



## St. Mark's United Church

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**Progressive, Inclusive, Life Affirming**

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# St. Mark's United Church Minister Job Description

**Position Profile** Full-time  
Solo

## Position Summary

The main role of the Minister is to lead the congregation in the formation of its Christian character. We are a progressive, engaging, and Affirming church. We look to a minister to provide innovative ways of worship. The Minister will provide leadership as we move towards something new, both within our community of faith and in exploring ways to connect and grow into our diverse neighbourhood and wider community.

### ***Mission Statement***

*St Mark's United Church is called to be a progressive, inclusive, life-affirming Christian community of faith in The United Church of Canada that is committed to engaging faith, scripture, and tradition in progressive ways, seeking to be inclusive of all, regardless of ability, age, class, ethnicity, gender, race or sexual orientation and striving to affirm the inherent blessing of life found in all creation.*

## **Autonomy in Decision-Making**

The Minister shall lead and work with the congregation in the formation of our Christian character. It is important to work as a team with the staff (Administrator, Music Director, Caretaker and Youth Leader), with Ministry Team Chairs, the Treasurer and the congregation. Any decisions that affects and requires the efforts and support of the congregation and Ministry Teams will be discussed and approved by those involved.

The decision of the theme for the sermon will be that of the Minister. Music will be mainly led by the Music Director, in consultation with the Minister and the Worship Ministry Team.

## **Worship**

The Minister will:

- Conduct Sunday services that include traditional and contemporary music and incorporate progressive theology. Creativity with services and music is strongly encouraged.
- Conduct special mid-week services, events or programs that arise, often at the discretion of the minister or the Worship or Outreach Teams (e.g. in response to a national or community issue that deeply affects the congregation, for spiritual practices, or to encourage youth and young families.)

### **Pastoral Care**

The Minister will:

- Visit and provide spiritual support for those in need, especially those who have health issues, have been away from the church (to be a link, and seek an understanding of their connections with the church), or are experiencing end-of-life issues.
- Support those within the community requiring pastoral care.
- Be aware of available social services for those in need and assist in making connections as necessary.

### **Community Outreach and Social Justice**

The Minister will:

- Be actively supportive of community outreach, including programs held at the church as well as those in the wider community. There is much need in the community, and these needs are assessed regularly with the Outreach Ministry Team to address our ability to assist with the community.
- Be aware of partnerships and community groups to be able to identify the culture and needs within the community.

### **Leadership**

The Minister will:

- Have a highly personable approach to leadership, i.e. builds relationship and consensus, delegates and shares leadership appropriately.
- Provide strong leadership in worship and pastoral care.
- Recognize, motivate, encourage and support others to grow, and in turn, develop and share their own gifts for ministry.
- Support and encourage the Church Board and its Standing Committees on their governance, discerning, and visioning roles
- Be able to work collaboratively with others and identify and bring out leadership and creative qualities in the congregation
- Provide leadership in ensuring that St. Mark's continues to be a progressive, inclusive and life affirming community of faith within the United Church of Canada.

## **Faith Formation and Christian Education**

The Minister will:

- Work with the Sunday School Coordinator and the Christian Education Ministry Team. In conjunction with the Christian Education Ministry Team, the Minister will actively support adult and youth education, such as small group activities, Bible studies, and spiritual practices. Some of these activities will be led by the Minister, with others by volunteers (with the presence by the Minister on a need basis).

## **Denomination and Communities**

The Minister will:

- Be actively involved in the life of the regional council and/or General Council.

## **Self-care**

The Minister will:

- 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. The Minister will collaborate with the M&P Ministry Team to meet goals.

## **Continuing Education**

The Minister will:

- Establish annual personal, vocational, and professional goals in conjunction with the Ministry and Personnel Ministry Team. These will reflect the goals of the church as outlined in our living faith story.
- After a 5-year term, the Minister is eligible and encouraged to take a 3 month sabbatical leave as outlined in the United Church of Canada policies.

## **Administration**

The minister will:

- In collaboration with the Music Director, the Worship Ministry Team and the Office Administrator, prepare the Sunday Order of Service. Creativity in preparation of the Sunday services is encouraged, including ideas and help with the layout (chairs are movable) and decorating of the sanctuary. Services will include regular and active participation by the congregation.
- Prepare their own schedule and share their electronic calendar with the Office Administrator and the Chair of Ministry and Personnel.
- Prepare an article for the quarterly newsletter, the Memo, along with verbal and written updates for the church board meetings. The Memo is prepared by volunteers. Notices on the outdoor sign will be developed in consultation with the Communication Team.

- Contribute to the weekly email that informs the congregation of activities.
- Attend various Ministry Team meetings as needed, and always attend the Board and the Worship Team meetings.
- Participate in some fundraisers and congregational events

St Mark's has an Office Administrator who currently works 14 hours a week. The church phone system will be maintained by the Office Administrator. The Music Director currently works 11 hours a week. The Sunday School Coordinator is responsible for coordinating programming for those 0 – 13 years old. The Youth Program Coordinator is a volunteer position. Caretaking duties are provided by a contract position.

### **Required Knowledge Skills and Abilities**

Ordained or Diaconal Ministry within the United Church of Canada or the eligibility to be admitted to the UCC

Driver's licence or access to a car.

Police Vulnerable Sector Check.

Computer and technological expertise

This is a 40 hour per week position. As such, the priorities of the position will continue to be as follows, based on time allocated:

- Worship – 40%
- Pastoral Care – 20%
- Congregational Development, Faith Formation and Christian Education – 10%
- Community Outreach and Social Justice - 10%
- Denomination and Communities – 10%
- Administration and Other – 10%

The percentages shown in the previous section represent an approximate breakdown of the Minister's involvement in each of the different categories.