

ST. ANDREW'S PRESBYTERIAN CHURCH, CALGARY

Minister Position Description

St. Andrew's is a vibrant community of faith in the heart of South Calgary, AB. We intend to grow as a missional congregation by pursuing our Mission: *Woven into the Neighbourhood, Growing Disciples who Love like Jesus*. Everything we do strives to express our discerned common Vision: *Growing.Life.Together.With God*. This is how the Good News of Christ's Gospel takes shape in us.

Role & Orientation

The Minister inspires the congregation and its leaders to bring its mission and vision to reality through the design of life-giving weekly worship and by sharing in leadership as a part of the Session and congregational teams. While The Minister is the Head of Staff and Moderator of Session, the Minister will have a collaborative orientation, operating as a leader among leaders.

Responsibilities

➤ **Worship, Vision and Leadership**

- Lead the planning of worship and have primary responsibility for preaching, scheduling Pulpit Supply once per month to free up time to engage more fully in other aspects of ministry.
- Act as Moderator of Session.
- Guide the interpretation of the congregation's Vision and Mission Statements and the implementation of strategies in furtherance of them.
- Conduct and support leadership training for elders, team convenors and emerging leaders.
- Conduct weddings and funerals.
- Support the welcome and engagement of newcomers to St. Andrew's.
- Facilitate educational opportunities that support and encourage spiritual development opportunities for congregants.
- Prepare an annual Clergy ministry plan including annual objectives and goals, with the support of the Ministry Resource and Accountability Team, for approval by the Session.

➤ **Pastoral Care**

- Provide crisis and bereavement care, as needed.
- Liaise with the lay Pastoral Care Coordinator and equip and support the many and varied lay-led Ministries of Care teams at St. Andrew's.
- Support the Leading with Care Team in growing and maintaining a safe environment for all at St. Andrew's.

➤ **Support of Congregational Teams**

- Advise and support congregational teams, attending meetings as requested by team convenors and as time permits.
- Oversee internal and external communication at St. Andrew's in consultation with the Communications Team, Church Staff, and Session.

➤ **Head of Staff**

- Provide organizational and administrative leadership for staff specifically and the congregation generally.
- In conjunction with staff, evaluate and discern the division of labour among the clergy and staff that will serve the needs of the congregation most effectively.

Relationships

Relates to the Session as a Moderator and member; to staff as team leader; to the congregation as Minister in terms of this position description; and to the Presbytery, Synod and General Assembly as directed by The Book of Forms and ordination vows. The Ministry Resource and Accountability Team (MRA) will act as a support team for wisdom, encouragement, and accountability.

Accountability

Accountable to Presbytery for ministerial conduct (Book of Forms 249) and to Session for performance of ministerial duties with the support of the Ministry Resource and Accountability (MRA) Team. The Minister shall have an annual performance review, as guided by the Presbytery.