

**Upgraded to include 30 hours a week!**

**Please note that the current minister is appointed until June 30 2023 or until this new position is filled.**

## **Minister Position Description 2023**

We at BBUC are in a place of transition. We are looking to compost the old and that which is no longer working and find a new direction – a new way to be church, together. This is a tall order for any minister and a true challenge too especially on a part time 30 hours a week basis. BBUC has always been a place of innovation and grass roots ministry development such as the Bluffs Food Bank and the Affirming Ministries (Dorothy's Place and Toby's Place). We blend the traditional with the new, love the arts, music and our community. And, like so many communities, we are aging, ripe for change after Covid, wanting to open our doors to the LGBTQ2S+ community and to feed our souls after difficult times. One challenge is that we are slow to move toward a new goal although open to it and we now do see the urgency.

What follows is a graphic Job Description that we believe helps to inform what is needed from an incoming Minister. Are you up for a challenge? ...

**Inspiring  
Story Telling**

**Collaborative  
Internal  
Leadership**

**Building  
community  
connections**

Reaching to the fringes

**Financial  
Sustainability  
Leadership**

**Welcoming**  
Gender neutrality  
Blending w Cis Het

**Social Justice**  
Affirming emphasis

**Urgent Pastoral  
Care**

**Technological  
Innovation**

**CONNECTING US TO THE SPIRIT.  
FILLING OUR SOULS TO READY  
US FOR THE WORK.**

**EXPERIMENTATION**

## Weighting - 30 Hours / Week

- **Worship / Spiritual Development: 36% or 11 hrs/wk**
  - Feeding the soul to get us ready for the work
  - Determining the work, composting the past, prepping for the future
- **Pastoral Care – urgent basis and Zoom connections: 20% or 6 hrs/wk**
  - Zoom coffee hours - connect with seniors & others
  - Urgent back up for Pastoral Care team
  - Community building
- **Church Growth Development: 44% or 13 hrs/wk**
  - Sourcing and supporting efforts
  - Understanding possibilities and working toward them

## Helpful Character Traits

- Patience and Tenacity
- Sense of humour and flexibility
- Willingness to plan creatively and collaboratively
- Open Communication and honest evaluation
- Technical Skills
- Deeply connecting to spirit with humour and creativity

Intrigued? At least interested? Read on to find the detailed position description below...

## **Minister Position Description Detail:**

The Minister who is called for this part-time ministry position has the unique opportunity to help our church reinvent itself in new and dynamic ways. We are providing ample freedom, creativity, and innovation in this role, to 'shake things up' and to push our church into an exciting vision of 'what it means to be the church in the 21 Century'. We are progressively inviting 'non church' groups (culture leaders, grass roots organizations, activists) into BBUC, as we are redefining how church spaces are being used. We are hoping that younger generations of individuals who are interested in exploring spirituality, social justice, or environmental issues, and who are not connecting or engaging with traditional forms of worship of Christianity, can find a new way of connecting, belonging, and being community, inside the walls of the church. This community 'outreach' is a key priority for our church, as we outwardly seek to make our presence known in Scarborough, and beyond, and to grow the church, by reinventing ourselves, and most importantly by inviting in new community groups who are aligned with BBUC's missional values of inclusivity, diversity, and respect.

The Minister who is willing to embrace the opportunities and challenges of this position is focusing on three top priorities:

### **#1) Engage with the church congregation in Worship and Spiritual Development: (36% or 11 hrs/wk.):**

#### **Priority:**

We are seeking a minister who will lead worship in a creative and innovative way and who is willing to think outside of the box. We are wanting the teachings of the Bible to have a modern-day relevance and using the text itself to evoke modern day meaning into the everyday lives of people. The weekly service will be an opportunity for the minister to:

- i) uplift, inspire, and help individuals to grow spiritually,
- ii) gently motivate church members and others 'outside of church' who have been disengaged in the life and the work of the church,
- iii) inviting actively other community groups, cultural leaders, activists, or other innovative individuals, into our church spaces for meaningful and transforming dialogues, thereby providing experiences to spark spiritual growth and changes that will transform the experiences of what it means to be the church in today's world.

The applicant is encouraged to lead innovative spiritual programming at other times whether they be Bible/Book Studies or other ideas to grow connection to the Spirit.

#### **More Details:**

- The minister will work in full collaboration and as a team member with the music director, Worship Committee urging them to seek new and innovative approaches and use other community resources to carry out in person (which is also live streamed) or online services (pending pandemic constraints or Worship Committee decisions) usually three weeks a month.
- Inviting community groups and cultural leaders in to share with the congregation, use community resources, or introducing guest speakers or community experts intentionally into our church worship services with an emphasis on worship for all peoples.
- Incorporating Community Outreach and Development into Sunday services.
- Creativity, flexibility, and an ability to adapt in presenting alternative formats of Sunday worship services is strongly encouraged.

- Introducing experiential, contemplative, or other centering or meditation spiritual practices are welcome.
- Support and encouragement of focused lay participation in Sunday worship services is also desired.
- Proficiency with computer technology to present professional online video formats for Sunday services and knowledge of Zoom, to participate in online church activities.
- The Minister is responsible for the preparation of the worship material for the bulletin/powerpoint for Sunday services. These are formatted and material is input by the Office Administrator who then distributes these items.

## **#2) Implement community outreach and development strategy by focusing on Church Growth Development and Administration (44% or 13 hrs/wk).**

### **Priority:**

Our immediate quest in the upcoming year is to use the church space more intentionally 7 days a week and to animate and activate BBUC with the goal of creating an innovative community hub in Birchcliff. Our short-term strategy is focused on our church rentals where the emphasis is focused on reaching out to grass roots organizations or community groups and inviting them into the church space for a nominal rental fee. We are offering 'energy exchanges' to assist with our church's fundraising initiatives or other church's needs or events.

### **Details:**

The Minister can work with the Rental Coordinator and Office Administrator to increase the traffic to the church, thereby increasing church rental revenues. We are actively reaching out to the community and building those crucial relationships that align with BBUC missional values.

### **Priority:**

Our long-term strategy is focused on a redevelopment project. To increase our relevance in the community, we envision the church space building being redeveloped or repurposed in the future. The BBUC redevelopment committee is exploring how purposeful physical changes made to church spaces can intentionally allow for the meaningful interaction and relationship building with the 'other' and this is a way to transform people and communities where people live and ultimately leads to greater societal impacts. The redevelopment project seeks to generate revenues and long-term economic sustainability for the church (instead of relying on congregational members' financial donations).

### **Details:**

To make the vision of a redevelopment project come into reality, we must make the church relevant in the Birchcliff community and bring more community connections into our church space. The community outreach and development component requires our newly hired minister to actively invite other community groups or cultural leaders or other non-church groups into our church space, as the vision in the future for our redevelopment project is to be a dynamic community hub in Birchcliff. If possible, the minister is asked to explore or initiate innovative programming in our church such as creating a studio art spaces for kids and families or creating a community gardening projects with local elementary or secondary high schools by applying to grants to fund these ideas and by reaching out to the community to engage the volunteers needed to carry out these opportunities for church growth and community partnerships.

The Minister would work to find ways to bring our church community together and nurture ways that our church members can be connected to each other in ways that embody the principles of fun, fellowship, and support, and if possible this can be incorporated with elements of community outreach and development and fundraising initiatives.

### **#3) Congregational Care and Pastoral Care (20% or 6 hrs/wk).**

#### **Priority:**

To support opportunities for fellowship, fun, and meaningful ways of connecting and engaging with one another hosting monthly community supper or church events.

Emergency care for those in hospital or nearing end of life.

#### **Details:**

To support church members by creating opportunities for engagement that is meaningful, relevant, and possible (given the realities of Covid -19).

To show appreciation and support to our aging and committed long-term church members by dedicating a wall space that is specifically dedicated to the accomplishments of the church members who have contributed to BBUC or by creating a memorial garden.

The Minister will work collaboratively with members of the Pastoral Care Ministry Team to coordinate emergency pastoral care to those in hospital or at end of life and to provide emergency support to those seeking help during times of acute crisis. A portion of time will also be dedicated to reconnecting and community building.

The minister will also preside at funeral services when required and in consultation with the Worship Committee and the Board.

Other qualities desired for congregational and pastoral care include: being empathetic, generally caring about those in need of support, being a good listener, demonstrating good communication skills, being approachable and respectful, understanding and respecting confidentiality. When situations arise that are beyond the Minister's skill and expertise levels, referring individuals to and/or families to the appropriate agencies is recommended. The Minister is comfortable in establishing professional boundaries for managing their ongoing self-care needs for rest and rejuvenation to prevent burnout and sets goals for maintaining a healthy balance of their own physical, emotional, and spiritual well-being.

#### **Additional Administration:**

The Minister will communicate with the Office Administrator, the Music Director, the Board, the Rental Coordinator, the other committees and the congregation on a regular basis through a variety of means personal conversations, phone, social media, digital communications, email, etc.

It is also a priority for BBUC to update the website, so that it is reflective of our progressive and inclusive community of faith. We are hoping to create a website that is easy to read, navigate, is relevant and meaningful spiritually, and is most of all visually appealing, attractive, and could attract new members to the church. Our church growth strategy is to explore ways that technology and social media could be used to promote our church.

The Minister is expected to attend monthly Church Board meetings and aid in re-evaluating and continuing to implement the remaining recommendations made by consultants from the United Church of Canada Council for improving the efficiency and effectiveness of a governing body. We are committed to supporting our Minister in being involved in the wider UCC in whatever ways the Minister finds meaningful.

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

The Minister will have the autonomy around day-to-day scheduling of time and subject to consultation with the Music Director and any other participants in the service, worship planning and delivery. Confidential pastoral care matters will be expected to be handled independently as appropriate. Minister will work closely with Office Administrator and Music Director meeting regularly and keeping open minds of communication. Some consultation with the program coordinators of the Affirming Ministries (Dorothy's Place and Toby's Place) as required for understanding and coordination. Expenditures outside the approved budget will require prior approval.

**Required Knowledge, Skills, and Abilities:**

- \*The knowledge, sensitivity, and skill to provide leadership and support for our congregation that is in a period of change and transition.
- \*Capable of assisting our congregation with our redevelopment goals for our church and expanding our vision for an active community hub in Birchcliff.
- \*Confident in assisting our church with our goals for church growth and building relationships with various community partners to invite into our church community and building space.
- \*Excellent preaching skills.
- \*The willingness to work collaboratively with our Music Director, both in service planning and any video recording.
- \*The ability to offer pastoral care to people who may be in vulnerable life situations in a sensitive manner.
- \*Ability to seek and build consensus and to identify and address conflicts when they arise.
- \*Collegial, collaborative, and skilled at encouraging lay involvement and having the ability to prioritize and delegate responsibilities when appropriate.
- \*A good sense of humour, ability to be flexible and creative when things don't go according to plan
- \*Being comfortable with exploring unconventional ways of doing church and pushing the boundaries to actively bring the love of Christ in the world to everyone (to those on the margins, those in the middle, and those who are blessed with abundance).
- \*Preferred: Member of the Order of Ministry in The United Church of Canada or of another denomination eligible for admission to the Order of Ministry in The United Church of Canada.