

## **Job Description for Deer Park Minister**

**POSITION TITLE:** Minister for Deer Park United Church Congregation

### **POSITION PROFILE**

Part-time: approximately 25 hours per week

We are looking for a Minister who will be a good fit with our vibrant and outward looking Congregation. We have a track history of responding to fresh dynamic and creative ideas and would like a Minister who is able to encourage and foster these characteristics of our Congregation. We would like a Minister who can assist with our traditional strengths such as pastoral care, outreach and music, and who can also lead us in fresh directions. A Minister who has a passion and an ability to attract new members would be welcomed and is important.

Uniquely, since 2008, Deer Park United has been in an Ecumenical Shared Ministry (ESM) with Calvin Presbyterian Church. This arrangement provides opportunities for teamwork, cooperation and mutual support between the two Congregations and their respective Ministers.

For worship and some other matters, the Deer Park Minister teams up with Dr. Emily Bisset, the Calvin Minister. Please note the Calvin Minister is a full time Minister. The building belongs to Calvin, and they are responsible for its maintenance. Deer Park pays rent based on expenses and proportionately divided with Calvin in accordance with the number of members and adherents of each Congregation. The worship services, children's programs, and some committees, such as Outreach, Green Team, and Worship, are joint efforts by both Congregations. Deer Park's Executive Committee, Trustees, Pastoral Care, and Ministry and Personnel Committee are Deer Park's sole responsibility. Calvin has similar committees relating to their needs.

### **POSITION SUMMARY**

The fundamental needs for the position are as follows:

- To provide leadership and care for the Deer Park United Church Congregation;
- To provide pastoral care to our Congregation, in particular to those members whose age or physical condition means that they can rarely attend church in person;
- To guide us with our existing activities but also to inspire us to find new ways to further our community and express our faith; and
- To participate in the Ecumenical Shared Ministry and worship with Calvin Presbyterian Church and to coordinate with the Calvin minister in all aspects of the shared ministry.

## **PRIMARY RESPONSIBILITIES AND DUTIES**

The time allocations indicated below for the various categories of work are approximate ranges and are open to discussion. The mid-point of the ranges total approximately 25 hours.

### **Worship (7-10 hours/week depending on whether the minister is responsible for the sermon and bulletin or only prayers and parts of the liturgy)**

There is a weekly Sunday morning worship service at 10:30 AM. There are additional services during Holy Week and at Christmas, some of which may involve the Churches on the Hill. The Minister is primarily responsible, in collaboration with the ecumenical ministry team (Deer Park and Calvin ministers and director of music), for the planning of all worship services so that different needs in the two Congregations regarding tradition, formality and novelty are met. This collaboration includes involving lay leadership from both Congregations in the worship service. At this time, there is a weekly meeting with the Deer Park minister, Music Director, the Church Administrator, and the Calvin minister to plan services.

Currently, the responsibilities of the Deer Park minister include preparation and delivery of a sermon once every two to three weeks, plus filling in for the Calvin minister when she is on study leave or on vacation. In turn, the Calvin minister fills in for the Deer Park minister when they are on study leave or on vacation. We are open to reconsidering the frequency of the Deer Park Minister giving the sermon depending on the new Minister's wishes and needs. The Minister who is preaching is primarily responsible for the content of the order of service that week. Invigorating preaching is a priority for our Congregation. We enjoy sermons, which are intellectually challenging and provoking, demonstrate a command of the scriptures while also relating to day-to-day life.

Both Ministers are responsible for meeting periodically with the Deer Park/Calvin Worship Committee to evaluate the effectiveness of past worship services, and to discuss possible ideas for future services. The Worship Committee and the Ministers should strive to balance tradition and innovation, with the aim of achieving services that potentially appeal to newcomers and also enrich the experiences of long-time members.

### **Faith Formation and Christian Education (seasonal – 4 hours/week)**

The Deer Park Minister and the Calvin Minister alternate or share in developing and leading Bible study programs. These programs usually occur in the spring and fall. Currently the Children and Youth programming is coordinated primarily by the Calvin Minister.

Our Congregation has encouraged lifelong learning of Congregants through programs at the Church and elsewhere. An example is the Women of the Way group for women in their 20's through 50's who are seeking Christian friendship, asking questions about faith, trying to live their faith within their vocations, and who want to share the journey together.

### **Pastoral Care (7-9 hours/week depending on if visiting in person or by phone/email/zoom. Special occasion times such as Christmas/Easter require more hours for personal visits)**

Pastoral care is critical for Deer Park, because a high percentage of the Congregants and Adherents are older than 70. The Minister does crisis visiting, as needed, in hospitals and homes, and visits

shut-in members and adherents on a rotating basis, some of whom live in retirement facilities. This involves both one-to-one visits and group visits. Counseling and services related to baptism, weddings and funerals are also performed.

Deer Park has had a Lay Care Team for over 30 years, which has been exemplary and a model for other Churches. Historically, members of the Lay Care Team made frequent contacts with the shut-ins and others who cannot get to church regularly. As an example, they provide a Valentine's Day gift package with the message that the recipient is loved, messages/gifts at Easter and Christmas, etc. However, the current reality is that members of this thriving Lay Care Team are aging and facing their own challenges; we would welcome a Minister who can provide pastoral care.

There is also a Prayer Covenant Group, that prays frequently for those in need of God's attention, whether they are Congregants or people known by the Congregants. The Minister is in close contact with the chair of the Prayer Covenant Group.

### **Community Outreach and Social Justice (1-2 hours/week)**

Deer Park/Calvin has an Outreach Committee that helps those in need. This includes a once a month community breakfast, a yearly Giving Tree in Advent and a yearly Mother's Day event that support Fred Victor (UCC) and Evangel Hall (PCC). Donations from the Deer Park Congregation are distributed by the Outreach Committee to numerous programs including the Churches on the Hill food bank, Anglican United Refugee Alliance, Ecumenical Chaplaincy at the University of Toronto, Fred Victor, Toronto Urban Native Ministry and Abiona (formerly Massey Centre). In addition, donations from both Congregations are used to purchase food vouchers which are mailed to those in need. The Minister writes the letter that is mailed with the food vouchers once a month. The Minister also meets with the chair of the Outreach Committee once a year to discuss the distribution of funds, and writes letters to accompany each of the donations.

Deer Park/Calvin has an active and vibrant Green Team that researches environmental issues and communicates the knowledge to the Congregations. Historically, the Deer Park Minister has attended the Green Team meetings (usually once a month by Zoom) and provided ministerial advice but this group is strongly lay-led.

There is a Children's Arts Club (pre-teens) and a Youth Arts Club (for teens) that are open to children and youth from the neighborhood who are not necessarily members of the Congregations. The groups participate in worship services 6-8 times/year, including special times such as Earth Day, Advent/Christmas, Lent/Easter. The groups are led by a person specially trained in Music and Children's Arts, who also happens to be one of the choir leads.

### **Denomination and Communities (1-2 hours/week)**

Our current Minister is actively involved in the activities of the Shining Waters Regional Council and/or General Council. The Minister attends the Regional Conference once a year and attends the meetings of the North Toronto Cluster to which Deer Park belongs.

Besides the Cluster, our current Minister is active in the multi-denominational Churches on the Hill group, which is a long-standing collaboration between nine nearby churches and meets

approximately six times a year. The Churches on the Hill runs a food bank at Timothy Eaton Memorial Church, and occasionally has shared services (such as the Good Friday Cross Walk) or Minister exchanges. The food bank is a focus of the Congregation with lay members helping with administration and distribution twice weekly.

### **Administration (4-5 hours/week including staff meeting, email, etc.)**

There is a paid Administrative Assistant/Bookkeeper who provides office support to both Congregations. She is present in the office approximately 3 days/week and attends the weekly staff meeting. Among her other responsibilities, she assembles the bulletin, produces letters, assembles and prints the newsletters and annual reports, and mails or emails the weekly bulletin and announcements. The Minister who is preaching each week is responsible for providing the content for the Sunday Order of Service.

There is a Custodian, paid by Calvin, who sets up for and cleans up after services and other functions held at the Church and also does general maintenance. The Minister can enlist his help as required.

There are also volunteers from both Congregations that serve as greeters on Sunday morning, collect the offering, help with communion, help with the children's programs, sign cheques, do the bible readings and sometimes prayers during the service. There is a Hospitality Committee that provides snacks or food for the post-service coffee hour and other occasions.

## **OTHER ATTRIBUTES OF THE POSITION**

### **Leadership**

We seek a thoughtful, compassionate Minister with strong interpersonal skills. We are looking for someone with vision to help us create activities, projects and groups within the Congregation such as Women of the Way but also help us to explore broader community, inter-denominational and inter-faith connections.

### **Decision-Making**

As part of the shared ecumenical worship, the Minister will share responsibilities with the Minister of the Calvin Congregation to develop worship services that contain elements of worship common to both denominations and some elements unique to the traditions of each Congregation. Although we are part of this shared ministry, it is important to note that we have not found it limiting or restricting or required us to behave or organize in ways we would not freely choose. Our co-existence has worked extremely well since 2008 and we wish to continue to nurture and encourage this shared arrangement.

Each week from September through June, there is a staff meeting that is attended by both Ministers, the administrative assistant, and the music director. The details of the weekly worship service, the contents of the bulletin, any announcements, and any items affecting both Congregations, such as educational opportunities, are discussed. The Minister proofreads the bulletin and writes prayers and announcements.

Regarding financial decisions affecting support (such as equipment, copying, travel), the Minister has autonomy for those items covered by the budget.

### **Continuing Education**

Our congregation supports the pursuit of personal, vocational, and professional goals for continuing education for our Ministers, in consultation with the M&P and Executive Committees, and in alignment with the need of the Congregation and the UCC Office of Vocation guidelines.

We require someone to develop our leadership resources within the Congregation and to encourage Congregants to take part in worship and other volunteer opportunities within the Church.

Among the more practical roles, the Deer Park Minister also needs to inform and coordinate with the Administrative Assistant on any administrative issues, on use of the building and on the services of the Custodian.

### **Self-Care**

We encourage our Minister to set goals for ongoing self-care by maintaining a healthy balance of their own physical, emotional, and spiritual well-being to include rest, recreation, and professional development.

### **REQUIRED QUALIFICATIONS, SKILLS AND MISCELLANEOUS**

The Deer Park Minister must be qualified to serve in congregational ministry within the United Church of Canada. Since there is no manse, the Minister will need to make their own living arrangements and use of a car would be helpful for pastoral visits. There is re-imbusement for mileage and at least some of the phone service. For communication, the Minister needs basic computer skills, including use of Word and Zoom.

### **OTHER PREFERRED ASSETS**

Other assets are profound pastoral care and grief support abilities, interpersonal and preaching skills, leadership acumen and knowledge of interdenominational and interfaith practices. Skills in technology would be a welcome asset (website, social media, etc.).