

# Calvin Hungarian Presbyterian Church, Calgary

## Full-time minister Position Description and Responsibilities

**Title:** Minister of Word and Sacrament

**Position Description:** This position is for a full-time Minister of Word and Sacrament. The Minister will work closely with the elders of Session and is accountable to the Presbytery of Calgary-Macleod.

### Purpose/Responsibilities/Working Relationships

In consultation with the Session of Calvin, including two Interim Moderators, the full-time minister has the following responsibilities:

#### 1. Worship Leadership and Faith Formation

- Prepare and lead worship services and administer sacraments for Sunday mornings as well as special seasonal services
- Consult with the organist to coordinate the choices of hymns and special music
- Conduct weddings and funerals
- Provide teaching to new members, those seeking baptism and those wishing to be married in the church
- Provide Bible Study and/or seasonal small groups
- Write or select appropriate curricula for the children/youth education ministry, and plan activities for groups of all ages
- Provide resources and guidance for people's devotional life, and for prayer groups, retreats and other small group experiences and work with youth.

#### 2. Provide Pastoral Care and support to the congregation in the following ways:

- Visitation and pastoral care to the sick, elderly, homebound, those in hospital, nursing homes and private homes
- Visitation and pastoral care to individuals or families in time of crisis
- Work with elders to assist in visitation and pastoral care
- Promote and strengthen effective communication, decision-making and the renewal of relationships within the congregation, with other bodies in the church, and the Presbytery
- Develop ways to encourage healing and reconciliation within the congregation
- Build up the community to promote congregational health and vitality with respect to the congregation's vision, mission and witness
- Support the fellowship of the congregation by attending dinners, special events and bazaars
- Facilitate involvement of new members and new leaders within the congregation

- Reach out to new members including new immigrants and second generation of Hungarians
- Attend inter-denominational programs and activities such as with the St. Elizabeth of Hungary Roman Catholic Church of Calgary
- Relate the Gospel to people outside the church and help the congregation to do the same

### 3. Administration

- Provide regular office hours, three hours/day, four days/week, or the equivalent
- Maintain overall responsibility for the day to day functions of the church office
- In consultation with the Session provides input for the website, bulletins, event planning and advertising
- Represent Calvin Hungarian Presbyterian Church to the Hungarian School, other churches, community organizations, and community events
- Commitment to and knowledge of PCC Polity and willingness to learn about the PCC
- Attend Presbytery meetings
- Available for consultation with Interim Moderators
- Understands that full-time ministry is normally defined as 5.5 days (45 hours a week), plus any necessary emergency pastoral duties (A&P 1991, p. 344). He or she is encouraged to take compensatory time for any time spent in emergency pastoral duties. [Acts and Proceedings \(presbyterian.ca\)](#)
- Takes regular time off

### Qualification

- A Minister of Word and Sacrament of The Presbyterian Church in Canada, The Reformed Church of Hungary, or a church that holds the same doctrine, government, and discipline of the PCC
- Demonstrates spiritual maturity, self-differentiation, maintains confidentiality, appropriate boundaries and professional objectivity
- Minister in good standing with 3 years of experience, preferred
- Effective organizational and communication skills including strong inter-personal skills, writing skills and use of social networks and communications technologies
- Skills in teaching, equipping, supporting and encouraging to promote ministry of the laity
- Fluently speaks Hungarian and good working knowledge of English

### Remuneration

Remuneration will be in accordance with the [Presbyterian Church in Canada 2021 Stipend and Allowance Schedule](#), which can be found at [Minimum Stipend 2021 \(presbyterian.ca\)](#)

### Compensation includes:

- base stipend
- a three bedroom apartment including utilities (within the church building)
- health and dental benefits

- membership in the PCC pension plan
- annual vacation: 5 weeks
- annual study leave: 2 weeks

## **Applications**

Cover letters and applications should be submitted to the Interim Moderators,  
Rev. Jacob van Pernis [jakep@gracecalgary.org](mailto:jakep@gracecalgary.org)  
and/or Rev. Tom Brownlee [brownlee1973@gmail.com](mailto:brownlee1973@gmail.com)

This position will remain open until a suitable candidate is found.