



Director, United Church Formation Program Atlantic School of Theology

Position Description and Task List

Overview

The Director of the United Church Formation program, in consultation with the United Church Faculty Group, other members of the staff of Atlantic School of Theology, and the United Church's wider constituencies, administers and implements the student Formation Program at Atlantic School of Theology (AST). Through a diversity of functions including program planning and delivery, student advising, records management, and interpretation of United Church identity and ethos, the Director co-ordinates and leads the Formation Program for United Church students at AST, both residential and summer distance, who are candidates and potential candidates for ministry.

Accountability

The Director of the United Church Formation program is accountable to AST's United Church Faculty Group as a whole. Together with the Faculty Group, the Formation Director also has accountabilities to AST, to Pine Hill Divinity Hall (PHDH), and to The United Church of Canada.

Areas of Responsibility

Formation Program Design and Leadership

Residential Program

- plan and implement the weekly Formation Program in consultation with the United Church Faculty Group. Programming should include a focus on vocation and identity in United Church ministry, United Church contexts of ministry, and spiritual resources for ministry
- serve as a resource to students who are providing leadership within the Formation Program, including committees
- oversee leadership of the liturgical life of the United Church Formation Program
- invite and provide hospitality to guest leaders/facilitators within the Formation Programs, and arrange for thank you gifts, honoraria and reimbursement of expenses, as appropriate

Summer Distance Program

- design and facilitate a monthly online forum for Years 1, 3 and 4 which will include assignments and regular check in conversations focused on vocation and identity in United Church ministry, United Church contexts of ministry, and spiritual resources for ministry
- design and facilitate the summer formation program which will include worship leadership
- even though students in year 2 and 5 are not in the formation program, maintaining a collegial connection by regularly checking in with those students is still important

Student Advising

- meet with United Church students and potential students regarding their vocational plans, candidacy, preparation for ministry, relational and pastoral care issues, self-care, and well-being.
- review student's Formation portfolio as required
- support students in completing United Church documentation, as required
- maintain communication with students during their supervised ministry experiences

Reporting and Records Management

- take lead responsibility in completing, in consultation with the United Church Faculty Group, annual evaluative reports to appropriate United Church of Canada constituencies regarding student progress and suitability for ministry
- receive students' applications for the Supervised Ministry Experience (SME) program, and coordinate the United Church Faculty Group's contribution to such applications
- receive and review SME evaluation reports, and consult with the United Church Faculty Group on follow-up
- take lead responsibility in completing, in consultation with the United Church Faculty Group, final reports regarding the suitability and readiness of graduates and graduands for ordination or commissioning
- provide up-to-date information to PHDH and AST regarding the Formation Programs, for publication and distribution in the annual AST Calendar, the AST website, and other venues as appropriate
- write annual reports to PHDH on the Formation Programs and the work of the Formation Director
- provide to the AST Academic Office certification that graduating United Church students have (or have not) completed the requirements for the Denominational Formation credit
- oversee a small budget for the Formation Programs, in consultation with the PHDH Executive Director

Interpretation of United Church identity and ethos

- maintain up-to-date information, resources and knowledge about The United Church of Canada, and actively present these resources to students
- remain fully informed about the discernment, candidacy and ordination/commissioning processes of the United Church, and actively represent and interpret these processes to students
- actively and positively reflect United Church perspectives to students in all contexts
- cultivate relationships with United Church constituencies, including regional and national staff

Support and Participation in Governance Structures

- attend and support meetings of PHDH and its committees
- attend, as a member, and contribute to the meetings of the United Church Faculty Group and the AST Faculty
- assist AST Faculty and Administration in planning for the provision of United Church-specific curriculum and courses
- communicate and act as a liaison among AST, faculty, staff, students, alumni, Pine Hill Divinity Hall and its Executive Director, and The United Church of Canada (at all levels), as required
- communicate and co-ordinate with AST's other Formation Directors, as needed

Qualifications/Education/Competencies/Experience

- strong commitment to the church of Jesus Christ and active membership in The United Church of Canada
- at least five years of related experience in ministry within The United Church of Canada
- a passion for working with, and developing programming for, students
- excellent communication skills (both verbal and written) with the ability to communicate competently and effectively from an informed theological perspective and express ideas clearly
- ability to bring an Affirming lens to the work, for purposes of creating safe, healthy environments in which students can explore their faith and call to ministry
- commitment to support the church's work of reconciliation
- sensitivity, respect for, and an openness to working creatively, openly, transparently, tactfully and diplomatically with the diverse social and cultural realities of ministry students
- excellent analytical skills and judgment in dealing with critical issues, together with a commitment to maintain confidentiality and appropriate boundaries at all times
- ability to manage a wide range of administrative responsibilities
- ability to effectively use a variety of electronic communications and technology tools

Compensation

Position is 70% time, 28 hours weekly

Compensation, pension and benefits calculated per United Church funding model and negotiation

Prorated one-month vacation and Continuing Education funding provided.

Office computer and phone and supplies provided.

Please send application to:

pinehill@astheology.ns.ca

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