



Two Minister Model: Position Descriptions for the Lead Minister and Associate Minister at Grace Presbyterian Church

Worship and Preaching

Lead Minister

- Provide Christ-centered, inspirational preaching that communicates the love of God as affirmed in Reformed theology, as the primary preacher through-out the year
- Lead collaborative worship planning with Associate Minister & Music Director to develop services that nurture, inspire, and challenge the congregation
- Ensure the regular celebration of the sacraments
- Ensure pulpit is filled

Associate Minister

- Provide Christ-centered, inspirational preaching that communicates the love of God as affirmed in Reformed theology, approximately every five weeks
- Participate in collaborative worship planning to develop services that nurture, inspire, and challenge the congregation

Engagement and Service

Lead Minister

- Nurture an environment where everyone belongs, and space is made for differences
- Collaborate with the Associate Minister in the development of a Missional Plan to connect the congregation outside the walls of the church
- Educate the congregation about their role in the Missional and Community Engagement Plans
- Participate in the development of community relationships and partnerships

Associate Minister

- With the collaboration and approval of Session, develop and lead the implementation of a Missional Plan to connect the congregation outside the walls of the church
- Oversee the development of a Community Engagement Plan for the Catchment Area that focuses on social justice, includes the Truth and Reconciliation calls for action and encourages community residents to participate in socially relevant work emanating from Grace
- Create a framework for the development of key community partnerships and collaborations
- Benchmark and seek out innovative engagement approaches in other churches and organizations
- Resource the Engagement and Service Committee

Leadership, Collaboration and PCC Duties

Lead Minister

- Model a collaborative leadership approach and encourage effective organization and time management through prioritization and delegation
- Create a framework for leadership development and continuous learning including teaching, coaching, and mentoring for lay leaders (particularly for Elders and Deacons) and the congregation
- Foster a culture of theological reflection and responsiveness to contemporary issues at Grace and in the larger community
- Oversee the work of direct reports (Associate Minister, Support Services Director, Music Director), providing encouragement, ensuring accountability, and promoting professional development
- Resource relevant committees to build a communal sense of belonging and trust
- Develop a collegial relationship with Ministers of Word and Sacrament (Sudanese and Anyuak) who are members of the congregation
- Primary moderator of session
- Participate in the Presbytery of Calgary Macleod and The Presbyterian Church in Canada as needed and as responsibilities at Grace permit.

Associate Minister

- Participate in collaborative leadership, modelling effective organization and time management through prioritization and delegation
- Collaborate with the Lead Minister to create a framework for leadership development and continuous learning including teaching, coaching, and mentoring, for lay leaders (particularly Sunday School teachers and other youth and young adult leaders) and the congregation
- Lead Session in creating a plan for “thought leadership” initiatives and community dialogue in the catchment area
- Oversee work of direct reports (Children and Youth Ministry Staff) providing encouragement, ensuring accountability, and promoting professional development
- Develop a collegial relationship with Ministers of Word and Sacrament (Sudanese and Anyuak) who are members of the congregation
- Resource relevant committees to build a communal sense of belonging and trust
- Participate in the Presbytery of Calgary Macleod and the Presbyterian Church in Canada as needed and as responsibilities at Grace permit

It is expected that within the first three months of working together, the two ministers will develop norms of collaboration, communication, meeting protocol, and the working relationship with the Support Services Director, to be presented to Session.

Spiritual Growth

Lead Minister

- Lead the congregation in its mission to grow disciples of Jesus Christ
- Equip the Session to provide effective and meaningful spiritual growth opportunities for the congregation
- Encourage lifelong Biblical learning and faith development for adults including Preaching Grace
- Resource the Spiritual Growth Committee including the Adult Education Team

Associate Minister

- Lead the congregation in its mission to grow disciples of Jesus Christ
- Equip and encourage the Session and Spiritual Growth Committee in coordinating and overseeing an effective program of Biblical learning and faith development for children, youth, and young adults
- Resource the Spiritual Growth Committee including the Children and Youth, and Young Adult Teams

Pastoral Care and Connection

Lead Minister

- Equip the Session to strengthen the culture of care and connection at Grace
- Support the provision of effective pastoral care for the congregation
- Inspire and support the pastoral care team in their work
- Ensure Session fulfills its responsibility to maintain the membership roll and list of adherents
- Resource the Pastoral Care and Connection Committee

Associate Minister

- Equip the Session to strengthen a culture of welcome at Grace to embrace an increasingly diverse congregation and community
- Share in congregation pastoral care and develop/maintain processes that provide for the needs of those in the catchment who are in contact with Grace

Communication

Lead Minister

- Serve as the primary spokesperson for Grace with civic leaders and the media
- Offer timely responses to issues of concern, as well as constructively managing crises and conflicts
- Work closely with the Support Services Director and the Communications Specialist to ensure continuity of messages
- Oversee planning and lead congregational meetings
- Pace congregational change, recognizing different views

Associate Minister

- Participate in the development of congregational and community communications
- Identify and engage individuals who are involved with Grace via social media and other communication platforms but not in-person
- Provide leadership at congregational meetings

Stewardship

Lead Minister

- Equip the Session to oversee stewardship of all resources (time, talent, financial, property management and land development)
- Encourage inclusion of stewardship in all church planning, including committee work¹
- Resource the relevant Committee.

Associate Minister

- Collaborate with the Lead Minister, Support Services Director and Stewardship Team to identify opportunities for stewardship cultivation
- In collaboration with the Session and its committees, champion initiatives establishing Grace as an inviting, vibrant, and physically accessible community hub