

## **JOINT NEEDS ASSESSMENT COMMITTEE RECOMMENDATION 2011**

As it still a priority that Richard receive more assistance, St. Paul's Board decided in June 2011 to go to the marketplace again to find a successful candidate for a .5 position. A Joint Needs Assessment Committee was struck during the summer composed of Reverend David Martyn and Susan Sullivan (Presbytery Representatives), Triana Ketler, Catherine Hardy, Judy McAuley, Jack Walmsley and Linda Hutchinson. Following is the Position Title and Job Description developed by the Committee.

### ***Position Title: Young Family Ministry and Pastoral Care***

*This is a .5 position with the anticipation of developing into a full-time position.*

#### **Purpose**

The purpose of this .5 position is to provide spiritual leadership to St. Paul's United Church under the guidance of the full-time Minister.

The successful candidate for this position is a member of a dynamic, flexible ministry team. The gifts and talents of the personnel in this team are complementary, and support different aspects of the ministry of the church. This position will be dedicated to supporting the spiritual development of the congregation as well as engaging the wider community in seeking out and initiating new possibilities. The responsibilities outlined below are subject to change and negotiation by the team.

#### **Areas of Responsibility**

**60% Youth Leader** - The objective for this time allotment is to provide: spiritual leadership for children, youth, young adults, adults and families; inspiration, mentorship and support to adult learners; prepare children, youth and young adults for participation in worship and church life. This position serves as a key support for, as well as a resource to, the Sunday School and Youth groups.

The successful candidate will create an environment that is friendly and welcoming to children and youth and create consistent programming for them to enjoy. With appropriate programs in place, the staff person will delegate delivery of the Sunday programs to volunteers. Such programs need to be offered on a regular basis so that worshipers will be confident that they are there when they come to church. Also, with consistent programs it will be more likely to find qualified volunteer leaders.

Youth require regular contact from a staff person as they question and explore their faith. Without building a relationship with youth, programs are not likely to attract and retain them. In fact, Christian Education may need to be offered at times other than Sunday and at locations other than St. Paul's United Church. It would probably not be presented as Sunday School but it would be exposing youth to Christian teachings appropriate to the age group. Young adults and families will be surveyed as to their requirements.

The successful candidate in consultation with the full-time Minister will:

- Develop programs to aid the spiritual development of children, youth and young adults, leading groups and acting as a resource for others.
- Involve youth in programs such as Outreach so that, through those programs, they can make a difference in their local community and world-wide.
- Oversee the selection of appropriate curriculum materials for all Christian Education programs.
- Assist in the recruitment, training and recognition of teachers, counselors and leaders for these programs.
- Involve children, youth, and young adults in worship services.
- Ensure that children, youth and young adults are valued participants in all facets of church life.
- Consider delivery of Christian Education modules outside of Sunday, utilizing different formats.

**40% Pastoral Care:** The objective for this time allotment is to oversee and give direction to the pastoral care ministry of the church. The successful candidate, under the direction of the full-time minister, will also provide, when necessary, spiritual and pastoral care to the congregation, including members and adherents who are ill, grieving or in crisis.

The successful candidate will:

- Work with a team of pastoral care visitors
- Develop visitation programs
- Train and coordinate the appointed volunteer chaplain
- Visit those in need, as required, in emergency situations
- Maintain a pastoral care list

### **Accountability**

The position is accountable to the current full time minister and the official St. Paul's Board. Changes to the terms of the appointment or the working conditions may only be made after full negotiation with all parties. The candidate's performance and goals will be reviewed by the Ministry & Personnel Committee.

## **Expectations**

- Follows the United Church of Canada Code of Conduct and Standards of Practice
- Collaborates with other staff in consultation with Ministry & Personnel
- Follows guidelines for personal and building safety
- Communicates on a regular basis with Ministry and Personnel, providing records of activities and time spent as requested
- Works well with groups of individuals in a wide age range
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## **Abilities**

- Coordinates with others within a team ministry
- Offers compassion and caring
- Inspires and challenges others to live their faith
- Thinks in a diverse manner to inspire people
- Is self-motivated
- Ability to develop and deliver a wide variety of Christian education programs
- Has a positive attitude towards learning and spiritual growth

## **Skills**

- Communicates clearly and effectively assessing the needs of the intended audience
- Experience working with children, youth and young adults
- Knowledge of current education modules and ability to develop and implement educational and leadership development programs.
- Knowledge of music/ability to play a musical instrument a definite asset Utilizes conflict resolution in order to reach consensus
- Sets goals and priorities
- Practices good time management skills
- Applies counselling skills which include confidentiality
- Provides leadership skills including an ability to encourage laity in leadership roles as well as affirm and call forth the gifts and abilities of the members
- Facilitates groups working through change in a positive manner

## **Qualifications**

- Knowledge of the values of the United Church
- 5 years experience working with youth
- Experience developing youth programs/developing curriculum
- Ability to play a musical instrument a definite asset
- Experience as a program administrator

## **Remuneration**

This is a .5 position with the anticipation of developing into a full-time position.

Salary and benefits will be commensurate with those in place by the United Church of Canada for similar positions.

## **Send Resume to:**

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