

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



Ministry Position Description

Note: For guidelines and strategies, please consult the BC Conference *Ministry Profile and Search Resource Package*

PURPOSE: To enable a Local Ministry Unit to carefully assess and communicate expectations to current or prospective Ministry Personnel.

Who Uses it: Ministry Profile and Search Committee, or M&P Committee

When to use: When you are seeking new Ministry Personnel whether for a call or appointment, or for a review or change of expectations of Ministry Personnel.

Note: You may delete this section when you have completed the form

Position Title: _____

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

Position Summary: (2-4 sentences that summarize the position)

Accountable to:

This position is accountable to the governing body of the local ministry unit, through the Ministry and Personnel Committee. This position is accountable to BC Conference for oversight and discipline. This position has a relationship of support and collegiality with the members of their presbytery.

Administration:

Community Outreach and Social Justice:

Continuing Education:

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)*.

Denomination and Communities:

Faith Formation and Christian Education:

Leadership:

Pastoral Care:

Self Care:

Worship:

Other Required Knowledge, Skills and Abilities:

Other “Preferred” Assets:

Terms of Employment:

- The United Church Manual, The United Church Employment Guidelines, the original Call/Appointment Form, and any relevant Provincial Legislation shall be used as terms of employment for this position.
- Increments of salary and benefits, consistent with national United Church schedules, are to be determined by the Council, in consultation with the minister and the M&P Committee.

Only use the section below when using as a review tool by the Local Ministry Unit:

<p>Date Reviewed: _____ M&P Representative: _____</p> <p>_____</p> <p>Date Reviewed: _____ Ministry Personnel: _____</p> <p>_____</p>
