



**FAIRLAWN**

## **Fairlawn 2022 Minister Position Description**

Fairlawn Avenue United Church  
September 17, 2022

### **Position Title**

Minister of Word, Sacrament, and Pastoral Care

### **Search Team Email**

[search@fairlawnavenueunited.ca](mailto:search@fairlawnavenueunited.ca)

### **Position Profile**

Full-time

Solo

### **Position Details**

Start date: July 1, 2023 (negotiable)

Call/Appointment: Call

Location: Urban

Role: Congregational Minister

### **Position Summary**

Fairlawn Avenue United Church is a caring and inclusive community of believers, seekers, and doubters. We invite a strategic and collaborative minister to join us in seeking to discern where God is calling us next by identifying community needs that we have the resources, energy, and passion to serve. Our ideal candidate will demonstrate faithful courage in the face of transition, and strive to inspire, support, and challenge us as we emerge from the pandemic into a new world where together we redefine what it means to 'be church'.

## Autonomy in Decision-Making

The Minister will have full autonomy within the scope of the job description, in collaboration with Governing Council. Principal areas of responsibility and associated duties include worship leadership, pastoral care, overall congregational support, and supporting the renewal of our call and vision and related initiatives (see Living Faith Story). Music decisions will be developed in collaboration with the Music Director and Explore Spirituality Council, building on current expertise and approaches and exploring potential new directions together.

The Minister will work collaboratively with Fairlawn's Human Resources and Relationships (HR&R) Council (formerly Ministry & Personnel or M&P) to develop annual work plans that support the call and vision of the church, both for themselves and for direct staff reports (Director of Music and Church Administrator). Accountability is to Governing Council via the HR&R Council.

## Principal Areas of Responsibility and Associated Duties

### 1. Leadership (25%)

The Minister will provide curious, courageous, creative, and collaborative leadership together with Governing Council or its delegates to develop the vision and ministry of the congregation and the resulting plan to carry out this vision.

Additionally, the Minister will:

- Provide vision and oversight of the spiritual life of the congregation
- Model and support the congregation to live into Fairlawn's [Guiding Principles](#)
- Play a critical role in the ongoing discernment of a faithful way forward for the congregation in our essential ministries
- Embrace and navigate change and its impact on the congregation, especially when future directions and outcomes are not yet clear
- Maintain awareness of, and be receptive to, issues arising in the community at large that fit with the congregation's vision and ministry and collaborate with lay leaders to identify opportunities where the church can meaningfully contribute support
- Motivate, encourage, and support others to share their own gifts for ministry
- Equip, nurture, and mentor lay leadership in the design and delivery of programs/services related to our three core purposes (Explore Spirituality, Experience Belonging, Embrace Action) so that emerging themes and needs are reflected in the church's offerings
- Support governance succession planning
- Lead the staff team (Director of Music, Church Administrator, Custodian); includes holding weekly staff meetings to ensure good coordination and communication
- Lead annual staff performance reviews for direct reports (Music Director and Church Administrator) and support annual reviews for other staff as required, in collaboration with Fairlawn's HR&R Council
- Attend all Governing Council, Congregational, and Board of Trustees meetings and provide theological insight
- Serve as an ex-officio member of Governing Council, all Purpose Councils, and the Board of Trustees

## 2. Worship [Explore Spirituality] (30%)

The Minister works to foster spirituality by making the worship experience relevant, reverent, and participatory; and specifically:

- Collaborates with the Director of Music and the Explore Spirituality Council to develop and deliver varied and creative in-person and online services, including seasonal and special worship events, liturgy, music, and sacraments
- Delivers well-prepared, inspiring, progressive sermons that bring the Bible to life in modern-day contexts through stories that provide insight and meaning to help the congregation interpret and live out their Christian faith in the broader world
- Contributes to the calendar of worship, collaborating with the Explore Spirituality Council to develop themes, dates, roles, etc. for in-person and online worship
- Discerns and incorporates the gifts and skills of the congregation into worship
- Conducts baptisms, weddings, and funerals
- Facilitates the possibility of creating different ways to experience God's presence through ritual, liturgy, music, and the arts
- Recognizes the importance of a digital presence for contemporary congregations and has a passion to include this in worship as well as other areas of church life

## 3. Pastoral Care [Experience Belonging] (10%)

The minister will collaborate with the Experience Belonging Council to:

- Provide pastoral care and visitation to members of the Fairlawn community as needed, including crisis and non-crisis care, family care, hospital visits, and seniors' support
- Provide mentorship to new members
- Support lay-led Experience Belonging programs and small group ministries, such as Adult Education programs, Sunday Coffee Chat, Broadview Discussion, Men's Discussion, Tuesday Lunch Crowd, Mental Health, Grief and Gratitude, Celtic Spirituality, and more

## 4. Community Outreach and Social Justice [Embrace Action] (10%)

The Minister will collaborate with the Embrace Action Council to:

- Champion our dedication to equality, equity, and inclusion
- Endorse our revitalized commitment to being an Affirming congregation
- Help us make a difference in the world by staying curious about the barriers faced by those who are marginalized
- Actively build relationships (e.g., within marginalized communities, support organizations, and government) to become effective and supportive allies
- Support transformation in each other and those around us in practical and spiritual ways
- Provide support for lay-led Embrace Action initiatives such as Truth and Reconciliation, housing security, poverty reduction, refugee sponsorship, and more

## 5. Faith Formation and Christian Education (10%)

**Adult education:** The Minister will support lay leaders in initiating and providing engaging opportunities for individuals to gather to study, learn, share, and strengthen their faith experiences.

**Small group ministry:** The Minister will provide guidance, inspiration, and spiritual leadership to lay leaders and small ministry groups to support them in aligning with overall ministry goals of the church, as expressed in prevailing strategic vision/mission/partnership opportunities.

**Children and youth ministry:** The number of children and youth engaged in our church school has declined considerably over the past decade. The Minister will play a critical role in helping to discern the shape of Fairlawn's children and youth ministry going forward.

## 6. Administration (10%)

The Minister will provide day-to-day staff management for Director of Music and Church Administrator, and maintain overall accountability for the smooth operation of the church.

Other areas of administration for the Minister include:

- Contribute regular messaging to the weekly Greetings newsletter
- Participate in the congregational budgeting process, to find the best ways to meet congregational needs and challenges
- Maintain a presence on the church Facebook page and other social media

## 7. Denomination and Communities (5%)

The successful candidate will be actively involved in the life of Shining Waters Regional Council and/or General Council, as well as the [North Toronto Cluster of Churches](#).

We recognize and encourage our minister to be involved with the communities we serve in ways that befit their gifts and leadership.

Fairlawn is currently exploring several future options that might best serve our vision and purpose as a faith community (see Living Faith Story). The Minister will join us on our journey and support our success in implementation. Any successful option will be led by a community partner with expertise and experience with the community being served.

## Self-Care

Sets goals for ongoing self-care by maintaining a healthy balance of physical, emotional, and spiritual well-being that includes rest, recreation, and professional development. Collaborates with Fairlawn's HR&R Council to meet goals.

## Continuing Education

Pursues personal, vocational, and professional goals for continuing education in consultation with Fairlawn's HR&R Council.

## Required Knowledge, Skills, and Abilities

- Minimum of 5 years' congregational ministry experience in an urban church or equivalent work / life experiences
- Inclusive, collaborative leader with a proven track record leading churches through change
- Emotional intelligence and comfort with uncertainty

- Curiosity, courage, creativity, and capacity to seek and find joy amidst life's challenges and complexities

### Other Preferred Assets

- Ability to demonstrate and articulate a progressive faith and pattern of spiritual practices
- A compelling storyteller with exceptional interpersonal, oral, and written communication skills
- A deep listener with an intuitive ability to facilitate authentic dialogue and discussion and build trust among diverse groups and individuals
- Experience in board governance, budgeting, and financial management
- Human resource management, including experience mentoring staff
- Ability to build external collaborative relationships and partnerships and represent the church as a spokesperson
- Working knowledge of technology tools and applications, including social media
- Ability to support new ways of virtual worship and online ministry (e.g., live Zoom, pre-recording, small group ministry, etc.)

### Financial Viability Review

Please read our financial viability review in the Published Content folder.