



## **Leader - First Third Ministry**

### **General Description**

The purpose of this position is to grow our ministry with the First Third community (younger families, children, youth and young adults). This position will be supervised by, and work cooperatively with, the Coordinating Minister. Together, they are accountable to the Spiritual Development Ministry Team which, in turn, is accountable to the Northwood UC Board through the Ministry and Personnel Committee.

### **Spiritual Development Ministry Team**

The Spiritual Development Ministry provides leadership over programming related to Christian Spiritual formation for all ages at Northwood. Examples of their scope have included adult Bible study, Children's Church, Youth Groups, Yoga and Mindful Meditation.

### **Working Hours**

Part time - 20 hours/week

## **AREAS OF RESPONSIBILITY**

### **Leadership of Worship**

- This position will regularly participate in Sunday a.m. worship leading the conversational "Children's time".
- We envision that, as the First Third population grows, the successful candidate would provide worship leadership, together with the Coordinating Minister, for an annual "Intergenerational Worship Service".

### **Administration**

- The Spiritual Development Ministry oversees all Christian formation programming at Northwood. This position would attend any Spiritual Development meetings relating to First Third Ministry.
- This position would contribute to ongoing communications related to their areas of responsibility such as website updates, postings in church bulletins, on bulletin boards, social media sites, etc.

### **Pastoral Care**

- Pastoral care is an important part of Northwood's ministry. Under the supervision of the Coordinating Minister, this position will be the first point of contact to arising pastoral needs.
- This position will identify and refer arising pastoral needs to the Coordinating Minister.

### **Preparation (Home office 8 Hours: off-site)**

- Preparation and administration for the below would occur from the person's home office.

### **Programming (Friday 8 Hours: on-site focus)**

Resource and implement spiritual formation programs for young families, children, youth and young adults. On each Friday, we envision a different focus such as the below:

- (Weekly) Story time with Silver Ridge Christian Montessori ~ a new ministry partner located at NUC
- (Monthly) Youth group (a spiritual gathering for teens)
- (Monthly) Friday night 'Children's Parties', (a gathering for children & young families)
- (6 per year) Leading 'Spirit Kids' and overseeing Jr. leaders (a Professional Development Day VBS)
- (6-8 per year) Friday Night 'Social Events' (Boards games nights, etc directed to First Third age demographic)

**Programming (Sunday 4 Hours: on-site focus)**

Resource and implement Christian spiritual formation programs for young families, children and youth:

- Children's Church ~ a weekly Sunday morning program running concurrently w' worship

**Programming (general ~ many of the above will not run in summer)**

Resource and implement spiritual formation programs for younger families, children, youth and young adults, such as:

- (Summer – 1 Week) Camp Spirit (resource / support week hosted by Pacific Mountain Regional Church). Overtime above 20 hours is expected to occur during this week.
- Confirmation classes as needed (ideally run every second year)

**Leadership Development**

- In consultation with the Coordinating Minister, this position will recognize and develop gifts and talents in members and adherents as related to the First Third Ministry (such as Children's Church volunteers).
- They will provide and/or facilitate training of lay leaders to enable their involvement in ministry related to younger families, children, youth and young adults.

**Accountability**

- This position is supervised by, accountable to, and supported by the Coordinating Minister.
- Together, both positions are accountable to the Spiritual Development Ministry Team for direction as to program priorities.
- The position's performance will be reviewed annually by the M&P Committee.

**Requirements**

- Interest and demonstrated experience in delivering engaging intergenerational, family, young adult, youth and children's programs in a progressive Christian context would be a strong asset.
- Small group leadership skills would be a strong asset
- Knowledge and experience of working in a United Church of Canada setting would be an asset.
- A willingness to learn the congregational context of Northwood is important.
- Pastoral care experience and sensitivity would be an asset.

**Working Conditions**

Salary: Competitive salary and benefits equivalent to the national salary schedule (at DLM, Category A, COL 4) and in consultation with M&P Committee and Ministry Board.

Office Hours: The position is expected to be on-site on Fridays (8 hours) and Sundays (4 hours). Offsite preparation is expected for the balance of (8 hours) of the week.

Vacation: Four weeks within each calendar year.

Study Leave: Three weeks per year

Continuing Education: Continuing education focused on job priorities to be negotiated with M&P Committee.

Entitlements: United Church of Canada Group Benefits and Pension Plan.