

## **Congregational Designated Minister (CDM)**

### **Background: Hope United Church**

Hope United Church is located in the heart of west end Halifax. The first worshippers at 3055 Connaught Avenue began their spiritual journey as Edgewood United Church in the 1950s. Since 2005, the church has been blessed with two amalgamations. Today, the founding congregations of Edgewood United, Oxford Street United and United Memorial churches bring together people of different backgrounds, ages and perspectives into a unique and vibrant community of faith.

The leadership of Hope United includes a full-time Ordained Minister, as well as an Organist, a Music Director and an Office Administrator who fill part-time positions. Hope is also fortunate to have an enthusiastic and willing core group of volunteers that supports the wide-ranging programs and activities of the community. With its amalgamation as Hope United Church in 2016, the leadership and congregation identified a growing need for support in the area of children, youth and family ministry. A part-time (20 hr/wk) Congregational Designated Minister (CDM) position was developed and filled to meet identified needs and explore new areas of growth for Hope United.

For 2018-19, 54 children registered in the Primary to Grade 5 Sunday School at Hope United with attendance on Sunday morning between 20 and 25. Youth Group on Sunday evenings has grown to 13 members who plan a variety of activities within and outside the church walls. Other events and activities that have been building community in our Family Ministry include Family Movie Nights, Youth Group sleepovers, Parent & Tot Group, Halloween Trunk and Treat, Skating Parties, and Family Wing Nights at a local pub. Children and youth are enthusiastic participants in All Ages services and youth are involved regularly on Sunday mornings as operators of the elevator and our audio/visual system.

Recognizing the tremendous challenges and changes that are transforming the United Church of Canada, Hope United began a visioning process in 2018 to explore passions and priorities for the future growth and direction of the congregation. Within this process, the needs of children, youth and families is consistently identified as a primary focus for the church. In addition, participants have been envisioning new and innovative ways of connecting people and groups of all ages both within the church and in the broader community. Programs that reach beyond the church walls and beyond Sunday mornings, a clear identity for the church within the community, effective and modern communication of Christ's inclusive message of love, and expanding a friendly welcoming atmosphere into a culture of radical hospitality – these are key elements of Hope's vision and areas of focus for the congregation and its leadership.

### **Position Description:**

Hope United Church is seeking a part-time (20 hours/week) Congregational Designated Minister (CDM) to:

- I. support and grow the church's ministry to children, youth, young adults and families
- II. support the church's vision for stewardship, growth and renewal

## **Position Requirements:**

The CDM candidate will:

- have experience working directly with children and youth in a faith environment
- possess knowledge and experience in planning, implementation, oversight and evaluation of faith-based programs for children, youth and families
- be well-grounded in United Church theology, biblical knowledge, theories, principles, and techniques involved in congregational leadership (theological training is required)
- be able to collaborate as part of a ministry team, with church committees and with volunteers
- demonstrate strong communication skills in all working relationships within the faith community and the surrounding community
- possess strong technology skills including use of social media, website, and audio-visual system
- have demonstrated experience in community building through cultivating relationships among individuals and groups in a faith setting (preferred) and/or community setting

## **I. Support and Grow Hope United's Ministry to Children, Youth & Families**

Recognizing the identified desire of Hope United Church to support current children, youth and families in the congregation and to promote and expand its children, youth and family ministry, the Congregational Designated Minister will:

- Coordinate and develop ministry with children, youth and families within the congregation and engage the larger community through faith exploration, service and friendship;
- Fulfill the role of Sunday School superintendent: plan and implement Sunday School curriculum; recruit, train and support Sunday School leaders; provide oversight and professional development for Sunday School leaders;
- Work with the Christian Life and Growth committee and the Minister to create and develop appropriate activities, events and materials for the children and youth of the church;
- Develop meaningful relationships with the children, youth and families, and others in the congregation who support the Children, Youth & Family Ministry;
- Actively encourage new leaders and volunteers in the Children Youth & Family ministry;
- Provide leadership for the Youth Ministry; organize and run the weekly Youth Group
- Attend weekly Sunday Services, as determined through consultation with the minister; assist with all ages worship services and other services or events as appropriate;
- Encourage children and youth participation in church services;
- Positively promote the Children Youth & Family Ministry of Hope United to the wider, surrounding community

## **II. Support the church's vision for stewardship, growth and renewal**

Recognizing the importance of innovation and growth for the long-term sustainability of the church and all its programs including the Ministry to Children, Youth & Families, the Congregational Designated Minister will:

- Participate in Hope's ongoing visioning process in leadership with the Minister and the Church Board;
- Contribute a youth-focused communications strategy for the church's social media and web presence;
- Explore opportunities to network with the surrounding Halifax community with a goal to establish and nurture relationships;
- Encourage good stewardship and commitments of time, talent and treasure at all levels and ages within the congregation.

### **Accountability:**

The Congregational Designated Minister will consult regularly with the Minister and will work collaboratively with the Christian Life & Growth Committee, the Music Ministry Team and the Office Administrator in a professional and collegial environment.

The Congregational Designated Minister is accountable to the Church Board through the Ministry and Personnel Committee. Regional Council 15 is the primary court for the purpose of oversight and discipline with respect to this position.

### **Terms:**

- This position is categorized as CDM Level 3 in accordance with United Church of Canada Congregational Designated Ministers Guidelines (October 2016)
- Candidate must be a baptized layperson.
- Position is subject to a probationary period of six months.
- Regular evaluations will be performed and a small support team will be created to serve as a sounding board for the CDM.
- Hours: 20 hours per week
- Salary range of \$22,000-\$25,000 commensurate with experience and qualifications.
- Remuneration is paid monthly through ADP on the 25<sup>th</sup> of each month. To include mandatory vacation pay of 4%. Equivalent vacation time may be arranged in coordination with the Minister and Ministry & Personnel Committee.
- A cell phone support contribution equivalent to \$50 per month.
- Compensation for use of personal vehicle in work related duties: UCC rate for 2019 \$0.40/km. This does not include travel to and from work. Submitted expense claims must be authorized by the supervising Minister.
- A Continuing Education and Learning Resources allocation of \$625/year applies.

- Hope United Church will provide a secure office space for the CDM.
- Participation in the United Church of Canada staff pension & group benefits plan is required.
- Compensation for seven statutory holidays per year is included: New Year's Day, Nova Scotia Heritage Day, Easter, July 1, Labour Day, Christmas Day, Boxing Day.
- Employment offer is dependent upon receipt by the Ministry & Personnel Committee of a current clear vulnerable persons record check (Level 2).