

Are YOU one of our new Lay Chaplains?

We are inviting qualified members to consider the life enriching opportunity of becoming a Westwood Lay Chaplain in the coming year. Please note that training in providing rites of passage is provided and that this is not a counselling role. Lay Chaplain candidates must be willing to provide police security clearance. If you are interested please read the Lay Chaplaincy Manual (http://www.cuc.ca/lay_chaplaincy/) for more details and contact Susan Burwash at (780) 492-8854 or by e-mail sburwash@ualberta.ca for information regarding applying.

The application deadline is April 15, 2009.

Specific responsibilities

Lay Chaplains have the following specific responsibilities:

1. to provide information on rites of passage in the Unitarian tradition;
2. to arrange for and conduct rehearsals of wedding services;
3. to assist in the musical arrangements for services if required;
4. to ensure that final arrangements for services are well coordinated;
5. to officiate at services of rites of passage (weddings, services of union, funerals and memorial services, child dedication services, etc);
6. to ensure that the integrity and security of the church premises are maintained, when services are held on those premises;
7. to ensure that the legal requirements for registration of marriage are met;
8. to maintain, in addition to the civil register, a record of services performed, fees and expenses;
9. to provide the necessary data regarding clients and services to meet the reporting requirements of the congregational Board of Trustees, the congregational Treasurer and the congregational Lay Chaplaincy Committee.

Qualifications

Lay Chaplains must:

1. be members in good standing of the Congregation;
2. have ready access to an insured car and hold a valid driver's licence;
3. be able to work flexible hours, which tend to be mainly in the evenings and on weekends and may require considerable time from May to September; Note: December can also be a busy month.
4. adhere to the code of practice for Lay Chaplains.

The Lay Chaplain constitutes a significant outreach to the public by the congregation. Consequently, a Lay Chaplain must have:

1. a commitment to the religious philosophy of Unitarianism and the ability to articulate that philosophy;
2. maturity and the ability to cope in crisis situations;
3. the ability to communicate easily with people in a spirit of empathy, helpfulness and concern;
4. an effective public speaking voice and manner; and appearance and conduct which favourably represent the congregation and the denomination.

Westwood Unitarian Congregation
Edmonton, Alberta, Canada
www.westwoodunitarian.ca