



Director, United Church of Canada Formation Program

Position Description and Task List

Edition: June 2026

Starting date: 1 August 2026 (negotiable)

This position is full time, defined as 35 working hours per week.
A minimum of 2 days per week must be worked on the Halifax campus.
The balance of work may be done remotely, if desired.

1.0 Overview

The Director of the United Church of Canada 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 for United Church students 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, both residential and summer distance, who are candidates and potential candidates for ministry.

2.0 Accountability

The Director of the United Church Formation program is accountable to and is an employee of Pine Hill Divinity Hall (PHDH). The Director participates in AST's United Church Faculty Group and Faculty Council. Together with the Faculty Group, the Formation Director also has accountabilities to AST and to The United Church of Canada. If the Director is a member of the Order of Ministry, they are also accountable to The United Church of Canada through the Office of Vocation.

3.0 Areas of Responsibility

3.1 Formation Program Design and Leadership

- plan and implement the Formation Program for United Church students and the annual program for the Summer Term in consultation with the United Church Faculty Group and Academic Dean, to provide learning and integrative opportunities in areas such as vocation and identity in United Church ministry, the practice of ministry, United Church-specific contexts of ministry, current United Church of Canada policies and documents, spiritual resources for ministry, and United Church polity
- serve as a resource and mentor to students in the Candidacy Pathway
- oversee the on-campus life of the United Church community
- facilitate online forums for all United Church students from September to April
- invite and provide hospitality to guest leaders/facilitators within the Formation Programs, and arrange for thank you gifts, stipends, and reimbursement of expenses, as appropriate
- administer the Intercultural Development Inventory (IDI) for all United Church students at AST and (on request) other AST students and faculty. Training will be provided as needed.

3.2 Student Advising

- serve as the lead contact for the United Church Formation Program for potential students and wider constituencies
- 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 interviews and documentation, as required
- meet with/interview United Church students yearly to review their Formation portfolio
- maintain communication with students during internship/supervised ministry placements
- advise Admissions candidates or inquirers

3.3 Reporting and Records Management

- take lead responsibility in completing, in consultation with the United Church Faculty Group, annual evaluative reports regarding student progress and suitability for ministry, and sending the reports to the Office of Vocation
- receive and review Internship and Supervised Ministry evaluation reports, and consult with the United Church Faculty Group regarding follow-up actions

- take lead responsibility in completing, in consultation with the United Church Faculty Group, final reports regarding the suitability and readiness of graduands for ordination/commissioning
- provide up-to-date information to students and PHDH regarding the Formation Program
- share up-to-date information with AST regarding the Formation Program for publication and distribution in the annual *AST Academic Calendar*, the AST website, and other venues as appropriate
- write annual reports to PHDH on the Formation Programs 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 Programs, in consultation with the PHDH Executive Director

3.4 Interpretation of United Church identity and ethos

- maintain up-to-date information, resources, and knowledge about The United Church of Canada, and actively teach or 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 and AST personnel
- actively and positively reflect United Church perspectives to students and others in all contexts
- cultivate relationships with United Church constituencies, including Conference and General Council staff

3.5 Support and Participation in Governance Structures

- attend and support meetings of PHDH and some of its committees
- attend and contribute to the meetings of the United Church Faculty Group (voting) and the AST Faculty Council (non-voting)
- assist AST Faculty and Administration in planning for the provision of United Church-specific curriculum and courses
- 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

Salary and Benefits

Salary will be set in relation to the salary scales for ministry personnel in The United of Church of Canada.

Benefits include health & dental and life insurance, and one month of vacation.

To apply

Please submit the following attachments in PDF format in a single email:

1. Cover letter
2. Curriculum Vitae
3. Names and contact information for three references
4. A statement (400-500 words) indicating your vision for the United Church Formation Program at AST

For informal inquiries or to apply, contact

Louisa Duck, Chair, Search committee
Louisa.duck@gmail.com

Application Deadline

12:00 noon (Atlantic time) on July 10, 2026

Interviews will be scheduled between July 13 and 15, 2026.

We thank all who apply. Only those selected for an interview will be contacted.