

## Professional Ministry “Key Responsibilities” Job Description

To be attached to Canada Revenue Agency T1223 Form - Clergy Residence Deduction

**Job Title:** \_\_\_\_\_

**Position Category:** **Rector/Incumbent in the Anglican Diocese of Niagara**

**Reports to:** **The diocesan Bishop and/or the Bishop’s designate**

**Nature of the position** Working under the direction of the Bishop and/or the Bishop’s designate(s) during the diocesan Bishop’s pleasure, as part of parish and diocesan ministry teams, **to be in charge of and minister to the parish of** \_\_\_\_\_.

Key Responsibilities	% of time per week devoted to this duty
Leading common worship and administering sacraments in duly authorized forms (which may include planning and preparing for worship services; proclaiming the Word of God; preaching; presiding or assisting in celebrations of baptism, eucharist and other sacraments; officiating at offices & funerals, <i>et al.</i> )	
Exercising leadership in the councils of the church (which may include chairing and/or facilitating the effective functioning of Vestry, Corporation, Parish Council, Synod, <i>et al.</i> )	
Jointly (with other office-holders) overseeing the administration of the church’s ministries and management of its ministry resources (which will include promoting compliance with accessibility, sexual abuse & harassment and volunteer screening & management policies; and which may include performing or coordinating administrative tasks; overseeing and supporting staff and lay leaders; managing financial and physical resources; <i>et al.</i> )	
Exercising and enabling pastoral care (which may include direct provision or facilitation of care of those who are: sick, isolated, dying, bereaved, distressed, imprisoned; under- or unemployed; newcomers, immigrants & refugees; living with violence, abuse, poverty, oppression, <i>et al.</i> )	
Facilitating Christian spiritual development and fostering discipleship (which may include leading or facilitating Bible studies; prayer & spirituality, faith nurture, stewardship, sacramental [baptism, eucharist, confirmation, reconciliation, marriage] preparation, discipleship & leadership training programmes, <i>et al.</i> )	
Assisting the church to discern and pursue its part in God’s mission of justice, peace and love in the world (including sharing good news in word and action; social service; community development; environmental and/or social justice action & advocacy, <i>et al.</i> )	
Engaging in continuing education, personal spiritual and professional development (which may include daily offices, retreats, Quiet Days, spiritual direction; intentional learning groups; reading, courses, conferences, training days/events for ministry skill development; advanced degree studies, <i>et al.</i> )	

### Outline of general responsibilities

- Function in a manner proper to the person’s order of ministry (licensed laity, deacon, priest, bishop)
- Maintain an active and responsible spiritual life
- Partake in continuing education opportunities and ongoing professional development
- Report to the Bishop or the Bishop’s designate regularly
- Promote engagement with the diocesan vision and uphold diocesan policies
- Be governed by the canons and constitutions of the Diocese of Niagara, Ecclesiastical Province of Ontario and General Synod of the Anglican Church of Canada
- Other duties as assigned by the Bishop and/or the Bishop’s designate

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Signature

\_\_\_\_\_  
Date

## Professional Ministry “Key Responsibilities” Job Description

To be attached to Canada Revenue Agency T1223 Form - Clergy Residence Deduction

**Job Title:** \_\_\_\_\_

**Position Category:** **Associate/Assistant Clergy-person, Anglican Diocese of Niagara**

**Reports to:** **The diocesan Bishop and/or the Bishop’s designate**

**Nature of the position** Working under the direction of the Bishop and/or the Bishop’s designate(s) during the diocesan Bishop’s pleasure, as part of parish and diocesan ministry teams, **to minister to the parish of** \_\_\_\_\_.

Key Responsibilities	% of time per week devoted to this duty
Leading common worship and administering sacraments in duly authorized forms (which may include planning and preparing for worship services; proclaiming the Word of God; preaching; presiding or assisting in celebrations of baptism, eucharist and other sacraments; officiating at offices & funerals, <i>et al.</i> )	
Exercising leadership in the councils of the church (which may include facilitating the effective functioning of Vestry, Corporation, Parish Council, Synod, <i>et al.</i> )	
Jointly (as delegated and with other office-holders) overseeing the administration of the church’s ministries and management of its ministry resources (which will include promoting compliance with accessibility, sexual abuse & harassment and volunteer screening & management policies; and which may include performing or coordinating administrative tasks; overseeing and supporting staff and lay leaders; managing financial and physical resources; <i>et al.</i> )	
Exercising and enabling pastoral care (which may include direct provision or facilitation of care of those who are: sick, isolated, dying, bereaved, distressed, imprisoned; under- or unemployed; newcomers, immigrants & refugees; living with violence, abuse, poverty, oppression, <i>et al.</i> )	
Facilitating Christian spiritual development and fostering discipleship (which may include leading or facilitating Bible studies; prayer & spirituality, faith nurture, stewardship, sacramental [baptism, eucharist, confirmation, reconciliation, marriage] preparation, discipleship & leadership training programmes, <i>et al.</i> )	
Assisting the church to discern and pursue its part in God’s mission of justice, peace and love in the world (including sharing good news in word and action; social service; community development; environmental and/or social justice action & advocacy, <i>et al.</i> )	
Engaging in continuing education, personal spiritual and professional development (which may include daily offices, retreats, Quiet Days, spiritual direction; intentional learning groups; reading, courses, conferences, training days/events for ministry skill development; advanced degree studies, <i>et al.</i> )	

### Outline of general responsibilities

- Function in a manner proper to the person’s order of ministry (licensed laity, deacon, priest, bishop)
- Maintain an active and responsible spiritual life
- Partake in continuing education opportunities and ongoing professional development
- Report to the Bishop or the Bishop’s designate regularly
- Promote engagement with the diocesan vision and uphold diocesan policies
- Be governed by the canons and constitutions of the Diocese of Niagara, Ecclesiastical Province of Ontario and General Synod of the Anglican Church of Canada
- Other duties as assigned by the Bishop and/or the Bishop’s designate

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Signature

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Date

## Professional Ministry “Key Responsibilities” Job Description

To be attached to Canada Revenue Agency T1223 Form - Clergy Residence Deduction

**Job Title:** \_\_\_\_\_

**Position Category:**

**Licensed Lay-Worker (“Regular Minister”), Anglican Diocese of Niagara**

**Reports to:**

**The diocesan Bishop and/or the Bishop’s designate**

**Nature of the position**

Working under the direction of the Bishop and/or the Bishop’s designate(s) during the diocesan Bishop’s pleasure, as part of parish and diocesan ministry teams, **to minister to the parish or diocese of** \_\_\_\_\_.

Key Responsibilities	% of time per week devoted to this duty
Leading common worship and administering sacraments in duly authorized forms (which may include planning and preparing for worship services; proclaiming the Word of God; preaching; assisting or officiating at offices & funerals as authorized, <i>et al.</i> )	
Exercising leadership in the councils of the church (which may include facilitating the effective functioning of Vestry, Corporation, Parish Council, Synod, <i>et al.</i> )	
Jointly (as delegated and with other office-holders) overseeing the administration of the church’s ministries and management of its ministry resources (which will include promoting compliance with accessibility, sexual abuse & harassment and volunteer screening & management policies; and which may include performing or coordinating administrative tasks; overseeing and supporting staff and lay leaders; managing financial and physical resources; <i>et al.</i> )	
Exercising and enabling pastoral care (which may include direct provision or facilitation of care of those who are: sick, isolated, dying, bereaved, distressed, imprisoned; under- or unemployed; newcomers, immigrants & refugees; living with violence, abuse, poverty, oppression, <i>et al.</i> )	
Facilitating Christian spiritual development and fostering discipleship (which may include leading or facilitating Bible studies; prayer & spirituality, faith nurture, stewardship, sacramental [baptism, eucharist, confirmation, reconciliation, marriage] preparation, discipleship & leadership training programmes, <i>et al.</i> )	
Assisting the church to discern and pursue its part in God’s mission of justice, peace and love in the world (including sharing good news in word and action; social service; community development; environmental and/or social justice action & advocacy, <i>et al.</i> )	
Engaging in continuing education, personal spiritual and professional development (which may include daily offices, retreats, Quiet Days, spiritual direction; intentional learning groups; reading, courses, conferences, training days/events for ministry skill development; advanced degree studies, <i>et al.</i> )	

**Outline of general responsibilities**

- Function in a manner proper to the person’s order of ministry (licensed laity, deacon, priest, bishop)
- Maintain an active and responsible spiritual life
- Partake in continuing education opportunities and ongoing professional development
- Report to the Bishop or the Bishop’s designate regularly
- Promote engagement with the diocesan vision and uphold diocesan policies
- Be governed by the canons and constitutions of the Diocese of Niagara, Ecclesiastical Province of Ontario and General Synod of the Anglican Church of Canada
- Other duties as assigned by the Bishop and/or the Bishop’s designate

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Signature

\_\_\_\_\_  
Date

## Professional Ministry “Key Responsibilities” Job Description

To be attached to Canada Revenue Agency T1223 Form - Clergy Residence Deduction

**Job Title:** \_\_\_\_\_

**Position Category:** **Administrative Service, Anglican Diocese of Niagara**

**Reports to:** **The diocesan Bishop and/or the Bishop’s designate**

**Nature of the position** Working under the direction of the Bishop and/or the Bishop’s designate(s) during the diocesan Bishop’s pleasure, as part of parish and diocesan ministry teams, **engaging exclusively in full-time administrative service by appointment of a religious order or religious denomination.**

Key Responsibilities	% of time per week devoted to this duty
Jointly (as delegated and with other office-holders) overseeing the administration of the church’s ministries and management of its ministry resources (which will include promoting compliance with accessibility, sexual abuse & harassment and volunteer screening & management policies; and which may include performing or coordinating administrative tasks; overseeing and supporting staff and lay leaders; managing financial and physical resources; <i>et al.</i> )	
Exercising leadership in the councils of the church (which may include chairing and/or facilitating the effective functioning of Synod, Synod Council, Management Team, Archdeacons & Regional Deans, <i>et al.</i> )	
Assisting the church to discern and pursue its part in God’s mission of justice, peace and love in the world (including sharing good news in word and action; social service; community development; environmental and/or social justice action & advocacy, <i>et al.</i> )	
Assisting with the development of and overseeing the implementation of policies and practices	
Organizing, filing and maintaining records and/or archives	
Conducting archival research and responding to archival record inquiries	
Engaging in continuing education, personal spiritual and professional development (which may include daily offices, retreats, Quiet Days, spiritual direction; intentional learning groups; reading, courses, conferences, training days/events for ministry skill development; advanced degree studies, <i>et al.</i> )	
Ministering to a parish or diocese by: (i) Leading common worship and administering sacraments in duly authorized forms; (ii) Exercising and enabling pastoral care; and/or (iii) Facilitating Christian spiritual development and fostering discipleship	

### Outline of general responsibilities

- Function in a manner proper to the person’s order of ministry (licensed laity, deacon, priest, bishop)
- Maintain an active and responsible spiritual life
- Partake in continuing education opportunities and ongoing professional development
- Report to the Bishop or the Bishop’s designate regularly
- Promote engagement with the diocesan vision and uphold diocesan policies
- Be governed by the canons and constitutions of the Diocese of Niagara, Ecclesiastical Province of Ontario and General Synod of the Anglican Church of Canada
- Other duties as assigned by the Bishop and/or the Bishop’s designate

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Signature

\_\_\_\_\_  
Date