BROAD VIEW UNITED · CONGREGATIONAL INFORMATION PACKAGE · ADDENDUM

Our Ministry Staffing Model

What we heard, and what's changed

October 23, 2026 · Broad View United Board of Directors

This addendum updates the information package shared on October 16. Please read it alongside the original package, which contains the financial review and the Operations Director job description. The revised profile and job descriptions you'll vote on are attached as Appendices A to D, with changes marked.

Two meetings, two votes

When	What happens	What you'll decide
Sun Oct 25 · 10:30am	Congregational meeting, in place of both Sunday services. Mark and Ha Na will each have the opportunity to speak.	The revised Community of Faith Profile, the staffing model, and the revised job descriptions for the Lead Minister, Pastoral Care, Worship & Small Groups Minister, and Child, Youth, Family, and Young Adult Ministry Coordinator.
Sun Nov 8 · 2pm	Congregational meeting. Sunday services proceed as usual. Mark and Ha Na will each have the opportunity to speak.	A change to pastoral relations (the conclusion of the two co-lead calls) and related transitional ministry arrangements.

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B Lead Minister

C Pastoral Care, Worship & Small Groups Minister

D Child, Youth, Family, and Young Adult Ministry Coordinator

If any of this is hard for you, please don't wait for a meeting to reach out. Maggie Enwright, our Regional Minister (MEnwright@united-church.ca), is available to talk it through one-to-one, and board members are glad to listen. You can also email the Board at board@broadviewunited.com.

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PART A

1
What we heard, and how we're responding

Thank you, BVU. This past week has reminded us how much this community cares: for one another, for our ministers, and for the future of our church. You sent more than 300 questions, comments and emails, and 72 people gathered at the table discussions. Board members have read every comment. Many of you spoke with real honesty, sometimes at personal cost, and we're deeply grateful.

Here is what we heard most often, and what we are doing in response. Some changes are already reflected in what you'll vote on October 25. Others are part of the transition proposal coming to the November 8 vote.

What we heard	What it sounded like	What we're doing
Care for Ha Na	The strongest theme by far. Many of you spoke about what Ha Na's ministry has meant to you and to BVU, and asked how she will be supported through this change.	We hear this clearly. The Board is considering how best to respond, including the request from some congregation members for a transitional role for Ha Na. Some personnel matters must stay confidential, and we will share more before the November 8 meeting.
Too much, too fast	The timeline didn't leave enough room to take in the proposal, ask questions and hear from our ministers before voting. Some also felt the transition itself would move too quickly.	We've split the vote. On October 25 you'll decide on the model, profile and job descriptions. The ending of the calls and transitional ministry arrangements move to November 8, so you have more time to consider these important decisions. If approved, the co-lead calls would conclude February 6, 2027, three months after the November 8 vote. As many of you requested, this gives everyone more time to reflect and ask questions before that vote.
Collaboration and our values	Concern that a single lead minister moves us away from the shared, collaborative leadership that reflects who we are as a progressive community. Others felt a single lead would bring clarity.	We think BVU can have both: one clear point of accountability, and a leader who works through a team. The Lead Minister, Pastoral Care and First Third job descriptions and the Community of Faith Profile now name team-based ministry and shared leadership as expectations (section 3). The Transitional Minister job description will be revised in the same way before November 8.
Pastoral care and continuity	Who do I call now? How will care continue while we search for new staff?	Our lay pastoral care team is active in prayer ministry, outreach and visitation, and ministers continue to respond to urgent needs and funerals. For support now, contact the office or Mark Green.
Where our ministries fit	Questions about Min Goo, Affirm, the intercultural group, small groups, and ministry with older members.	Intercultural ministry continues unchanged. Small groups continue under the small group ministry team, Affirming ministry is supported during the transition, and First Third ministry continues with core programming this year.
Being able to take part	Fix the sound and the livestream, and find ways for people who can't attend in person to vote.	We believe the livestreaming issue has been resolved, and we are pleased to offer remote voting on October 25 and November 8. To vote remotely, please sign up for the voting platform before 10am on October 25. For a ride on Sunday, contact the office or board@broadviewunited.com.

What we heard	What it sounded like	What we're doing
Keeping us informed	A wish to understand how decisions are made and what is changing.	Board meeting and financial summaries are on the Board page of our website, updated monthly. We'll keep reporting back on what has changed. The Transparency Discernment group will meet in November to advise on what updates would be most helpful during this transition phase.
Appreciation	Many of you thanked the Board for the work and the information shared, even where you disagreed with parts of the plan.	That meant a great deal to us. Thank you.

2

What you'll vote on, October 25

Four motions will come before the October 25 meeting. Each is voted on separately. Compared with the October 16 package, the Transitional Minister has moved out of the staffing model and job description motions, and into the November 8 vote with the other transition decisions. The profile and job descriptions are revised as set out in section 3.

MOTION 1

Voting eligibility

That the full members of Broad View United extend the right to vote to adherents present on all matters before this meeting, and that Motions 2 to 4 be decided by written ballot.

Only full members vote on this motion.

MOTION 2

Community of Faith Profile

That the Broad View United congregation approve the updated Community of Faith Profile for use in the ministry search, as revised and presented.

Revised profile, with changes marked, in Appendix A.

MOTION 3

Staffing model

That the Broad View United congregation approve the proposed ministry staffing model, comprising a Lead Minister, ~~a Transitional Minister,~~ a Pastoral Care, Worship & Small Groups Minister, a Child, Youth, Family, and Young Adult Ministry Coordinator, an Operations Director, and the continuing Intercultural Ministry role, as presented.

The Transitional Minister appointment comes to the November 8 vote.

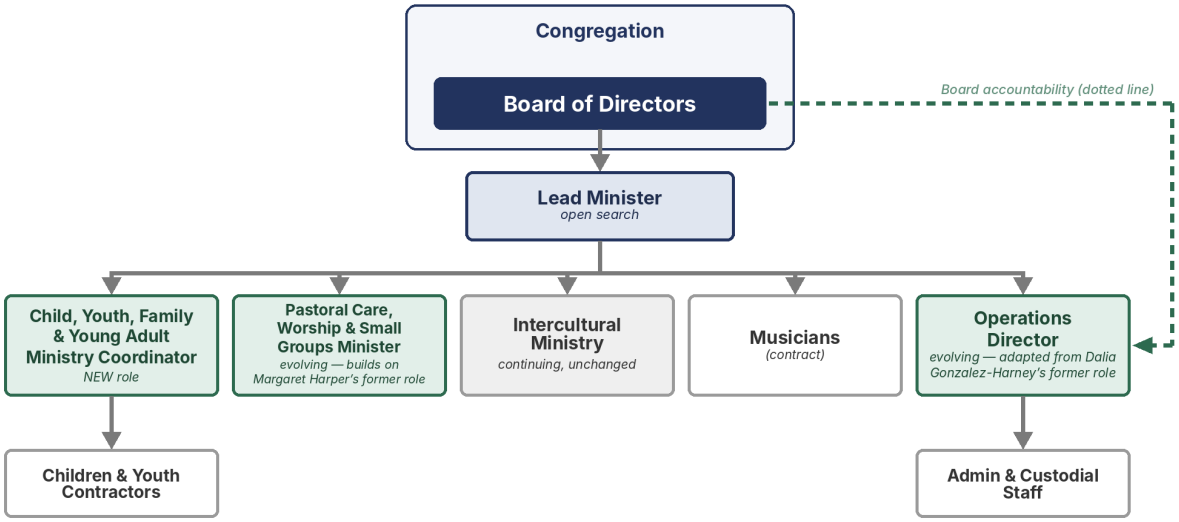
MOTION 4

Job descriptions

That the Broad View United congregation approve the job descriptions for the Lead Minister, ~~Transitional Minister,~~ Pastoral Care, Worship & Small Groups Minister, and Child, Youth, Family, and Young Adult Ministry Coordinator roles, as revised and presented.

Revised job descriptions, with changes marked, in Appendices B to D. The Operations Director job description is shared for information only.

The proposed structure



Solid lines show direct reporting. The Operations Director is also accountable to the Board (dotted line). Since October 16, the chart also shows the Board within the congregation. The time-limited transitional roles are described in Part B.

3

Revisions to the profile and job descriptions

In response to concerns about collaboration, the Board has revised the Community of Faith Profile and the three ministry job descriptions so that team-based ministry and shared leadership are clear expectations. The kinds of changes made:

- **Community of Faith Profile:** names shared, collaborative leadership as part of who BVU has been since amalgamation, links it to our core value of Connectedness, and adds collaborative leadership to the qualities we hope for in our ministry leaders. It also separates care for our building and land from our relationship with Earth, adding a line on right relationship with Earth and all of God's creation.
- **All three job descriptions:** describe each role as part of a ministry team that plans worship, pastoral care and programs together, with active participation in regular ministry team meetings.
- **Lead Minister:** leads through a collaborative, team-based approach; shares preaching and worship leadership; involves staff and lay leaders in decisions and is clear about how decisions are made; includes ministry team input in the Lead Minister's annual review; and asks for experience in team ministry. Wording that read as top-down (for example, "delegate other ministry staff as resources") has been softened.
- **Pastoral Care, Worship & Small Groups Minister:** shares pastoral care with trained lay caregivers as partners, coordinates coverage with colleagues, preaches as part of a shared rotation, and supports lay leadership of small groups.
- **Child, Youth, Family, and Young Adult Ministry Coordinator:** coordinates pastoral care for children, youth and families with the Pastoral Care Minister, and plans worship, newcomer welcome and shared programming with the ministry team.
- **Unchanged:** weekly hours, reporting lines and the overall scope of each role.

The full text of each document, with every change marked, is in Appendices A to D.

4

Joining the search committee

If the model is approved on October 25, we want the search committee to start forming right away, without waiting for the November 8 vote.

- **One committee or more.** Ideally, a single committee would lead the searches for the Lead Minister; Pastoral Care, Worship & Small Groups Minister; and Child, Youth, Family, and Young Adult Ministry Coordinator, so it can assess how each person fits and would collaborate across the whole team. We realize this may not be feasible. Part of what we will assess through the application process is availability and capacity, and we will seek input from prospective committee members on the best approach.
- **How to apply.** An application form will be emailed to the congregation this week, and paper copies will be available at the church office. The tentative deadline for applications is November 15 (tbc).
- **Who we're looking for.** Applications speak to interest, relevant experience, commitment and availability. The Board will shape the committee for a mix of perspectives, skills and experience.
- **What happens next.** The Region provides orientation and training once the committee is confirmed. The committee recommends ministry personnel to the congregation and lay staff to the Board, consistent with United Church search and selection guidelines. Ministry searches commonly take 6 to 9 months. No current BVU ministry staff will participate on the search committee.

5

Notice of meeting: November 8

NOTICE OF CONGREGATIONAL MEETING

Notice is given of a congregational meeting of Broad View United on **Sunday, November 8, 2026**, at 2pm (Sunday services proceed as usual), to consider **a change to pastoral relations** arising from the proposed ministry staffing model, and related transitional ministry arrangements.

What will come forward

- **A change to pastoral relations:** the conclusion of the two current co-lead calls, now proposed for February 6, 2027 (90 days after the November 8 vote, rather than January 23 as set out in the October 16 package).
- **Transitional ministry arrangements:** to provide leadership and continuity through the search for new staff, including but may not be limited to the Board's recommendation, shared on October 16, that Mark Green serve as Transitional Minister.
- **The Transitional Minister job description:** revised to reflect the same expectations for team-based ministry and collaboration as the other roles.

We heard clearly how much Ha Na's ministry means to you, and how important it is that she is well cared for through this change. The Board is considering this carefully, including the request from some congregation members for a transitional role suitable for her. Some personnel matters must stay confidential, and we will share more as soon as we are able.

Mark and Ha Na will each have the opportunity to speak at the November 8 meeting. An outline of the proposed transitional ministry arrangements will be shared at the October 25 meeting. Final motion wording and supporting documents will be circulated before November 8.

Details of individual employment arrangements are private, as they would be for any employer.

APPENDIX A · FOR APPROVAL OCTOBER 25 · REVISED, CHANGES MARKED

Community of Faith Profile

For approval by the congregation on October 25 (Motion 2). The profile describes who BVU is, for use in the ministry search.

How to read the revisions: underlined green text is new; ~~struck-through grey text is removed~~. Everything else is unchanged from the October 16 package.

> *BVU is located on the traditional lands of the Coast Salish Nations, specifically the lək̓ʷəŋən and SENĆOŦEN speaking peoples. We seek to be in right relationship with these ancestral lands and the people on whose traditional territory we worship, work and gather.*

Why we exist

Broad View United is a progressive, open and welcoming community of faith in Saanich, part of the Capital Regional District (Greater Victoria). We seek to be an agent of transformation and a fresh expression of progressive Christian faith. We try to live out a vision of interconnected wholeness that reflects God's unconditional acceptance and love. We follow the way of Jesus, centred on love, justice, compassion and community, and we try to express that faith in ways that are invitational, inclusive and grounded in action.

We welcome and celebrate everyone, whatever their sexual orientation, gender identity, race, age, ability, spiritual belief, cultural background, marital status or economic circumstance. We don't claim to have all the answers. We have found that with more voices at the table, the journey is richer and we learn more.

Where we come from

We are a uniting church in the fullest sense. Broad View United brought together four congregations: Cadboro Bay, Gordon Head, St. Aidan's and First Metropolitan.

Each congregation had to let go of something it loved in order to become something new. That taught us that change can be faithful, that grief and hope can live side by side, and that unity is built one relationship at a time.

Since amalgamation, we have been led by ministers working as a team alongside many committed lay leaders. Shared, collaborative leadership has become part of who we are, and we want that spirit to continue as our staffing structure changes.

How we are being church

Worship and spiritual life. We offer two Sunday services with different styles:

- The Bridge service has a traditional United Church format and attempts to bridge contemporary and traditional elements in music, liturgy and style.
- ConXion service is contemporary in nature and uses a very different format from most United Church services, with the sermon at the end. It integrates a wide variety of music that challenges the barrier between secular and sacred and instead embraces it all. A talented music team helps lead this service.

Music runs through our community life. The BVU Community Choir has about 120 singers, and we also have handbell ringers and a monthly chancel choir. Healing Pathway practitioners offer prayer and healing touch every week. In-person and online meditation and other contemplative spiritual practices are offered. Special services and vigils give ritual and community gathering a grounding presence in our life together.

Small groups. Small groups are one of the foundations of our community. They began in 2020 as a way to help a newly amalgamated congregation get to know each other. Today there are about a dozen

groups with more than 105 people meeting to share, learn and care for one another. As one member put it: “Some days when people are facing challenges we don’t get past the check-in. It helps just to be heard and know that someone cares.”

Children, youth, young adults and families. Our First Third ministry reaches more than 70 young people through:

- Sunday morning groups and junior and senior youth groups;
- monthly Family Dinners, which bring together nearly 50 people;
- a summer camp week through our Camp Spirit partnership;
- a monthly Young Adults lunch and quarterly gatherings;
- a drop-in playgroup for toddlers three times a week in partnership with Saanich Neighbourhood Place.

When one of our youngest members was asked whether her painting showed her home, she said, “No, it’s our church!”

Intercultural ministry. Each week, Saturday Social centres on one of four themes which has become a kind of “Saturday church” for many newcomers to Canada. Our themes are: Language Café, Culture Market, Learning Party and Taste of Home. Newcomers who started as guests now host tables, teach skills and cook for community events. Lunar New Year, the Intercultural Food Fair and our Intercultural Christmas are now part of the whole congregation’s life. Integration into the whole life of BVU has also begun, both in participation and in shared leadership.

Affirming Ministry. 2SLGBTQIA+ leaders shape our affirming ministry, and allies stand with them. It includes:

- Pride Week celebrations, including the parade, a special service on Pride Sunday and our Queer Film Festival;
- a monthly Trans Family Dinner in partnership with Saanich Neighbourhood Place and Trans Care BC;
- an ecumenical Queer Spiritual Collective retreat;
- Affirming Ministry team meetings and conversations.

Faith in action. Our monthly Justice Fair gives congregants a place to connect with the causes they care about and to know what BVU is engaged with, including:

- our Refugee Team, working with Victoria Shows Love, welcomed a Syrian family in late 2025 who had spent four years in a camp in Lebanon, and partnered with Esquimalt United Church to bring a family from Ghana in late 2026;
- we host an Extreme Weather Response Shelter in partnership with Our Place and the District of Saanich;
- at the time of our amalgamation with First Met, $500,000 of legacy funds were dedicated as a gift to Our Place (a Victoria outreach agency) to help purchase a second-stage house for women graduating from its therapeutic recovery program, a gift that shows the kind of generosity we hope to keep practising;
- our quilters have created and gifted 233 quilts to residential school survivors since 2023;
- our Reconciliation Team has led Red Dress Day, the Moose Hide Campaign, Indigenous Sunday and Orange Shirt Day, encouraged giving to the Reciprocity Trust, and hosted educational events as part of our commitment to the TRC Calls to Action;
- we continued our long-standing solidarity with Palestinians, including co-hosting events with Independent Jewish Voices and Masjid Al-Iman and bringing cookies to rallies as a sign of solidarity;
- we are full paying members of the social action coalition Greater Victoria Acting Together, and take part in community organizing and action as well as hosting educational events;

- we partner with Moms Stop the Harm to host an annual International Overdose Awareness Day vigil and raise awareness;
- we have strong partnerships with organizations caring for the earth, such as Regeneration Greater Victoria, the Friends of Bowker Creek Society and other community initiatives.

In 2025 we gave more than $93,000 to mission and outreach. We also provided about $40,000 worth of free building space to groups that serve our neighbours.

Sustainability as ministry. Our Thrift Store is run by a Manager and 4 staff supported by 115 volunteers, who gave more than 17,000 hours in 2025. Last year (2025) the Thrift Store contributed $160,000 to BVU's ministry, and it is on target to exceed $180,000 this year. It is also a close-knit community in its own right, offering support and social connection to a wide variety of people. Together with our other social enterprise partnerships and the BVU Foundation, we have built a balanced and diverse funding model: in 2025, about half of our revenue came from congregational giving, with the rest coming from the Thrift Store, our other social enterprises, rental/leases and the BVU Foundation.

Our core values guide all of this: Progressiveness, Integrity and Connectedness. Connectedness shapes how we lead as well as how we gather: we value leadership that is shared, relational and collaborative.

Where we sense God leading us

We are in a season of transition. That includes changes in ministerial leadership and the retirement of a beloved minister after many years with us. It also includes a wider culture marked by isolation and disconnection. Through a congregation-wide process, we have discerned three movements for 2026 to 2029:

Belonging and Care. We want everyone, from a toddler to a homebound elder, to feel known, valued and supported. That means:

- deepening First Third Ministry by listening first;
- building a pastoral care ministry that is visible, reliable and shared by ministry personnel and trained lay people;
- creating intergenerational connections beyond Sunday morning;
- removing physical, sensory, financial and cultural barriers to participation;
- being intentional about using affirming and intercultural lenses to evaluate and envision programming, ministry and outreach.

Community Presence and Storytelling. Our community has a lot of vitality, but we are not always good at "tooting our own horn." We want to be more visible, to tell our story clearly, and to make it easier for people to move from a first hello to real belonging. We want to welcome people who have been hurt by religious institutions, and to do so with humility, careful listening and consistent action.

Sustainability and Responsibility. We want to live our values over the long term. That means:

- a staffing model suited to the ministry we are called to;
- lay leaders who are equipped and confident, sharing leadership with our ministry staff;
- diversified, values-aligned revenue;
- renewing congregational stewardship and growing our base of givers;
- continuing to develop our balanced and diversified sources of revenue, including social enterprises, the BVU Foundation and financial investment returns;
- good stewardship of our building and ~~the earth~~land;
- a deepening sense of right relationship with Earth and all of God's creation, which we understand to be inseparable from right relationship with Indigenous Peoples;
- specific, accountable action toward reconciliation and land justice with First Nations, Inuit and Métis Peoples;

- a consistent focus on diverse community building, with an emphasis on being a safe place for intercultural newcomers to Victoria;
- an affirming and inclusive orientation to the world and to our community within.

Who we hope to walk with

We are looking for leadership that will help us:

- hold continuity and change together;
- care deeply for people through transition;
- nurture the next generation of faith;
- work in partnership with a strong staff team, many committed lay leaders and our community partners;
- lead collaboratively, as part of a ministry team, sharing ministry and decision-making with colleagues and lay leaders;
- value and commit to intercultural ministry.

If you are drawn to a congregation that is committed, curious, sometimes unfinished, and willing to be changed by the Spirit, we would welcome a conversation.

This is not simply a plan for the future. It is an invitation to continue becoming together.

APPENDIX B · FOR APPROVAL OCTOBER 25 · REVISED, CHANGES MARKED

Lead Minister

Full-time, called. Accountable to the Board.

How to read the revisions: underlined green text is new; ~~struck-through grey text is removed~~. Everything else is unchanged from the October 16 package.

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Overview

The Lead Minister is Broad View United's senior ministry position, functioning with authority delegated by the Board and the United Church of Canada. The role carries a two-fold focus: responsibility for the spiritual leadership of the congregation, and overall leadership of Broad View United's mission and direction, in partnership with the Operations Director, who leads day-to-day operations, and the Pastoral Care, Worship & Small Groups Minister, the Child, Youth, Family, and Young Adult Ministry Coordinator, and the Intercultural Minister, who share pastoral and program leadership. The Lead Minister leads through a collaborative, team-based approach: working with ministry colleagues as a ministry team, sharing leadership with lay leaders, and carrying forward the shared, collaborative leadership that has been part of Broad View United since amalgamation.

Duties and responsibilities

Vision and leadership

8 hours per week

- Provide vision and oversight of the spiritual life of the congregation and all its aspects.
- Lead the development and implementation of Broad View United's statement of vision, mission and core values through the strategic plan.
- Respond to and manage change and its impact on Broad View United's members and adherents.
- Look to the future for opportunities to grow Broad View United's role and impact on members, adherents and the wider Saanich region.
- Nurture and mentor leadership, and ensure appropriate succession planning.
- Nurture integration of intercultural, inclusivity and reconciling congregational core values into programming and decision making.
- Lead a collaborative ministry team (Lead Minister; Pastoral Care, Worship & Small Groups Minister; Intercultural Minister; Child, Youth, Family, and Young Adult Ministry Coordinator), with regular team meetings for shared planning of worship, pastoral care and programs.
- Involve ministry staff and lay leaders in decisions that affect their areas of ministry, and communicate clearly how and why decisions are made.

Worship and pastoral care

10 hours per week

- Establish and implement a comprehensive worship program for a progressive, regional church; ensure the creative development of worship services, including liaison with musicians.
- Share preaching and worship leadership across the ministry team, through a rotation planned together with colleagues.
- Conduct funerals, weddings and baptisms as required.
- Hold overall leadership of pastoral care, working in partnership with the Pastoral Care Minister and trained lay pastoral caregivers to ensure coverage and quality of religious and spiritual counselling for the congregation, its members and its leaders.

- Community engagement through ritual around significant world or community events.

Education and partnership development

4 hours per week

- Envision and ensure delivery of engaging life-long learning experiences for all ages.
- Oversee programs and provide leadership for courses with adults.
- Support intergenerational learning and community activities in partnership with the Child, Youth, Family, and Young Adult Ministry Coordinator.
- Support intercultural programs and initiatives and integration in the life of BVU in partnership with the Intercultural Minister.
- Build relationships with community partners to jointly deliver programs and services.
- Work with external stakeholders to identify community needs and remove barriers to participation in meeting these needs.

Outreach and justice making

4 hours per week

- Ensure the establishment and implementation of a comprehensive outreach and justice-making program at BVU, including Intercultural, Reconciliation and Refugee ministries.
- Support and ensure adequate resources for new and existing outreach and justice-making programs and projects.
- Engage in partnership with community activist organizations so BVU has a place at the table.
- Extreme Weather Emergency Response (EWER) Shelter coordination.
- Engage national church justice stands, currently anti-racism, 2SLGBTQIA+ affirming, and reconciling.
- Interfaith and ecumenical partnerships and engagement.

Board and committee relations

6 hours per week

- Engage with the Board in casting vision for BVU's ongoing wellbeing, implementing its directions, and supporting its governance responsibilities.
- Act as an ex-officio committee member on all Board committees except Ministry and Personnel.
- Act as Chair of the Trustees and liaison between the Trustees and the Board.
- ~~Oversee team meetings and recruitment of volunteers. Delegate other ministry staff as resources to teams specific to their responsibilities.~~Convene and facilitate ministry team meetings, and support the recruitment of volunteers. Work with ministry colleagues to resource and support lay-led teams in their areas of responsibility.
- Work with the Board and membership to establish and maintain open and adequate lines of communication.
- Assist the Board to coordinate and organize the Annual General Meeting.
- 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.

Financial responsibilities and stewardship

2 hours per week

- Work collaboratively with the Operations Director and Treasurer to ensure financial sustainability and allocation of resources reflecting BVU's mission.
- Share oversight of budget creation, financial reporting and adherence to budget.

- Ensure the development and implementation of a comprehensive financial and stewardship program.
- Work collaboratively with the Operations Director and Treasurer to ensure effective communication and connection with the BVU Foundation.
- Work collaboratively with the Operations Director on ideas and possibilities related to current social enterprises and in exploring emerging initiatives.

Human resource management

4 hours per week

- Provide leadership development, coaching, mentorship and oversight to Broad View United's ministry and program staff, contractors and leaders.
- Recruit and supervise ministry and program staff; implement regular, timely performance reviews.
- Delegate administrative HR functions (payroll, facilities/admin staff supervision) to the Operations Director, retaining responsibility for hiring and termination of ministry and program staff.
- Foster a healthy, collaborative team culture, and participate in an annual performance review that includes input from the ministry team.

Communications

2 hours per week

- Oversight of communication with the congregation, including but not limited to weekly email, newsletter, town halls, AGM report, social media and publicity.
- Public media spokesperson and presence for BVU.

Qualifications 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 in a congregation of similar size to BVU.
- Experience in Board governance, budgeting and stewardship.
- Experience serving in a multi-staff ministry team, ideally including shared or team-based leadership.

Skills and abilities

- Spiritually grounded, with an ability to demonstrate and articulate a progressive faith and pattern of spiritual practices.
- Exceptional public relations, oral and written communication skills.
- Facilitation skills and the ability to encourage dialogue among diverse groups and individuals.
- Human resource management, including the ability to coach and mentor senior staff.
- ~~Analytical, strong decision-maker, able to prioritize and communicate with staff to achieve organizational goals.~~Analytical and able to make clear decisions, with a collaborative approach that draws on the gifts of staff and lay leaders to prioritize and achieve shared goals.
- Ability to build external collaborative relationships and partnerships.
- Big-picture thinker with an understanding of the implications of decisions and new directions 3 to 5 years into the future.
- Interest, knowledge or experience in social enterprise an asset.
- Strong team-building ~~leadership skills.~~skills and a collaborative leadership style that shares ministry with colleagues and lay leaders.
- Understanding of the dynamics of a large church, as distinct from pastoral- and program-sized churches, and the skills needed to help congregants adapt.

APPENDIX C · FOR APPROVAL OCTOBER 25 · REVISED, CHANGES MARKED

Pastoral Care, Worship & Small Groups Minister

Full-time, called, ordered ministry. Accountable to the Lead Minister, who holds oversight of ministry staff wellbeing and performance.

How to read the revisions: underlined green text is new; ~~struck-through grey text is removed~~. Everything else is unchanged from the October 16 package.

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Overview

The Pastoral Care, Worship & Small Groups Minister holds primary responsibility for pastoral care across the congregation, shares in worship leadership, and supports small-group ministry. As a member of the ministry team, the Minister plans and shares ministry collaboratively with the Lead Minister, ministry colleagues and lay leaders.

Duties and responsibilities

Pastoral care

16 hours per week

- Provide pastoral visitation and crisis support, including hospital, home and end-of-life visits.
- Support the congregation and its members through significant life passages: illness, grief, family transitions.
- Officiate at memorials, funerals and weddings as requested.
- Coordinate referrals to professional and community supports where appropriate.
- Build and maintain a caring-community network of trained lay pastoral visitors, sharing pastoral care leadership with them as partners in ministry.
- Coordinate pastoral care coverage with the Lead Minister and ministry colleagues, including shared on-call and follow-up arrangements.
- Oversight of welcome ministry tasks and initiatives.
- Work with administration on updates to the congregational database.

Worship and contemplative ministry

10 hours per week

- Participate in worship leadership weekly through prayers, liturgies and welcomes.
- Preach approximately once a month, ~~and as otherwise agreed with the Lead Minister.~~as part of a preaching and worship rotation planned together with the Lead Minister and ministry team.
- Participate in liturgical and worship planning, including liaison with musicians.
- Provide leadership and oversight of contemplative ministry initiatives.
- Liaison with the Healing Pathway ministry.
- Coordination of special services, e.g. Blue Christmas, All Saints, vigils, Taizé.

Small groups

8 hours per week

- Facilitate and support small-group ministries; recruit and develop small-group leaders, supporting lay leadership of the small groups ministry.
- Where small-group facilitation skills are still developing, pursue continuing education to build this capacity, prioritizing pastoral care and worship competency first.

Team and administration

6 hours per week

- ~~Attendance and participation in weekly staff meetings.~~Active participation in weekly ministry team meetings, contributing to shared planning and decision-making.
- Collaborate closely with the Lead Minister, Child, Youth, Family, and Young Adult Ministry Coordinator, Intercultural Minister and Operations Director on shared programming and pastoral coverage.
- Contribute to a healthy, collaborative team culture, including providing input into the ministry team's annual reviews.

Qualifications and experience

- Member of the Order of Ministry through the UCC or a recognized equivalent denomination.
- Demonstrated experience providing pastoral care in a congregational setting.
- Experience working as part of a multi-staff ministry team an asset.
- In good standing with the UCC Office of Vocation or other related professional governing body.
- Completion of a police records check.

Skills and abilities

- Compassionate listening and crisis-response skills; ability to establish meaningful relationships, including with vulnerable people.
- Worship planning and preaching ability.
- Familiarity with contemplative ministry and practices.
- Small-group facilitation and leadership development skill, or demonstrated ability to build this through continuing education.
- Collaborative team player, able to work closely with the Lead Minister~~ and other ministry staff.~~, other ministry staff and lay leaders, sharing leadership and decision-making.

APPENDIX D · FOR APPROVAL OCTOBER 25 · REVISED, CHANGES MARKED

Child, Youth, Family, and Young Adult Ministry Coordinator

Full-time, ordered or lay. Accountable to the Lead Minister, who holds a role of support and oversight of the ministry as a whole and accountability for staff wellbeing and performance.

How to read the revisions: underlined green text is new; ~~struck-through grey text is removed~~. Everything else is unchanged from the October 16 package.

> *Broad View United is a Faith Community in which spiritual considerations permeate all aspects of the employment relationship and govern the selection process. Persons working in every position serve as ambassadors for the sincerely held values of Broad View United. Our vision is to be an agent of transformation and a fresh expression of progressive Christian faith.*

Overview

The Child, Youth, Family, and Young Adult Ministry Coordinator supports the ministry and vision of integrating First Third Ministry into the life of Broad View United. The position is primarily responsible for oversight and leadership of ministry with and to families, children, youth and young adults. This includes both program leadership and development, and leadership mentoring and training.

The Coordinator is the staff person responsible for the support and oversight of the family ministries team and for contract staff related to these groups and ministries. The Coordinator works as a member of the ministry team, planning collaboratively with the Lead Minister and ministry colleagues so that ministry with children, youth, young adults and families is woven into the whole life of the congregation.

Duties and responsibilities

Children and family ministry

15 hours per week

- Provide leadership and oversight of the ministry with families, children and youth, including nurturing community through relationship building, networking, program development, and leadership mentoring and training.
- Create programs that nurture faith formation in the Christian tradition.
- Adapt or design Sunday morning curriculum that mirrors the stories and themes chosen annually for the program year, in consultation with other ministry staff.
- Inspire, coach, recruit, train and oversee individuals who share in the leadership of children and youth programs.
- Create, monitor and integrate a tracking and follow-up system for those who “check out BVU” and those who might want to engage with the ministry.
- Monthly Family Night dinner support and oversight.
- Create opportunities for intergenerational learning and mentoring through building trusted relationships.
- Pastoral care and support for children and their families in crisis, in coordination with the Pastoral Care, Worship & Small Groups Minister.
- Intergenerational worship participation and planning, as part of shared worship planning with the Lead Minister and ministry team.
- Participation in Sunday morning worship: welcoming new families, and leadership in the Sunday morning children’s programs.

New family integration and engagement

10 hours per week

- Work with the Lead Minister and ministry team to ensure a newcomers system of welcome and integration enables new families to make timely connections within the intergenerational, intercultural and 2SLGBTQIA+ affirming BVU faith community.
- Design, nurture and create paths for engagement and belonging for family- and parent-based small groups (online and/or in person).
- Prime oversight for training, support and nurture of family small group facilitators.
- Provide follow-up for newcomers and pathways for integration into existing programs and small groups.
- Create new small groups as needed and support their establishment, in collaboration with the Pastoral Care, Worship & Small Groups Minister.

Youth and young adults

10 hours per week

- Leadership of weekly youth group programs, facilitating community building and faith formation.
- Recruitment and training of support leaders for this weekly ministry.
- Communication, invitation and engagement with youth through group opportunities and one-on-one meetings.
- Communication with families of youth about activities and opportunities.
- Follow-up on newcomers and those who are missing, to create opportunities for re-engagement.
- Coordinate, equip and mentor young adults through program engagement, leadership opportunities and faith formation.
- Leadership and coordination of young adult programs and events.
- Interfacing with UVic chaplaincy and other post-secondary institutions.
- Create opportunities for intergenerational learning and mentoring.
- Pastoral care and support for youth and young adults in crisis, including support through life transitions, in coordination with the Pastoral Care, Worship & Small Groups Minister.

Administration

5 hours per week

- ~~Attendance and participation in weekly staff meetings.~~Active participation in weekly ministry team meetings, contributing to shared planning and decision-making.
- Collaborate with the Intercultural Minister and Pastoral Care, Worship & Small Groups Minister on shared programming, including ministry with intercultural and newcomer families.
- Interfacing with First Third ministry support through Pacific Mountain Region.
- Social media, newsletter and other communication updates.

Qualifications and experience

- Demonstrated skills in program design and leadership with children, youth and families.
- Some post-secondary training in education, theology and faith development.
- Passion for nurturing the faith of those in the first third of life.
- In good standing with the UCC Office of Vocation or other related professional governing bodies.
- Completion of a police records check.

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.
- Program design skills and the ability to train others in leadership of such.

- Knowledge and ability in working with neurodiverse children, youth and young adults.
- An ability to listen and respond compassionately, establishing meaningful relationships, including with vulnerable people.
- An ability to represent Broad View United with integrity and compassion.
- Good organizational skills, including planning and group process.
- An awareness and use of social media; strong computer skills, knowledge and comfort.
- Collaborative team member, able to share leadership and planning with ministry colleagues, volunteers and lay leaders.