

PROFESSIONAL MINISTRY JOB DESCRIPTION

Position: Assistant Curate

Nature of the Position

Assist the Rector of **PARISH NAME HERE** by providing leadership in worship, the provision of the sacraments, pastoral care, Christian education and enabling the parish to reach beyond its borders. This is done in conjunction with the ministry team, the corporation, lay leaders and lay ministers of the parish.

Outline of Responsibilities

- Proclaiming the word of God, leading in public worship, performing other ecclesiastical duties belonging to the office of Priest according to the forms prescribed in the Book of Common Prayer and others that have been duly approved in the Canons and Constitutions of the Diocese of Niagara and the Ecclesiastical Province of Ontario
- Work on specific ministry portfolios and provide leadership for groups and committees of the parish as arranged by the Rector
- Maintain an active and responsible spiritual life
- Partake in continuing education opportunities
- Report to the Rector (supervisor) and the Bishop or designate regularly
- As a member of the Corporation, have an understanding of the parish finances
- Other duties as assigned by the Bishop

Skills & Experience

- Masters of Divinity degree or equivalent as accepted by the Bishop of Niagara
- Desire to be a team player working with the Ministry Team
- At least one unit of Clinical Pastoral Education
- Skills in working with volunteers and staff members

Boundaries & Limitations

- Undertakes ministry with direction from the Rector
- The Canons and Constitution of Diocesan, Provincial & General Synods
- Respects confidentiality
- Upholds diocesan policies regarding sexual abuse and harassment

Support, Supervision & Training

- Seeks spiritual advice regularly and discusses with the Rector
- Review performance and challenges with Archdeacon and/or Bishop
- Identify learning needs and undertakes continuing education opportunities to address those needs
- The Rector of **PARISH NAME HERE** is the supervisor of the Assistant Curate
- Attendance at Niagara Continuing Education for 2-3 years following ordination as required by the diocese

Participation Group

- Member of the Synod of the Diocese of Niagara
- Member of the Corporation of **PARISH NAME HERE**

- Member of the Parish at Large

Screening Requirements

- Police Records Check
- Agrees to uphold the Position Description
- Affirms the Code of Conduct

Length of Term

- As discussed and decided between the Rector, the Assistant Curate and the Bishop and at the Bishop’s pleasure.

RISK ASSESSMENT REVIEW

Risk	Description	Rating
Participant	All members of the parish	High
Setting	Anywhere	High
Activity	Varies from group to one on one	High
Supervision	Little to None	High
Nature of Relationship	Grows with time; potential for high levels of intimacy and/or influence	High
Degree of Authority	High authority with large power differential	High
Physical Safety	Some physical risks	Medium
Financial	Moderate financial involvement	Medium
Privileged Information	Regular possession of confidential or sensitive information	High
Damaged Reputation	Significant risk of false accusations	High

RISK ASSESSMENT: HIGH

This position is almost rated as one of high risk across the board and thus has been assessed as high because of the varied circumstances of the position, the high degree of authority and potential for significant power differentials.

RISK MANAGEMENT REQUIRED

- Police Records Check
- Signed affirmation of the Code of Conduct
- Training and follow-up as needed
- Agrees to uphold the Job Description