

GLEN MORRIS UNITED CHURCH

POSITION DESCRIPTIONS

Original 20.05.2021 Revised 14.12.2022

GMUC POSITION DESCRIPTIONS

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MINISTER

Profile: Full-time.....40 hours per week ___ Solo ministry

Introduction:

The Minister at Glen Morris United Church is an enthusiastic and inspiring spiritual guide who will lead us in worship and the ongoing development of our 2016 Visioning Plan. The minister is committed to help maintain and grow the energy that continues to build in the congregational life here in Glen Morris. The provision of intentional pastoral care to this rural, family-oriented community is a key priority.

Reporting:

The minister is supported in their role and relationships, and is supervised by the Ministry and Personnel Committee. The minister provides a report to each Official Board meeting and to the Annual Congregational Meeting.

Autonomy in Decision-Making:

While sermon, prayer decisions, and planning are the minister's responsibility, the types of services, times, and locations are discussed with the Faith Formation Committee, with input from Session regarding new initiatives. Music decisions are made in collaboration with our part-time Music Director.

Expenditures within a budget that has been established for the use of the minister are decisions made independently. Any other expenditure would be discussed with the Treasurer or the Ministry and Personnel Committee.

Administration:

The minister's responsibilities include creating the digital weekly order of service, collaborating with others to provide a short "Passing of the Peace" commentary for the Newsletter, and communicating some scheduling and details for events. Creating and posting announcements in our weekly on-line Newsletter and scripture reader scheduling are completed by volunteers. Creating the digital Annual Report, as well as printing and collating several hard copies, is done by another volunteer.

Community Outreach and Social Justice:

Being a member of the Outreach and Social Justice Committee is optional. The minister would participate in community events as time allows. It is important to realize that the Glen Morris United Church is the only community church and its continued success and growth depend on building and maintaining strong relationships within the community.

Continuing Education:

The minister pursues personal, vocational, and professional goals for continuing education in consultation with the Ministry and Personnel Committee.

Denomination and Communities:

The minister is actively involved in the life of the Regional Council and/or General Council. The minister collaborates with other local ministry personnel for possible joint services or summer services and cooperative emergency support.

Faith Formation and Christian Education:

The minister works with our active Faith Formation Committee, which is responsible for the overall worship scheduling, and for children and youth education. While we occasionally have a guest, the minister is responsible for the planning and delivery of children's time. Prior to the pandemic, young families had begun to attend more regularly. Adult education programs would be based on time available.

Leadership:

Specific duties associated with leadership would be to coordinate with the work of multiple committees. All committees have chairpersons. The minister is expected to attend the following meetings: Official Board, Executive of the Official Board, Board of Trustees, Committee of Session, Faith Formation, Pastoral Care, and Annual Congregational Meetings. Other meetings are discretionary.

In the event the church appoints a student candidate, then a pastoral charge supervisor is appointed by Regional Council. Under these circumstances, the student candidate and pastoral charge supervisor would together attend the meetings listed above.

A preferred leadership style would combine elements of relationship and consensus building, support and encouragement of the gifts of others, along with the ability to try new things in shared leadership.

Pastoral Care:

As we have an aging community of faith, it is important to be available to visit and support people with any spiritual needs. As a community church, this care is provided by our Pastoral Care Committee to members, adherents, and other members of the community who seek it. The minister is responsible for the work of the Pastoral Care Committee and for all reports required. The lay committee members are considered assistants to the minister. The minister works with this team of volunteers by making the best use of these resources within the parameters of the comfort level of each lay member.

Telfer Place, in Paris, has been the location for a once-per-month care gathering as many elderly community members reside there. The minister is welcome to attend.

The minister is expected to be available on an urgent basis for end-of-life situations, funeral services, and family consultations. The minister prioritizes the needs of individuals and families in crisis. There may be meetings in private settings. The minister will arrange and communicate suitable emergency backup by another member of clergy when the minister is on vacation or other leaves of absence.

Self-Care:

The minister will set goals for ongoing self-care by maintaining a healthy balance of one's own physical, emotional, and spiritual well-being to include rest, recreation, and professional development. The minister collaborates with the Ministry and Personnel Committee to meet these goals.

Worship:

Planning with our Director of Music for all services is important as music is a highlight of our worship for many in our community. In our community of faith, worship may take several forms. During the pandemic, we have maintained a presence on Zoom, even when allowed to worship in the church building. Technology has been upgraded in the church sanctuary and in our newly renovated areas to facilitate this.

The minister is expected to lead a mix of contemporary and traditional Sunday morning worship services. In addition, we have had casual intergenerational Connect services during late afternoons, or U-services, and we conduct bi-monthly “Church on the Road” services at Telfer Place, Paris. The latter supports those who may not be able to make it to our church building or to connect to Zoom. We have also had “Messy Church” programs for children.

The minister will conduct the sacraments, funerals, and weddings. While communion services are normally held in the Glen Morris United Church building where all ages are encouraged to take part, we have also celebrated communion during Zoom worship.

Required Knowledge, Skills, and Abilities:

We require the minister to be supported in their role by Western Ontario Waterways Regional Council. The minister must have the ability to travel throughout the community, as required. The minister must be computer and social media literate. In order for this role to be successful for both the minister and the community of faith, it is imperative that the minister have excellent time management and communication skills.

Other Preferred Assets:

N/A

Minister Position Description Updated 12/12/2022

DIRECTOR OF MUSIC

The Director of Music is responsible for the planning, preparation and presentation of suitable music for the service of worship, accompanying the choir by playing the organ and/or piano; they are also responsible for ensuring the church doors are open for worshipping community to enter on Sunday mornings.

The director is responsible for the following:

THE FAITH FORMATION COMMITTEE (FF)

- To meet with the FF committee and the minister on an ongoing basis to discuss long range plans for the church year which will assist the director in the selection of the appropriate music
- To inform the committee regarding special musical events (e.g. concerts, etc.)
- To be an ex-officio member of the committee and attend meetings as they pertain to the worship service
- To co-ordinate time off with the committee for vacation, illness or absence, to assist the committee in finding a replacement when absent (the ultimate responsibility for a supply is that of the committee in consultation with the director); the Music Director will generate and maintain a list of alternates who would be acceptable supply organists (as they will also need a key for access to practice and potentially to open the door on Sunday morning).

THE MINISTER

- To meet with the FF committee and the minister on an ongoing basis to discuss long range plans for the church year which will assist the director in the selection of the appropriate music
- To be in contact with, on a regular basis, to discuss the weekly service regarding the music requirements: hymns, placement of anthems and solos for all choirs and other incidental music (e.g. introits, responses, choral closings).

THE CHOIR

- To plan a programme of music that meets the talents and interests of the choir
- To conduct a regular (weekly) rehearsal to prepare the choir for each service
- To build and maintain the morale and interest of choir members through the choice of programme and through personal leadership qualities.

MINISTRY AND PERSONNEL COMMITTEE

- The director shall work with the Ministry and Personnel Committee on an ongoing basis to maintain a harmonious relationship with other church staff and to clarify items of mutual concern and interest which may arise. These meetings would occur a minimum of twice a year and discussions would include salary and working conditions.

CO-ORDINATION WITH OTHER CHOIRS

- To co-ordinate the music of all choirs (e.g. off shoots are under the direction of others, the leaders would work with the co-directors).

MUSIC LIBRARY

- To order new music as required;
- To file and maintain the music library in good order;
- To record and verify legal use of music through one of our licensing agreements - One License, CCLI and Socan.

BUDGET

- To plan annually and submit budget requirements of the music programme;
- To select and order music and submit invoices to church treasurer within budget limits.

INSTRUMENTS OF THE CHURCH

- To be responsible for arranging for tuning and maintenance of the organs and pianos, and other musical items/instruments the church may have as necessary.

WEDDINGS AND FUNERALS

- To be available for providing suitable music for these purposes or to ensure substitutes requested by the family are capable musicians and respect the instruments we provide;
- Able to open the building when acting as the musician for the service;
- Able to turn on and operate the sound system if voice amplification is all that is needed.

Director of Music Position Description Updated 12.12.2022

CUSTODIAN

In general, the duties of the Custodian shall be responsibility for the cleaning and day to day maintenance of the interior of the church building. This is to include: the Sanctuary and Heritage Room entrances, the Sanctuary, choir area, kitchen, Robson Community Room (RCR), Fellowship Room (FR), Heritage Room (HR), office, washrooms, the stairway leading to the Upper Room, and the Upper Room.

The frequency of the cleaning tasks (weekly, monthly & periodically) is suggested only, and should be determined by the extent of the use of the above areas, weather conditions and special events.

A: WEEKLY SUGGESTED TASKS to include the following:

- **NARTHEX and SANCTUARY:** picking up and straightening, dusting and removal of cobwebs (window sills, baseboards, tables, chairs, pulpit, organ, pews), vacuuming of all carpets and replacing of Bibles & Hymn Books in pews.
- **FELLOWSHIP ROOM:** picking up, dusting and including the stairway to the Upper Room.
- **KITCHEN AREA:** picking up and straightening, dusting and vacuuming, cleaning exterior of refrigerator, stove, counter top, sink and cupboards, empty all garbage containers and dispose of contents.
- **WASHROOMS:** clean toilets, sinks, mirrors; replenish toilet paper and paper towels; wash floors.
- **RCR, HR and OFFICE:** general straightening and dusting, vacuum floors.
- The **HR** and kitchen floors should be washed weekly (or as needed).

B: MONTHLY SUGGESTED TASKS to include the following:

- Wash kitchen and RCR floors.

C: PERIODICALLY the following tasks should be completed:

- Cleaning of all interior windows (early spring and fall), EXCEPT those in the Narthex and the Sanctuary. Over a period of time clean all pews of dirt and grime.

ADDITIONAL DUTIES: Advise the Property Committee (Board of Stewards) as required to arrange for the cleaning of rugs and carpets (August, if possible). Advise the Property Committee when light bulbs require replacing or when the light fixtures require cleaning. Purchase cleaning materials and supplies, including such as toilet paper, paper towels and garbage bags. Provide invoices or bills to Treasurer for payment or reimbursement. Opening and closing of the church and regulating the heat as required for services, weddings etc. as required.

WEDDINGS: The Custodian shall assume the responsibility for cleaning before and after weddings, for which additional remuneration shall be paid. This includes moving of the communion table and the setting up of the table and chair for the signing of the register. The Minister shall inform the Custodian of these occasions and give necessary directions.

PANDEMICS: (added safety protocols) The Custodian shall fill hand sanitizer units, wash all surfaces (including floors and pews) following services (after the designated safe interval) with appropriate anti-bacterial disinfectant. The Custodian shall follow all safety protocols indicated on these products and/or those provided by provincial guidelines.

EXCLUSIONS: All exterior maintenance, including the clearing of ice and snow, shall be the responsibility of the Property Committee. All groups using the church will be responsible for general cleanup before leaving.

TERMS: The Custodian will perform the required duties 52 weeks of the year and will be responsible for securing a substitute when unavailable.

Custodian Position Description Updated April 2022

SUNDAY SCHOOL TEACHERS

Responsible to: The Official Board through the Faith Formation Committee

Objective: To assist in providing weekly instruction for children/youth of the church congregation

Length of Service: Negotiable

Special Qualities and Skills preferred:

- Ability to relate to/work with children/youth and their parents
- Talent in crafts and drama
- Knowledge of scripture and faith tenets of the congregation
- Able to relate the faith to everyday life through the arts
- Able to work with teammates for thorough preparation
- Enabling and encouraging the children to research facts and information
- Commitment to the goals of the congregation

Responsibilities

- Teaching Bible stories in a thoughtful and creative way that people can understand and that invite them to live out God's will in the church community and the greater world
- Teach a multi-level class setting
- Organize creative activities, particularly drama and crafts, that involve the children and illustrate the lessons
- Prepare each lesson in collaboration with others
- Content of lessons
- Gathering supplies
- Room set up
- Lead class
- Clean up after sessions
- Evaluate the sessions with the children, teammates and Faith Formation chair
- Attend volunteer risk management orientation and training sessions
- Ensure the implementation of risk management procedures as they occur within the Sunday School setting and personal areas of volunteer work within the Church setting

Time Requirements

- Actual time in Sunday School – 1.5 hours weekly
- Teacher meetings – 2 hours yearly
- Preparation for lessons - 2 hours/week
- Workshop attendance – 2 evenings – fall & winter – 4 hours each

Training and Support

- Orientation to the positions by a member of the Faith Formation Committee
- Opportunity to attend teacher training events/personal growth events
- Opportunity to attend volunteer risk training management
- Support group of other teachers/minister/Faith Formation Committee members

Sunday School Teachers Position Description Updated August 2020