



Position Description and Task List

Director, United Church of Canada Formation Program Atlantic School of Theology
Edition: April 2026

20 hours per week – 50% FTE

Minimum of 2 days per week on campus. The balance of work may be done remotely

Start date, August 2026

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, 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 Pine Hill Divinity Hall (PHDH). They participate in AST's United Church Faculty Group. 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 Vocations.

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, 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 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 March
- invite and provide hospitality to guest leaders/facilitators within the Formation Programs, and arrange for thank you gifts, honoraria and reimbursement of expenses, as appropriate
- do forward planning for 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 interviews and other documentation, as required
- meet with/interview United Church students yearly to review their Formation portfolio
- maintain communication with students during internship/supervised ministry placements

3.3 Reporting and Records Management

- take lead responsibility in completing, in consultation with the United Church Faculty Group, of annual evaluative reports to Office of Vocation regarding student progress and suitability for ministry
- receive and review Internship and Supervised Ministry evaluation reports, and consult with the United Church Faculty Group on follow-up
- take lead responsibility in completing, in consultation with the United Church Faculty Group, 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 Programs, for publication and distribution in the annual AST 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 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 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 its committees
- attend, as a 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 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

Please submit by May 15, 2026:

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

Submit all applications by email to:
Louisa Duck, Chair, Search committee
Louisa.duck@gmail.com

Application Deadline: 5:00 p.m. (ADT) on May 15, 2026

Applicants may be invited to an initial interview on June 5 via Zoom.

On-campus interviews will be scheduled for the week of June 22nd, 2026.

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