



Pastoral Associate

St. Christopher's Anglican Church
a vibrant, creative, and forward-looking parish in Burlington, Ontario
is seeking a full-time Pastoral Associate
to begin by November 30, 2014.

Purpose of the Position & Vision

To enable St. Christopher's to develop and maintain a state-of-the-art compassion and care program supported by prayer and sacramental ministry

that ensures no one falls through the cracks –

so if parishioners are in hospital, they are visited;

if they are unable to come to the church, they stay connected;

if they are bereaved, they are comforted;

if they are going through a tough time, they know they are not alone and find resources for support.

To assist the Rector in all aspects of parish ministry, with special attention to the pastoral care of the congregation.

Key Responsibilities include:

- recruitment, training, deployment, supervision, and support of lay pastoral volunteers
- direct pastoral care and sacramental ministry as needed
- monitoring compassion and care programs to ensure and enhance their effectiveness
- working in a team relationship with other paid staff, key volunteers, and honorary clergy
- acting as a resource to the Rector and other team members in pastoral ministry: keeping them informed of parishioners' pastoral needs, assisting them to make appropriate pastoral responses, identifying resources, and proposing ministry initiatives to enable the parish to realize its vision for compassion and care.
- funerals and weddings as requested by the Rector
- presiding and preaching on Sundays and mid-week services as requested by the Rector
- leadership in educational programs as requested by the Rector
- other duties as assigned

Skills & Experience Required

- a priest in good standing or a candidate for ordained ministry who is or could be licensed by the Bishop of Niagara
- familiar with the life, ethos, and worship of the Anglican Church of Canada and supportive of its expression at St. Christopher's
- a Master of Divinity degree or equivalent formal training in theology
- at least one unit of Clinical Pastoral Education
- previous experience as a parish staff person in a pastoral care role
- demonstrated ability to work in a team

- demonstrated ability to recruit, train, and supervise volunteers
- demonstrated ability to preach well
- excellent leadership, communication, interpersonal, and organizational skills
- excellent computer skills
- a passion for this ministry
- understanding of and commitment to confidentiality and safe church policies and practices
- prepared to commit to this ministry for at least three years

Boundaries & Limitations

- Works within diocesan Guidelines for Working with Children, Youth, and Other Vulnerable People

Working Relationships

- - appointed and licensed by the Bishop of Niagara at the request of the Rector and Wardens
- - accountable to and supervised by the Bishop, under the day to day direction and supervision of the Rector
- - paid by the Corporation of St. Christopher's Church through the diocesan payroll
- - co-ordinator of the parish's Compassion & Care ministries
- - a member of the parish staff team
- - a member of Parish Council

Working Conditions

- this is a full-time position
- we hope the successful candidate would be able to stay for three years (and possible for longer with the consent of the Bishop and Corporation)
- this position requires work on Sundays, some Saturdays, and on weeknights, both on-site at the church and off-site (including in hospitals, nursing homes, and private residences)
- compensating time may be accrued after 48 hours per week (in accordance with the Ontario Labour Code) and must be taken in lieu time. Overtime will not be remunerated
- salary (stipend + housing allowance), pension, and benefits in accordance with Diocesan policies
- if the successful applicant is a new ordinand, the Rector will make the time available to supervise a generalist curacy, provide opportunities for learning outside the scope of this job description, and make available the time required for participation in Post-Ordination Training and other diocesan requirements stipulated by the Bishop.
- the position will begin with a three-month probationary period

Participation Group

- unsupervised 1:1 contact with parishioners of all ages, including vulnerable people, at the church and off-site, including in private homes
- in a position of trust
- relationship involving a high degree of self-disclosure and confidential personal information

Screening Requirements

High Risk -- all screening requirements: police check, references, and a signed commitment to uphold diocesan policies regarding work with vulnerable persons

Deadline for Applications: **September 23, 2014**
Interviews will take place between September 29 and October 5
for a start date by Sunday, November 30, 2014

For more information about the parish and its mission, visit www.stcb.ca

Please direct applications and inquiries to:
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