

Job Title: Co-Lead Minister (2 positions, 1 vacancy)

Reports to: Board

Scope: Full-time, Called

Effective Date: June 1 2022

Overview:

The Co-Lead Minister is one of two senior staff position within Broad View United and functions with the authority from the Board and the United Church of Canada. The two positions have a two-fold focus: Responsibility for the Spiritual Leadership of the congregation and; to direct and lead the overall management of Broad View United and all aspects of the organization's operations.

In descending order of importance, the duties and Responsibilities of the co-lead ministers are:

Duties and Responsibilities:

Vision and Leadership

- Provide vision and oversight of the spiritual life of the Congregation and all its aspects.
- Provide leadership in the development and implementation of the Broad View United's statement of vision, mission, and core values through implementation of the strategic plan.
- Respond to and manage change and its impact on Broad View United members and adherents.
- Look to the future for opportunities to grow Broad View United's role and impact on members , adherents, the community adjacent and the region of Saanich
- Nurturing and mentoring leadership and ensuring appropriate succession planning

Worship and Pastoral Care

- Establish and implement a comprehensive worship program for a progressive and regional church.
- Ensure the creative development of worship services, including liaison with musicians.
- Conduct funerals, wedding and baptisms as required.
- Ensure the provision of religious and spiritual counselling and pastoral support for the Congregation, it members and it's leaders.
- Community engagement through ritual around significant world or community events

Human Resource Management

- Manage the human resource functions of Broad View United.
- Provide leadership development, coaching, mentorship, oversight and encouragement to Broad View United staff, contractors and leaders.
- Recruit and supervise staff and other personnel at Broad View United.
- Implements regular and timely staff performance reviews.
- Ensures implementation of personnel policies and is ultimately responsible for the hiring and termination of all staff, contractors, and volunteers except called or appointment ministry personnel.

Board and Committee Relations

- The board is a policy governance board and as such the co-lead ministers are responsible to engage with the board in casting a vision for the ongoing well being of BVU, implementing their directions and giving them the information, support and leadership to meet its governance responsibilities.
 - Support the Board to build and maintain an effective and faithful governance function, including effective meetings, policy creation and adherence, strategic planning, risk/reward discernment and regular performance evaluation.
 - Provide executive leadership through creating and maintaining appropriate relationships and communication with and between the Board and Committee members and the wider Congregation and its teams.
 - Assist the Board to recruit and retain qualified Board and Committee members in accordance with governance policies.
 - Assist the Board to coordinate and organize the Annual General Meeting.
- Act as an ex-officio committee member on all committees of the Board except Ministry and Personnel .
- Act as the Chair of the trustee and a liaison between the Trustees and the Board
- Work with the Board and membership to establish and maintain open and adequate lines of communication.
- Autonomy in Decision Making: In accordance with the policy governance model, the co-lead minister(s) are accountable to the Board and the limits of their authority are defined in the policy governance document.

Education and Partnership Development

- Envision, create and ensure delivery of a robust engaging life long learning experiences for all ages that give opportunities to grow as progressive Christians and faithful human beings.
- Oversee the development and delivery of programs and courses for adults, youth and children which help them explore and extend their faith.
- Engage strategically and build relationship with community partnerships to jointly deliver programs and services and ensure a community reputation for relevance.
- Work with external stakeholders to identify community needs and remove barriers to participation in meeting these needs.

Financial Management and Stewardship Development

- Ensure the development and implementation of a comprehensive financial and stewardship program
- Coordinate and oversee the financial operations of Broad View United.
- Prepare and manage annual budgets and oversee the implementation of operational budgets.
- Ensure regular, accurate and timely reports are presented to the Board and other stakeholders as required.
- Oversee the preparation of grant and funding applications.
- Ensure effective communication and connection with BVU Foundation

Outreach and Justice Making:

- Ensure the establishment and implementation of a comprehensive outreach and justice making program at BVU
- Support and ensure adequate resources for new and existing programs and projects, including but not limited to Intercultural, Reconciliation, Refugee ministries
- Support membership in community activist organizations and groups so that BVU has a place at the table
- Be an outpost to engage national church justice stands, currently anti-racism, LGBTQ2+ affirming, and reconciling

Personal and Professional Growth:

Self Care

Ministry personnel are expected to monitor their own self care by taking their weekly days off, regular holidays and study leave. In addition a provision for sick days and mental health days are contained in the BVU human resources policy and all staff are encouraged to make use of the resources and supports available to them. In addition the benefits package of the UCC contains EAP provisions and staff are encouraged to access these where needed. Time is also made available in regular staff meetings for staff to check in with one another and share how they are doing personally.

Continuing Education

Ministry personnel are encouraged to take their study leave time for both reflection and skill development. Goal setting and performance reviews will aid in helping to guide this area. A 5 year sabbatical provision is also observed and supported by BVU as outlined by the UCC. Adequate funds are made available to support these ventures.

Denomination and community leadership and involvement

We recognize and encourage our ministers to be involved as the denomination calls upon their gifts and leadership. In addition, ministry personnel are encouraged to be involved in the local community in a variety of ways.

Qualifications and Experience:

Education and Experience

- Graduation from a recognized UCC educational institution
- Qualifications of Ordination or Commissioning
- At least 10 years of experience in a congregation, with some spent in a similar sized congregation to BVU
- In good standing with the UCC Office of Vocation

Skills and Abilities

- Spiritually grounded, with an ability to demonstrate and articulate a progressive faith and pattern of spiritual practices
- An ability to create, maintain and support a positive human community with mutual respect, humility and diplomacy
- Exceptional public relations, oral and written communication skills.
- Facilitation skills and ability to encourage dialogue and discussion amongst diverse groups and individuals
- Experience in Board governance, budgeting and financial management.
- Grant and proposal writing.
- Human resource management, including ability to coach/mentor senior staff.
- Managing interpersonal relationships with staff, volunteer and congregates.
- Organizational planning and tracking progress toward meeting goals.
- Ability to build external collaborative relationships and partnerships.
- Analytical and strong decision-maker with the ability to prioritize and communicate with staff to achieve organizational goals.

Technical Skills:

- Experience developing and managing budgets.
- Strong computer skills.