

NEW ASSOCIATE MINISTER FOR KNOX WATERLOO

Candidate Application Submission Requirements

INTRODUCTION

Thank you for your interest in applying for the position of Associate Minister at Knox Presbyterian Church located at 50 Erb Street West, Waterloo, Ontario. We appreciate the time, energy and thoughtful consideration that you will bring to the selection process.

This overview outlines the five components that we ask each applicant to submit in order to be eligible for consideration as an Associate Minister candidate. It also reiterates the staged, strategic, overlap transition plan we have used, as described in our congregational profile. Finally, it reviews the timeline for submissions.

TRANSITION MODEL: STAGED, STRATEGIC OVERLAP

Knox has enjoyed a long-term ministry of over 30 years with Rev. Brooke Ashfield and Rev. Linda Ashfield. To ensure a healthy and effective transition to new leadership, Knox has adopted a staged, strategic, overlap transition plan.

On October 1, 2019, we called Rev. Hugh Donnelly as our new Lead Minister. As intended by the plan, in the months since his arrival, Hugh has had the opportunity to learn and grow in his understanding of the congregation by being able to work collaboratively together in team ministry with Rev. Brooke Ashfield and Rev. Linda Ashfield. Though Brooke and Linda retired officially on September 30, 2019, they have been retained on part-time contracts for one additional year.

Our hope is to have the new Associate Minister in place for October 1, 2020 when the Ashfields' contract will have been completed.

YOUR SUBMISSION

The application submission is designed to provide a concise introduction of each candidate to the Knox Waterloo Search Committee. It consists of five components and offers clear guidelines for each. For the candidate, these guidelines are intended to provide consistent parameters and a reasonable workload in completing an application. For members of the Search Committee, they are intended to provide a consistent format and a manageable task in familiarizing themselves with each candidate.

The second stage of the process will consist of interviews with a small, select number of candidates who the Search Committee members feel are the most appropriate fit for the role of Associate Minister at Knox Waterloo.

The **five components** to be submitted are as follows:

1. **Introductory Letter**

Please submit a one-page letter introducing yourself and indicating your interest in applying for the Associate Minister role at Knox Waterloo.

2. **Personal Profile**

Please submit a personal profile (CV/Resume).

3. **References**

Please submit the **names** and **contact information** for three references who can attest to your professional and personal appropriateness for the role of Associate Minister at Knox Waterloo. At least two of them should have interacted with you in a professional capacity and have familiarity with your ability to collaborate with others to provide effective leadership.

4. **Responses to Questions**

Please illustrate your suitability for the role of Associate Minister at Knox Waterloo by answering the following two questions. Your answers should be no more than 250 words for each response.

1. *Knox is committed to our core values. With reference to your ministry, illustrate where your values align with or differ from ours.*
2. *Knox is looking for someone who can embrace a collegial and collaborative style of leadership. Please illustrate your aptitude and skills for working in a team with references from your ministry.*

5. **A Worship Video**

Please provide a digital video file or a link of you preaching a sermon and leading worship.

TIMELINE

The deadline for receiving applications is **5:00 pm on Friday, April 3, 2020.**

Completed applications are to be sent electronically to the **Chair of the Search Committee, Lawrie Carter** at: search@knoxwaterloo.ca

In the email heading, please indicate:
“Knox Waterloo Associate Minister Position.”

