

### **PROFILE #3: POSITION DESCRIPTION**

#### Administration and Leadership 25%

- guides the religious life of the church through teaching and example
- consults with the music director and the office administrator
- attends Council meetings where the congregation's needs and preferences are expressed
- attends other committee meetings as needed where the minister participates in their work and the facets of church life which they impact

#### Worship 30%

- leads most Sunday services, administering Sacraments, preparing and delivering sermons or religious messages, choosing and reading the scripture, choosing hymns and prayers as well as planning the meditations
- performing baptisms, weddings and funerals including meeting with families and service preparation

#### Wider United Church involvement 15%

- active participation in Presbytery, Conference and General Council in consultation with the Ministry and Personnel Committee.

#### Pastoral Care: 15%

- provides pastoral care as well as providing direction and encouragement to the Pastoral Care committee in its specific activities of visitation of the sick, elderly and shut-ins
- provides short term crisis support and refers persons to appropriate resources such as the Family Life Centre

#### Outreach 5%

- leads and encourages the congregation to respond to needs outside Roxboro United Church in the community, nation and world

#### Christian Development: 5%

- organizes and plans adult study groups
- assists volunteers to organize the teaching of the children

#### Professional Development: 5%

- reading, studying and researching as well as meeting with other ministers and attending courses allows the minister to refresh his or her mind and soul

#### Ecumenical Involvement :5%

- the minister is aware of the various churches in the community and keeps in touch with them as needed