Congregation such as Digital Bulletin distribution and Gower Website updates, weekly with anticipated help from an administrative assistant or a technical support person.

Worship

The Minister shall contribute to Gower’s Virtual Church: In this regard, the Minister shall develop, create, and source the visual and video elements of Sunday worship, develop the service PowerPoint for projection, with help from an admin assistant or a technical support over time.

The Minister shall lead worship and perform sacraments when the Lead Worship Minister is on an approved leave, such as vacation or study leave or has an unexpected absence.

The Minister shall format and edit the bulletin for Sunday services or special Gower services, again with office or technical help provided.

The Minister shall create and post the Pause for Prayer weekly.

The Minister shall meet on occasion with the ministry team and the Worship and Sacraments committee as a function of planning and preparing intergenerational worship services.

Pastoral Care:

The Minister shall work closely with the lead minister and the Chair of the Pastoral Care Committee and attend Pastoral Care meetings

The Minister shall coordinate Pastoral Care outreach to shut-ins, sick and lonely via phone calls, gifts and cards—in conjunction with the Pastoral Care Committee and volunteers.

The Minister shall conduct some visits to private homes, nursing homes/ long term care facilities housing Gower congregants and, as hours allow, respond to requests for worship leadership at these nursing homes.

The Minister shall provide acute pastoral care when the lead minister is on approved leave or has an unexpected absence.

Other Duties:

When the lead minister is on approved leave, (vacation, study leave or sabbatical), the office oversight shall default to the minister of Youth -----Pastoral Care in all matters.

Except for the Search, M&P, and Nominations committees, all ministers who are called to a pastoral charge are automatically members of all committees of the church board. (Manual Bylaw: B.7.8.4.) As such, each minister should receive all pertinent documents, minutes, or other communication of each committee. Attendance is required at Board meetings, and at various committees such as Worship and Sacraments, Christian Education, Archives and History, Stewardship, Finance etc. as decided within the team ministry in best practices with their areas of expertise and responsibility.

Every committee of the Board should have one lead Minister assigned to it. That minister would attend the meetings of their assigned committees and ensure, through regular debriefs, that the other Minister is aware of decisions made.

The lead minister specifically represents governance associated with committee conduct, agenda preparation and more specifically, governance of the UCC and thus has a responsibility to inform and guide the board with respect to its proceedings through working closely with the board Chair. It is inherent in the ministerial roles of both clergy to consult and meet with the board Chair when needed.

Vacation, Health and Assorted benefits:

Vacation

The community of faith is responsible for giving the ministry personnel at least one month's vacation each pastoral year. A "pastoral year" is the period from July 1 of one calendar year to June 30 of the next calendar year.

For vacation purposes, a "month" may be a single calendar month including five Sundays, or 23 working days.

A ministry personnel may move from one pastoral relationship to another at any time during the pastoral year. The two communities of faith involved have the following responsibilities for vacation pay:

- a) if the ministry personnel moves between July 1 and August 31, the new community of faith is responsible for the vacation pay for the entire pastoral year starting July 1; and
- b) if the ministry personnel moves between September 1 and June 30, the two communities of

faith are each responsible for a portion of the vacation pay for that pastoral year. Their portions are based on the length of time the ministry personnel served in each pastoral relationship during that pastoral year.

Leaves

Ministry personnel serving in a paid accountable ministry position may be entitled to take a leave of absence for a particular reason.

The following leaves are available to ministry personnel.

Maternity and Parental Leave

Maternity leave is an unpaid leave of absence available to a biological mother on the birth of her child. Ministry personnel taking maternity leave may be entitled to benefits under a government insurance plan.

Parental leave is an unpaid leave of absence available to a biological or adoptive parent while caring for a newborn or newly adopted child. Ministry personnel may be entitled to benefits under a government insurance plan.

Bereavement Leave

Bereavement leave is a paid leave of absence for four days plus travel time. It is available on the death of a member of a ministry personnel's immediate family or of another significant person in the ministry personnel's life.

A "significant person" is a person such as a close friend or relative of the ministry personnel.

Compassionate Leave

Compassionate leave is a paid leave of absence. The length depends on the circumstances.

Normally, a compassionate leave is for a maximum of 14 days. It may be extended to one month or longer where the life partner or child of the ministry personnel has died.

Compassionate leave may be given to extend bereavement leave.

Alternatively, it may be available in situations where the ministry personnel is the only person appropriate to respond to the circumstances, or when the ministry personnel is unable to carry out pastoral responsibilities because of the circumstances.

The Ministry and Personnel Committee of the community of faith is responsible for making decisions about compassionate leave.

Study Leave

Study leave is a paid leave of absence for three weeks per year. It is available to ministry personnel in communities of faith.

The community of faith and the ministry personnel are responsible for sharing the cost of the ministry personnel's continuing education. Every call or appointment must include funding for the ministry personnel for study leave. The amount of the funding must meet the minimum amount set by the General Council from time to time.

Educational leave is to be used within the church year and cannot be accrued or carried over into the following year unless an exceptionality should occur. The minister on educational leave should submit

leave request forms as per the Gower Street United Church Ministry and Personnel Committee policy as well as populate the appropriate leave tracking system. Educational leave should be followed up with a report of one's educational activities upon return.

The community of faith is responsible for overseeing the continuing education of ministry personnel called or appointed to the community of faith.

Sabbatical Leave

Sabbatical leave is a paid leave of absence for at least three months. It is available to ministry personnel called or appointed to a community of faith. These ministry personnel are eligible for a sabbatical each time they have completed five years of continuous service in the same pastoral relationship.

Every call or appointment must include provision for sabbatical leave.

For more information on sabbatical leaves, see the pastoral relations resources available from the General Council Office.

Normally, a pastoral relationship may not be ended at the initiative of the ministry personnel or pastoral charge within 12 months of the ministry personnel's return from a sabbatical.

Sabbatical leave is also available to intentional interim ministers.

Other Leaves of Absence

If requested by the ministry personnel, the community of faith may grant a leave of absence for another reason. This leave of absence may be paid or unpaid, as agreed by the community of faith and the ministry personnel. The regional council must approve any leave of absence that will last more than three months.

Salary has been established in collaboration with the UCC Minimum Salaries & Reimbursements for Ministry Personnel.

Special leave requests should be clearly delineated in a timely manner to the Ministry and Personnel Committee.