

Web Descriptor: British Columbia Conference is seeking an individual to fill the role of Conference Minister: Embracing the Spirit in BC Conference on a half-time term basis, 17.5 hrs/wk for a 5 year term.

- Job Number: 17-11
- Opening Date: April 21, 2017
- Closing Date: May 10, 2017

CONFERENCE MINISTER: EMBRACING THE SPIRIT, BRITISH COLUMBIA CONFERENCE (17.5 HRS/WK, 5 YEAR TERM)

British Columbia Conference, as part of the wider United Church of Canada, is called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation. It provides leadership in the areas of personnel and pastoral relations, and offers a multitude of supportive services for Presbyteries and other ministries. It works collaboratively with the General Council office which is the national expression of The United Church of Canada. The current Mission Statement of British Columbia Conference is: *Healthy Communities of Faith and Ministries, Effective Leadership, Faithful Public Witness.*

The *Embracing the Spirit BC Fund* was established as a partnership between Trinity United Church (Vancouver), Vancouver-Burrard Presbytery, and BC Conference in September 2016 from funds generated from the sale of the St. James Community Centre in February 2016. The Fund was established with over \$3 million to support new projects. The purpose of the Fund is to encourage the creation of new communities of faith within BC Conference. These new communities of faith include church plants, intentional communities, café ministries, farming or social mission business ministries, and other experiments that fall under the "Fresh Expressions" framework. Financial support for staffing is allowed by the Fund.

This position is appointed by the Executive Secretary. The Conference Minister will be supervised by the Conference Personnel Minister/Director of LeaderShift.

The Conference Minister will develop and establish the Fund and its programming throughout BC Conference, manage the granting process, and provide mentorship, support and coaching to all grantees. They will:

- Develop the granting process and all materials and procedures for decision-making;
- Work as an advisor to all Embracing the Spirit BC Fund grantees to provide oversight, evaluation, communications support for the project, leadership coaching for the applicants, and to act as liaison between the projects and the wider United Church;
- Act as a connector for the projects to various resources and supports such as: finding new board members, HR support, creating a leadership circle with all the grantees, and building partnerships with non-United Church partners;
- Oversee a granting committee and manage all grant applications, evaluations and granting support;
- Promote the fund by meeting with presbyteries, schools, camps and other United Church bodies to educate people about the fund and encourage applicants;
- Advocate for the support of these projects within the wider United Church;
- Oversee the reporting and evaluation of all grantee projects.

QUALIFICATIONS

Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

- Good written and oral communication skills in grant or proposal writing and promotion;
- Strong interpersonal and problem-solving skills;
- Skilled networker who is able to build partnerships and relationships throughout BC Conference;
- Solid understanding of and ability with communication and social media tools. Some web design or graphic design ability is an asset;
- Experience in managing grants, finances and budgets;
- Experience in business development and a proven track-record for nurturing projects from inception to implementation;
- Experience in offering leadership training and/or coaching; or experience in management with a proven track record in mentoring employees or volunteers;
- Knowledge of The United Church of Canada and its structures is an asset.

VALUES

- **Excellence:** The Conference Minister will strive to excel in this work and seek to find innovative and effective ways to accomplish the vision of the work.
- **Leadership:** The Conference Minister shall take initiative and be proactive in achieving the vision of this work.
- **Cooperation and Consultation:** The Conference Minister will need to work with many people, staff, and levels of governance in this project. The Conference Minister shall be proactively cooperative in working with these people, displaying both leadership and flexibility.
- **Respect:** The Conference Minister will show respectful behaviour and language toward all persons. Sensitivity and understanding will guide all relationships, and in particular, where culture, ethnicity, gender, sexual orientation, gender identity, disability, or age are relevant.
- **Confidentiality:** Regulations regarding confidentiality and privacy as defined by The United Church of Canada and appropriate government regulations shall be followed.

COMPENSATION:

This position has a pro-rated 2017 salary range of \$29,092 - \$44,071.

WORKING CONDITIONS:

This position functions either from the Conference Minister's home office or from another local office. Occasional travel within the Conference is required. Attendance at evening and weekend meetings will also be required. An overnight Conference staff retreat is held at least annually. This is a ½ time (17.5 hrs/wk) 5 year term position.

HOW TO APPLY

Interested applicants are invited to submit their resume, quoting the job number to:

D. Collier
Human Resources
E-mail: apps6@united-church.ca