

# James Bay United Church

## Job Description | Minister | 2026

Position Title: Ordered Minister of the United Church of Canada  
Part Time: 0.9 FTE (approximately 34 hours per week)

### Position Summary

This position is for an Ordered Minister of The United Church of Canada serving at 0.9 FTE (approximately 34 hours per week), providing leadership in worship, pastoral care, leadership development, faith formation, administration, and strategic ministry expansion.

James Bay United Church is a progressive, inclusive congregation entering a season of intentional growth.

Building on a decade of renewal and neighbourhood engagement, we seek a minister who can deepen our spiritual life while helping expand our ministry through community partnerships, justice initiatives, and innovative expressions of church.

We value thoughtful, scripture-rooted worship that speaks to contemporary life. Our minister will equip and empower lay leaders, strengthening a culture of shared ministry grounded in gifts and collaboration.

The last Sunday of each month will remain congregation-led, continuing JBUC's strong tradition of shared leadership. The minister will mentor and support congregation worship leaders while honouring their creativity and voice.

Working alongside dedicated Arts, Social Justice, and Communications staff, the minister will help guide JBUC toward sustainable, outward-focused, and spiritually grounded growth.

### Some competencies needed for a minister at James Bay United Church:

- A secure and grounded sense of identity in ministry.
- A healthy spiritual awareness of themselves and the congregation.
- A demonstrated capacity for future-oriented leadership and strategic expansion of ministry.
- Ability to draw upon and use the resources of The United Church of Canada.
- Ability to invite people into scripture, theology, and Christian tradition in accessible and compelling ways.
- Skills in leading worship, preaching, teaching, and offering pastoral care.
- Evidence of compassion, empathy, active listening, and healthy boundaries.
- Ability to manage time effectively and responsively within a 0.9 FTE structure.
- Ability to delegate, share responsibility, encourage leadership development, and build morale among Teams.

- Capacity to analyze situations, understand power dynamics, and offer creative vision for congregational and community well-being.
- Ability to solve problems and manage conflict constructively.
- Aesthetic awareness in use of space, beauty, and hospitality.
- Strong commitment to social justice, reconciliation, and inclusive community.
- Capacity to lead congregational culture shifts necessary for healthy growth and expansion.

### **Autonomy in Decision-Making**

- The minister works collaboratively with the Board and ministry teams and is entrusted with significant responsibility and freedom to prioritize tasks within the scope of this job description and the 0.9 FTE structure.
- The minister's accountability is to the Board through the M&P Committee and under the authority and discipline of the Office of Vocation of The United Church of Canada, in covenant relationship with Pacific Mountain Region.

### **Principal Areas of Responsibility and Associated Duties**

#### ***Worship – 30%***

- Meet with the Worship Team to plan liturgical seasons and thematic direction.
- Meet weekly with the Music Director to plan regular Sunday worship.
- Offer reflections/sermons that are thought-provoking, scripturally grounded, and connected to contemporary life and social justice concerns.
- Integrate reconciliation, inclusion, and community engagement themes into worship.
- Train, mentor, and encourage congregation worship leadership.
- Support and resource the monthly congregation-led Sunday service.

#### ***Administration – 20%***

- Work closely with the Board Chair in preparation for meetings.
- Meet with Ministry Teams as required.
- Assist in preparation for the AGM and congregational meetings.
- Manage staff and contractors, providing constructive feedback with regular check-ins.
- Participate in strategic planning as requested by the Board.

#### ***Pastoral Care – 18%***

- Offer pastoral care within the congregation and occasionally beyond.
- Limited visiting in homes, hospital, office, and neighbourhood spaces.
- Manage crisis care while equipping and supporting the pastoral care team.
- Conduct memorial services and weddings.
- Provide spiritual conversation and faith exploration.
- Meet with individuals in recovery as requested.

#### ***Leadership – 12%***

- Assist the Board in identifying priorities and developing action plans for ministry expansion.
- Discern gifts and support congregational and community leadership development.
- Work collaboratively with ministry teams.
- Encourage strategic growth in outreach, partnerships, and new expressions of ministry.
- Recognize and guide necessary culture shifts for congregational vitality.

***Community Outreach and Social Justice – 6%***

- Integrate social justice themes in preaching and teaching.
- Support refugee sponsorship and newcomer accompaniment.
- Connect with Thrift Shop volunteers and neighbourhood partners monthly.
- Participate in neighbourhood roundtables and community initiatives.
- Support public witness initiatives as appropriate within 0.9 FTE capacity.

***Denomination – 3%***

- Be involved with the life of the church at the local and regional level.

***Faith Formation and Christian Education – 5%***

- Train and equip congregational leaders.
- Offer occasional study groups or learning opportunities.
- Develop pathways for multi-generational faith formation.
- Encourage theological reflection connected to contemporary issues.

***Self Care – 6%***

- Maintain sustainable rhythms appropriate to 0.9 FTE ministry.
- Use study leave for renewal and professional growth.
- Attend intentionally to spiritual, emotional, and physical well-being.

**TOTAL – 100%**

**Continuing Education**

- Pursue personal and vocational continuing education goals in consultation with the M&P Committee.
- Eligible for Continuing Education (up to 3 weeks annually, pro-rated for 0.9 FTE).

**Required Knowledge, Skills and Strengths**

- Ability to work with a broad range of people: diverse health, education, economic status, 2SLGBTQIA+ identities, faiths and no faith, housed and unhoused.
- Comfort with live-streamed worship and engagement of online community.
- Courage and adaptability in times of constant change.
- Capacity for spiritual discernment and collaborative leadership.
- Ability to develop distinctive, expressive, fresh liturgies.
- Strong organizational skills with attention to detail and implementation.

- Capacity to lead both congregational care and outward-facing ministry expansion.