



Position Description and Task List
Director,
United Church Student Formation Program
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1.0 Overview

The Director of the United Church Formation program, in consultation with the United Church Faculty Group, other members of the staff of Atlantic School of Theology, and the United Church's wider constituencies, administers and implements the student Formation Program at Atlantic School of Theology (AST). Through a diversity of functions including program planning and delivery, student advising, records management, and interpretation of United Church identity and ethos, the Director co-ordinates and leads the Formation Program for United Church students at AST.

2.0 Accountability

The Director of the United Church Formation program is accountable to AST's United Church Faculty Group as a whole. Together with the Faculty Group, the Formation Director also has accountabilities to AST, to Pine Hill Divinity Hall (PHDH), and to The United Church of Canada. If the Director is a member of the Order of Ministry, she or he is also accountable to The United Church of Canada through the Oversight Committee of Halifax Presbytery.

3.0 Areas of Responsibility

3.1 Formation Program Design and Leadership

- plan and implement the weekly Formation Program for United Church students, in consultation with the United Church Faculty Group, to provide learning and integrative opportunities in areas such as vocation and identity in United Church ministry, United Church contexts of ministry, and spiritual resources for ministry

- serve as a resource to students who are providing leadership within the weekly Formation Program, including committees
- oversee leadership of the liturgical life of the weekly Formation Program
- invite and provide hospitality to guest leaders within the Formation Program, and arrange for honoraria and reimbursement of expenses, as appropriate
- do forward planning for the Formation Program
- undertake annual evaluation of the Formation Program

3.2 Student Advising

- serve as the lead contact person for the United Church Formation Program for potential students and the wider constituencies of the Church
- meet with/interview United Church students and potential students year-round regarding their vocational plans, candidacy, preparation for ministry, relational and pastoral care issues, self-care, and well-being
- support students in completing Internship applications and other documentation, as required
- maintain communication with students during internship placements

3.2 Reporting and Records Management

- take lead responsibility, in consultation with the United Church Faculty Group, in the completion of annual evaluative reports to Presbytery/District/Synod Education and Students Committees regarding student progress and suitability for ministry
- receive students' applications for the Internship program, and co-ordinate the United Church Faculty Group's contribution to such applications
- receive and review Internship evaluation reports, and consult with the United Church Faculty Group on follow-up
- take lead responsibility, in consultation with the United Church Faculty Group, in the completion of final reports regarding the suitability and readiness of graduands for ordination/commissioning
- provide up-to-date information to PHDH and AST regarding the Formation Program, for publication and distribution in the annual AST Calendar, the AST website, and other venues as appropriate
- write annual reports to PHDH and the Pine Hill Advisory Committee on the Formation Program and the work of the Formation Director

- provide to the AST Academic Office certification that graduating United Church students have (or have not) completed the requirements for the Denominational Formation credit
- oversee a small budget for the Formation Program, in consultation with the PHDH Executive Director

3.3 Interpretation of United Church identity and ethos

- maintain up-to-date information, resources and knowledge about The United Church of Canada, and actively present these resources to students
- remain fully informed about the discernment, candidacy and ordination/commissioning processes of the United Church, and actively represent and interpret these processes to students
- actively and positively reflect United Church perspectives to students in all contexts
- cultivate relationships with United Church constituencies, including Conference and General Council staff

3.4 Support and Participation in Governance Structures

- attend and support meetings of PHDH and its committees, and the Pine Hill Advisory Committee, as requested by the United Church Faculty Group
- attend, as a non-voting member, and contribute to the meetings of the United Church Faculty Group and the AST Faculty
- assist AST Faculty and Administration in planning for the provision of United Church-specific curriculum and courses
- communicate and liaise with AST's Director of Distributed Education with respect to the Summer/Distance M.Div. program and the United Church participants in that program
- communicate and act as a liaison among AST, faculty, staff, students, alumni, Pine Hill Divinity Hall and its Executive Director, and The United Church of Canada (at all levels), as required
- communicate and co-ordinate with AST's Anglican and Roman Catholic Formation Directors, as needed

4.0 Appendices

Appended to this document is *The United Church Formation Program at Atlantic School of Theology*.