



29 Park Street W.
Dundas, ON L9H 1X3
905-628-6396

Position Title: Lead Minister

(Full-time, 40 hours per week)

St. Paul's is a vibrant congregation, deeply invested in spiritual and religious ministry, community involvement and service, and our music ministry. Our motto is "Worshipping God, Serving People." St. Paul's is located in Dundas, Ontario, a community in Hamilton, Ontario.

St. Paul's is a progressive, deeply engaged, and thriving Community of Faith committed to diversity, equity and inclusion in all its activities. The congregation includes many seniors, as reflected in the demographics of the community as well. The Lead Minister will help to meet the needs of all members, adherents, and friends of our congregation, as well the needs of our community.

Overall Responsibility

- The Lead Minister is called to provide leadership in a ministry of Word, Sacrament, Pastoral Care, Teaching, and Spiritual Development
- The Lead Minister gives leadership especially in spiritual aspects, quickening in the hearts of the people a sense of God, as revealed in Jesus of Nazareth, and heartening and strengthening the Community of Faith
- The Lead Minister gives sympathetic guidance and counsel
- The Lead Minister will contribute to St. Paul's being an accessible, affirming, inclusive, compassionate, and progressive community of faith

Duties and Responsibilities

Leadership

- Encourage and challenge people to assist with or take on leadership roles
- Lead with effective communication, co-operation, collaboration, consultation, and the wise and appropriate use of spiritual guidance
- Embrace digital technology effectively to provide leadership in the community of faith

Worship

- In conjunction with the Worship Committee and others, provide worship experiences that are meaningful, spiritually fulfilling, inclusive, and well-crafted to inspire, strengthen, and challenge the people of God
- In conjunction with the Director of Music, celebrate and honour the congregation's appreciation for the role of music in worship
- Provide thought provoking, meaningful, and well-researched sermons that are biblically based and applicable to the congregation's day-to-day life

- Heighten awareness of world events and invite appropriate responses
- Encourage the exercise of faithful stewardship
- Use a variety worship style that allow for the regular participation of lay members of the congregation
- Ensure that appropriate training is offered to lay worship leaders, as needed
- Preside at the sacraments of Communion and Baptism
- Share sacramental duties with other staff when appropriate
- Provide leadership for on-going St. Paul's liturgical traditions: ADC Advent Walk, Candlelight Noel Service, Lenten Breakfasts, and ADC Lenten Lunches

Faith Formation and Christian Learning

- Welcome and accept people at all stages of their spiritual journey, providing opportunities to explore and deepen their faith
- Championing the growth of Youth & Young Families ministry
- Offer a variety of avenues for adult learning
- Lead and facilitate classes and support for the profession of faith in conjunction with other ministerial staff and with lay leaders
- Offer Baptism orientation in conjunction with the Pastoral Care and Membership Committee
- Support the work and initiatives of the Christian Development Committee
- In conjunction with the Christian Development Committee, lead and facilitate a variety of experiences to help adult members of the congregation and community grow spiritually, both through seasonal studies and celebrations (Advent, Lent) and through regular book and Bible Studies

Community Outreach and Social Justice

- Champion the programs organized through the Outreach Committee to meet the many needs of the local and wider community, and contribute to the identification of future initiatives
- Participate in the Association of Dundas Churches

Pastoral Care

- Be a member of the Pastoral Care team: the Pastoral Care Minister, the Pastoral Care and Membership Committee, and members of the Community of Faith
- Recognize the dynamics of the pastoral care relationships and provide support and guidance to lay visitors to hospitals, senior residences, long-term care homes, and homes
- The lead minister will provide direct care or oversee, as part of the ministerial team:
 - Officiate at baptisms

- Visit members and adherents in hospitals, senior residences, long-term care homes, and homes
- Offer spiritual care in palliative situations
- Officiate at funerals
- Offer support after the funeral

Denomination and Communities

- Honour the organization, governance, and policies of the United Church
- Participate in the councils of the church as set out in The Manual of The United Church of Canada
- Respond in appropriate ways to needs beyond the ministry in which they serve. Participate in ecumenical and multi-faith activities as possible and appropriate. Maintain an active connection with the wider church
- Represent the United Church in the larger community

Self-care

Ministry personnel are responsible for maintaining a healthy balance in their own lives. Accordingly, the Lead Minister will:

- maintain their own physical, emotional, and spiritual well-being
- nurture supportive personal and collegial relationships
- manage time for work, family, friends, personal development, and renewal

Continuing Education

- Education is a lifelong and ongoing process. Ministry personnel are responsible for maintaining and improving their knowledge and skills. To this end, the Lead Minister will:
- pursue personal, vocational, and professional goals for continuing education in conjunction with the appropriate persons or committees related to their ministry
- strive to be current with issues in theology, ministerial practice, and community and world events

[above section copied from UCC "Ethical Standards and Standards of Practice for Ministry Personnel"]

Administration

The Lead Minister shall:

- attend meetings of the Community of Faith and meetings of the Official Board
- participate as an *ex-officio* member of the committees of the Community of Faith (except for Ministry and Personnel, Nominations and Search committees)
- On occasion, the Lead Minister will be called upon to be the primary spokesperson and representative for the Community of Faith, in close collaboration with the Executive of the Community of Faith

- Collaborate and cooperate with the Office Administrator:
 - Ensure, with the chair of the Board and the office administrator, that statistical reports required by the National Church office are compiled and submitted in a timely way
 - Maintain proper funeral, marriage, and baptism registers
 - Attend the annual meetings of Horseshoe Falls Regional Council
 - Convene regular staff meetings

Accountability and Reporting

- The Lead Minister will be part of a collaborative team. This team includes the ministerial staff, the Minister of Music, the Office Administrator, the Custodian, any other employees and dedicated volunteers.
- Priorities of the Lead Minister are set and regularly reviewed in consultation with the Official Board, other ministers, and staff
- For day-to-day activities, the Lead Minister will be self-directed
- The Lead Minister will contribute to and actively participate in the ongoing professional development and learning of the team
- Being in a covenant with St. Paul's, the Lead Minister is accountable to the governing body of the Community of Faith, i.e. the Church Board
- The Lead Minister shares in the responsibility to recognize and address potential or actual conflicts in a timely fashion
- They will work with the M&P committee to resolve conflicts in such a way as to contribute to the health of the church
- For the purposes of disciplinary oversight, the Lead Minister is accountable to the Horseshoe Falls Regional Council and the Office of Vocation
- The Lead Minister will adhere to the United Church of Canada Ethical Standards and Standards of Practice for Ministry Personnel

A Typical Week

The proposed hourly breakdown is an estimate, as the gifts and passions of the individual will affect where the hours are spent. Expressed as hours/week, and recognizing that the demands of each week may vary according to the circumstances, a typical week might include:

- Worship: 15 hours
- Pastoral Care: 12-15 hours
- Christian Education: 2 hours
- Admin and Governance: 6-8 hours
- Outreach: 2-4 hours
- Other: ?

For more information, please visit our website at stpaulsdundas.com

If you have any questions about the position, our Community of Faith, Dundas and/or Hamilton, etc., please email the Search Committee at searchcommittee.stpaulsdundas@gmail.com

Please use ChurchHub if you are interested in applying for the position (as required by UCC).

We look forward to hearing from you!

