



**THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
TORONTO CONFERENCE**



Ministry Position Description (TC 425 PD)

- PREFACE:** God calls a minister and a Community of Faith into a covenant relationship. Jesus gives life to all parts of the body of Christ. The Holy Spirit guides and empowers the roles we play in the Community of Faith (CoF) and ministry. We name the minister's role with at least the spiritual practices of study and prayer.
- PURPOSE:** To provide a user-friendly template for use by Communities of Faith, committees or governing bodies to develop solid faithful position descriptions that correspond directly to the Ministry Articulation Profile (TC 425 MAP) of the Community of Faith (CoF).
- WHO USES IT:** The Community of Faith.
- When to use this form:** For creating new ministry positions or making significant changes to existing ministry positions. It should correspond to the Community of Faith's Ministry Articulation Profile (MAP). This form is one of the documents required when declaring a vacancy. It is also used when appointing ministry personnel to a short-term supply appointment. For help in filling out this form, refer to Step 1 Task C of the Handbook: *Toronto Conference Community of Faith Seeking a New Call or Appointment*.
- When NOT to use this form:** When dealing with congregational designated minister positions.

ROUTING: Please keep a copy for your records prior to sending on.

- Community of Faith governing body approves the position description and forwards to the presbytery office.
- Presbytery completes Part C and forwards to Toronto Conference office.

Community of Faith name: Fairlawn Avenue United Church

Position Title: Senior Minister

Position Profile: ♦ Full-time Part-time If Part-time number of hours/week _____
 Solo Team ministry If Team, # of other Ministry Personnel: _____

Position Summary: (2-4 sentences that summarize the position including the covenant with God)

The Senior Minister is covenanted with God to work with the Leadership Team at Fairlawn to develop, deliver and implement a five-year plan in order to reach Fairlawn's goal of Vibrancy.

Key to this plan will be the leadership and collaboration they can demonstrate in support of the three ministry areas to help congregants and members of the broader community Explore Spirituality, Experience Belonging and Embrace Action, the most important of these under the mandate of the Senior Minister being Explore Spirituality.

Accountable to: (who does this person 'report to' in terms of accountability for fulfilling their duties?)

<i>To Whom</i>	<i>For What Purpose/Tasks</i>	<i>Name/Contact</i>
Community of Faith through the M&P Committee liaison	For the local support and accountability related to this position description	Douglas Knights douglasknights@gmail.com
Presbytery	For support and collegiality	Conference Program Minister (CPrM)
Conference	For oversight and discipline.	Conference Personnel Minister (CPM)

REFER TO THE 8 CATEGORIES from the CoF's TC 425 MAP Ministry Articulation Profile Form, and make sure to specify the CoF's unique priority (1-8) in each category.

KEY ATTRIBUTES

Leadership (Priority 1)

Fairlawn seeks an individual who is visionary and collaborative, one whose Mission, cultivated over years of service, aligns with our Mission, *The Fairlawn Call*, which has the unwavering focus to help people *Connect with what matters in life* by helping them to *Explore Spirituality, Experience Belonging and Embrace Action*. We would also want our Senior Minister to consider The Fairlawn Call and provide leadership in our taking the Call to the next stage in order to enhance its relevance and effectiveness.

Working with staff and a leadership team (comprised of the minister, Governing Council chair and director of church operations), our minister will bring their own creativity and insight to The Fairlawn Call, championing programs and initiatives that reveal to our congregation and the broader community the relevance of Christ's teachings in this day and age. In so doing, the Fairlawn ministry will reach our desired future as *a Welcoming, Vibrant church community*. A central part of that focus on making Christ relevant is the ability to work across a spectrum of belief, appealing to people of varying church backgrounds and spiritual attentions.

Our minister will be a good listener and will have the ability to actively engage the congregation in the leadership and direction of the church. And that person will be effective in challenging us to do what we can, where we are able, for the good of our church community, for the broader community, and for the world.

Worship (Priority 2)

Our minister will be adept in bridging both the traditional and contemporary expectations and practices of those seeking spiritual guidance. They will bring a deep knowledge of Biblical teaching and be inspirational to others in presenting a way in which people can see the relevance of Christ in the modern world. Our minister will be a spiritual guide, shepherding us in our faith journey.

Fairlawn speaks of its worship services as being both reverent and relevant, supported by strong preaching and a superb music program. We seek a minister who can breathe refreshment and creativity into our worshipful moments, bridging the traditional and contemporary in their spiritual and pastoral leadership... in effect, making the wisdom of the ages relevant for today and being a representative of Christ in the world.

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act (2000,c.5)*. **** THIS FORM IS NOT VALID IF ALTERED. ****

Growing in Faith (Priority 3)

Fairlawn seeks someone who is compassionate and empathetic, building a warm relationship with individuals and with the Fairlawn family as a whole. Our minister will be approachable and down-to-earth in the way they communicate, and have the ability to reach out to others in the broader community. They will be inclusive of all people, reflecting and encouraging Fairlawn's ministries that reach out to people of all ages, races, ethnicities, sexual orientations and gender identities, and to the Indigenous community. As an Affirming church, Fairlawn looks at the world with an anti-oppressive, anti-racist lens.

Our minister will take a 21st Century approach to Biblical teaching and spiritual acknowledgement. They will also embrace, and provide direction for, innovative ways of offering opportunities for spiritual reflection and nourishment. This will be accomplished not only in the Sunday service but in all manner of alternatives under Fairlawn's mandate to help people *Explore Spirituality, Experience Belonging, and Embrace Action*. Having experience in how to use marketing strategies and employ communication tools such as social media, blogs and media communications, in support of achieving our Mission, would also be a welcome skill, helping to broaden Fairlawn's engagement with the congregation and the broader community.

Wider Relationships (Priority 4)

Active Involvement in the Life of Presbytery, Toronto Conference and/or General Council is an essential expectation for all Ministry Personnel to support the life and work of the wider church.

OTHER ATTRIBUTES

Our minister will have a passion for living out one's faith; that is, putting into practice Jesus's teachings by engaging in activities that help and nourish others. This is a strong component of Fairlawn's programs, as evidenced by our Embrace Action focus.

Our minister will have the desire to commit to a substantial period of time in order to see, and rejoice in, the building of our vibrant and growing faith family.

Our minister would ideally live in our neighbourhood.

Our minister will also have a love for music, and see it as one of the essential ways of expressing and enhancing spiritual reflection.

Other

Decision-Making (what decisions can the minister make without consultation):

Any initiative, program or action developed and implemented in support of our Mission to help people *Connect with what matters in life* through the focus to Explore Spirituality, Experience Belonging and Embrace Action, especially Explore Spirituality, and in support of the goals as determined by Fairlawn’s Governing Council and under the approval of a budget approved by the Governing Council.

Required Knowledge, Skills and Abilities:

[Please see attributes and priorities, above]

PART B: COMMUNITY OF FAITH ACTION

As per *The Manual* 2013, B 5.4.2a (iv) Fairlawn Avenue United Church , at a meeting of the governing body (Governing Council) on 2017/10/24 (yyyy/mm/dd), prayerfully approved the above ministry position description for:

- A change in terms of an ongoing pastoral relationship.
- A short-term appointment position description.
- ♦ Part of a Request to Declare a Vacancy

yyyy/mm/dd

Signature: chair or secretary of governing body

Printed name

OR (Instead of a signature you may fill in the details of the governing body’s motion in this section)

Mover _____ Seconder _____

Date that the governing body approved the Ministry Position Description (TC 425 PD):

_____/_____/_____
yyyy/mm/dd

Name of Chairperson: _____

PART C: PRESBYTERY ACTION

As per *The Manual* 2013, I.4.2 (iv) _____ Presbytery with study and prayer, approved the above ministry position description at its meeting on _____/_____/____ yyyy/mm/dd

yyyy/mm/dd

Signature: presbytery designate

Printed name

PART D: CONFERENCE ACTION

Check one of the following:

- Receives for Information
- Receives as part of a Request to Declare a Vacancy

OR

- Receives the short-term appointment position description and appoints:

Name

Phone

Email

as their Toronto Conference liaison.

yyyy/mm/dd

Signature:
Conference Settlement and Pastoral Relations Committee authorized signature

Printed name