

REQUEST TO DECLARE A MINISTRY POSITION (LC V)

PURPOSE: To provide Presbytery and London Conference with the necessary documents to consider the declaration of a ministry position (changing an existing position, or declaring a vacancy/appointment opening) . To be evaluated for future use in London Conference between July 2013 to August 2015.

WHO USES IT: Local Ministry Unit – to be completed by Governing Body.

WHEN TO USE THIS FORM: When you have completed the Position Description and are ready to request that Presbytery declare a vacancy. Can be used for Interim Ministry and short-term Supply Ministry also.

for internal communication between United Church of Canada Courts

ROUTING: Please keep a copy for your records prior to sending on.

- Governing Body completes Parts A and B; and forwards to Presbytery.
- Part B is completed following a meeting of the Local Ministry Unit.
- Presbytery reviews documents, approves and completes Part D.
- Presbytery forwards the form to London Conference Office (vacancies@londonconference.ca).
- London Conference posts vacancy onto London Conference website (www.londonconference.ca).

PART A: CHECKLIST

- We have reviewed and attached our Annual Ministry and Mission Priorities
- We have developed and attached our Ministry Personnel Position Description
- We have completed and attached our Financial and Demographic Profile
- The required policies and practices are in place within our local ministry unit:
 - Workplace Violence and Harassment Policy (Bill 168);
 - Name and contact information for the Chair of the Ministry and Personnel Committee
Lorie Falconer 519 523-4897 lorie.falcon@hotmail.com
- ADP Payroll number FDE89E
- IF APPLICABLE: An up-to-date Manse Information Summary Sheet (PR 435 MI) is attached.

PART B: RECOMMENDATION of GOVERNING BODY

The Governing Body of Blyth United Church Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on Nov 29, 2016 and recommends a vacancy for minister effective July 1, 2017

Nov 29, 2016
Month/Day/Year

Emily C Phillips
Signature: Governing Body Designate

EMILY C. PHILLIPS
Printed Name:

PART C: ACTIONS ARISING FROM A MEETING OF MEMBERS OF LOCAL MINISTRY UNIT:

The Full members of Blyth United Church Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on Dec 11, 2016 and requests that Huron/Perth Presbytery declare a vacancy for Blyth United Church to be effective July 1, 2017 (date).

Dec 11, 2016
Month/Day/Year

Emily C. Phillips
Signature: Chair of Meeting

EMILY C. PHILLIPS
Printed Name (same)

DEC 11, 2016
Month/Day/Year

Karen Glausser
Signature: Recording Secretary

KAREN GLOUSHER
Printed Name (same)

We name the following as our Interview Team to represent us:

Interview Team (recommend no fewer than 5 and no more than 7): This committee is inactive until first meeting called by Liaison from London Conference Settlement and Pastoral Relations Committee.

Name (print)-	Email Address	Phone
Communication Contact		519 441-8542
<u>Karen Glausser</u>	<u>manglausser@hotmail.ca</u>	
<u>John Stewart</u>	<u>jwstewart@ezlink.ca</u>	523-4528
<u>Jack Wharton</u>		523-9654
<u>Marilyn Craig</u>	<u>mcraig1@tc.on.ca</u>	523-9318
<u>John McDowell</u>	<u>nmcdowell@xplonet.ca</u>	523-9315
<u>Hope Button</u>	<u>hbutton@hotmail.com</u>	523-4940

PART D: Presbytery Confirmation and Action:

Huron Perth Presbytery has reviewed the Local Ministry Unit Ministry and Mission Priorities, Financial and Demographic Profile and Ministry Personnel Position and:

Declares a vacancy for Blyth United Church effective May 1, 2017 (date).

Jan/28/2017
Month/Day/Year

Margaret Bakker
Signature: Presbytery Secretary

Margaret Bakker
Printed Name:

MINISTRY & MISSION PROFILE
THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
LONDON CONFERENCE



Local Ministry Unit – Telling Our Story:
Ministry and Mission Profile (LC MM)

PURPOSE: To enable a Local Ministry Unit to honestly and boldly “tell its story”.

Who Uses it: Governing Body develops the profile in consultation with congregation.

When to use: When you are amending a current call or appointment; seeking new Ministry Personnel whether for a call or appointment or can be used for a regular review of priorities for purposes of assessment and goal-setting.

How to use: Follow the instructions in the Handbook: Declaring/Changing Ministry Positions. Make sure that an electronic copy is available to send to the Conference office for posting once the Presbytery approves the Vacancy.

Name of Local Ministry Unit: Blyth United Church

Address of Local Ministry Unit: 430 Mill Street, Blyth, Ontario, N0M 1H0

Brief Description of Local Ministry (three sentences):

Blyth United Church is a friendly and welcoming community of faith as demonstrated by our regular coffee and snacks after Sunday service and occasional lunches.

We put our time and talents to good use with industrious fundraisers including caterings, pie making, and being part of the community with the town’s annual Huron Pioneer Threshers & Hobby Association event.

In addition to carry out God’s work inside our church we have many active outreach involvements including M&S, Christmas Bureau, North Huron Foodshare, and Camp Menesetung.

Priority (#1 to #8)	Category Title	This is who we are as a Local Ministry Unit:
1	Pastoral Care / Spiritual Care	Pastoral care or spiritual care means, to our congregation, one-on-one interaction from various sources within the church or community (minister; lay visiting team; individuals in the congregation) to a person or family that requires it. Pastoral care is provided to shut-ins, members in the nursing home and hospitals, families experiencing illness, tragedy, bereavement, or general problems. There is a lay visiting team that organizes and carries out regular visits. We offer the space of the church for trained counsellors from the Women’s shelter to meet with their clients in a safe environment. Our church supports the spiritual care of our minister by encouraging they take their days off and vacation, as well as through their continuing education activities.
2	Stewardship	We would describe stewardship as an area that we would like to expand upon.

		<p>The programs we use to support it are an insert in the bulletin highlighting the financial situation.</p> <p>We would describe our financial situation as fair and stable on account of shared ministry over the last year. There are many external factors that bear on our financial situation (aging congregation; declining attendance; few new members; increase in operating costs). The plans for tomorrow include a closer cooperation with the neighboring charge in Brussels (shared ministry). Stewardship is not often talked about in our congregation. The human gifts we have are an excellent choir and music director, people that are able to speak in front of a crowd and lead a service, employees that go above and beyond their job description, and volunteers that cater, fix/repair/handymen, technology. We don't help people discern their gifts as much as we should. We thank people informally, both publicly and privately, for sharing their gifts. The Board of Stewards takes the lead in stewardship planning and campaigns. The UCW supports the Stewards both financially and by assisting in their fundraisers. We would like to see the minister address the topic of stewardship from the pulpit on a regular basis. The minister and the stewards have a good working relationship.</p>
3	<p>Spiritual and self care in your LMU</p>	<p>We build a sense of community and spirit within our congregation by coffee and snacks both before and after church, lunches after service, we have a senior choir program, movie night, and pie making. We love and support each other by listening to one another and being encouraging to families with small children to attend and bring them on Sunday. We have rocking chairs in the sanctuary and a play area close by as well, and a nursery downstairs. We spend half of our time as a community that is not about fundraising. The feelings within the congregation for each other are: compassion, understanding, welcoming, concern and support, respect, celebrate each other's successes. Although we as a congregation are aware of the need for our minister and our congregation to exercise self-care we are not as effective at this as we would like to be.</p>
4	<p>Discipleship</p>	<p>We lead into the teachings of Jesus with</p> <ul style="list-style-type: none"> • Baptisms (Minister led) • Minister and lay-led Sunday service • Confirmations (Minister led) • Sunday school program (lay-led) • Travelling bible study (mainly Minister led) <p>The outcome we hope for these programs are for them to grow and flourish, and to aid individuals in their own spiritual growth.</p> <p>These programs are living out the teachings of Jesus:</p> <ul style="list-style-type: none"> • Kids in the kitchen camp (minister and lay led) • Community kitchen (minister and lay led) • Movie night (lay led) • UCW (lay led) <p>The outcome we hope for these programs are to engage and attract individuals to Blyth United Church.</p>

5	Worship	<p>Worship in our congregation is traditional with hymns, prayer, sermon, and scripture. Worship is presently three quarters minister led and the last quarter lay led. We use PowerPoint, computers, video, and a sound system. The sound system additionally plays outside the building prior to service. We use the Contemporary English Version or the New Revised Standard Version or the Good News translation. In terms of music we use both traditional and modern-contemporary. People look for well told stories and when examples are used or parallels are drawn to everyday life. When outsiders to the church arrive they are met by a friendly smile, handshake, and a copy of the week's bulletin, as well as refreshments. We always have "All Welcome" on the exterior sign as well as in the weekly paper. We support and encourage people to grow in their worship leadership by telling them how good a job they've done, and the signup sheet in the Narthex lets people considering the role see the names of those that have participated before them.</p>
6	Justice and Outreach	<p>We practice Justice and Outreach via:</p> <ul style="list-style-type: none"> • Outreach via M&S • Christmas Bureau • North Huron Foodshare • Camp Menesetung • Women's Shelter and Counselling services of Huron County • Bicycles for Humanity • Gifts with Vision / Gifts of Hope book • UCW sends a child to camp • sends pies to a family in bereavement / need (illness) • compassion fund • support disaster relief organized at the UCC level • Food Grains bank. <p>The needs that are supported are decided by requests being received and evaluated. The decision criteria for which requests are granted is greatest need.</p> <p>Justice and Outreach involves:</p> <ul style="list-style-type: none"> • Sunday school • UCW • Choir • Stewards • Congregation <p>All members of the congregation support the work of these groups.</p> <p>Other churches/groups that we partner or work with are Bicycles for Humanity and the Christmas Bureau.</p> <p>People outside the church would know of Blyth United Church's Justice and Outreach work involvement via:</p> <ul style="list-style-type: none"> • Advertising • Signage

		<ul style="list-style-type: none"> • Newspaper column • Word of mouth <p>Specific Justice issues are addressed with the Minute for Missions and the United Church Observer has been used to raise awareness and to initiate discussion in meetings.</p> <p>In this area of Ministry we hope to continue to support local needs and to become more aware of issues on a broader scope.</p>
7	Leadership	<p>The kind of leadership that is looked for in a minister:</p> <ul style="list-style-type: none"> • Team leader / team builder / works well in a team with all age groups (inter-generational) • Excellent communication skills, outgoing, engaged in the community, a compassionate visitor • Inspires others • Helps congregation develop their leadership skills <p>Leadership is exercised in the church now in a cooperative fashion throughout the week (example: minister plus lay person during Sunday service). Responsibility is mainly placed on the minister with less on the lay leaders. This is an area the church will and needs to expand on going forward. The church supports the development of leadership skills by encouraging people to take part in the service. The Sunday School builds leadership in the children by having them lead a service. Congregation members are encouraged to take a leading role in various committees and task forces. Members of the congregation are encouraged to attend the various workshops offered by Huron-Perth Presbytery. The minister is encouraged and financially supported to take continuing education courses, and is also supported in his involvement in the greater church (ex: running for moderator, and being the chairperson of London conference). An issue that impacts negatively on the work of the church is that there are fewer people willing (or able) to take on leadership roles. This is attributable to burnout, aging population, and rural area (small population to draw from). Continuing Ed funds are used to support leadership.</p>
8	Ministry Partnerships	<p>Other parties we partner with include:</p> <ul style="list-style-type: none"> • North Huron Ministry Cluster • Blyth and area ministerial • Theatre • Camp Menesetung • Legion • Fire Department • Lions • Huron Pioneer Threshers & Hobby Association <p>Our relationship is symbiotic with these groups as we support one another, especially in fundraising activities.</p>

		<p>Lay people take the leadership role with Camp Menesetung (supporting the cabin). They also actively participate with the other groups as many Blyth United Church members are also members of the other groups.</p> <p>Meaningful partnerships are developed via</p> <ul style="list-style-type: none">• our minister being the chaplain of the Lions and the Fire Dept• our minister being a member of ministerial• Blyth United Church volunteers at camp Menesetung• Performing services at nursing homes <p>It is important to our congregation that our minister be involved with other ministers, outside leaders, presbytery work, conference, and general council. Our minister has been the past chair of conference, on General Council, ran for Moderator, is currently doing an interim ministry with North Perth alliance, and is on the Pastoral Relations committee of Presbytery. It's important to the congregation as we support him in these endeavours.</p>
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MINISTRY PERSONNEL POSITION DESCRIPTION
THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
LONDON CONFERENCE

MINISTRY POSITION DESCRIPTION (LC PD)

Position Title: Ordered Ministry Appointment

Position Profile: Full-time, Solo

Autonomy in Decision-Making: The minister will take the lead in decision-making for theological matters. Experimental changes in worship format, in consultation with joint Spiritual Growth Team, will be welcomed. Hymn selection will be the minister's decision in order to fit the service theme. The primary task of the secretary will be to prepare worship material under the direction of the minister. Expenditures will be made in consultation with the Stewards.

Position Summary: This will be a shared co-operative ministry between Blyth & Brussels United churches. Our two distinct congregations are in their infancy of a co-operative collaboration, having only been established 3 years' prior. The new minister will lead the congregations through the growth of this co-operation. This means of course there will be 2 services each Sunday to prepare for and lead. There are separate choirs, organists and choir directors for each church. A working with relationship with both is essential. An internship would be considered. A part-time office administrator working approximately 10 hours/week at the Blyth office will provide clerical support.

Principle Area of Responsibility and Associated Duties (in order of priority):

Worship: A leader who is relevant to the times and engaging to an inter-generational congregation is a must. Someone who is open to new forms of worship and can make creative use of available technology would be an asset. Co-operation with lay people during the service would be appreciated as this has been an established ritual.

Leadership: Someone who is welcoming of current and new members of the congregations as well as pursuing to grow the congregations is a strength to be considered. We desire a candidate with the understanding and knowledge of a co-operative ministry as well as the ability to guide the congregations to grow in that co-operation. Leadership and support of Sunday School and Youth programs crucial.

Pastoral and Spiritual Care: Pastoral care is provided to shut-ins, members in the nursing home and hospitals, families experiencing illness, tragedy, bereavement or general life events, either for crisis or celebration.

Stewardship: Help explore new ways of supporting our churches and working together financially.

Personal spirituality and Self Care: We expect our new minister to take advantage of education funding available and to grow on their own interests and hobbies, make full use of vacation and days off and delegate and ask for help when needed.

Discipleship: We expect our new minister to be a visible and active presence in the life of our wider community. An individual who demonstrates the life Jesus taught us by example rather than just by words.

Justice and Outreach: Maintain and grow our existing outreach programs both locally and through the greater church as a whole. E.g. Minute for Missions.

Ministry Partnerships: Continued relations with both community ministerial committees will be required as well as active involvement in the life of Presbytery, London Conference and/or General Council. We encourage and support the minister's involvement in community organizations.

Required Knowledge, Skills and Abilities: Qualified Order of Ministry and completion of required training as set by the United Church of Canada such as Conflict Resolution etc. Due to the lack of public transportation, a driver's license and access to a vehicle are essential in this position. Travel between churches is required. Proficiency, or a willingness to become proficient, in PowerPoint, internet and social networking is required.

Other "Preferred" Assets: Must be comfortable in a rural setting with an understanding and desire to live a rural setting. A sense of humour is welcome. Abilities to partner with community groups, work with volunteer personnel and adapt to two distinct congregations who are learning to work together are essential. Talent for relating to children through seniors is vital.

Most of us...: (choose one)

Grew up in this area Moved to this area for work

Moved here to be close to family or other resources Moved here for other reasons

Many of us work in the following industries or sectors: (check all that apply)

Health or social services Education Manufacturing Transportation

Agriculture and food production Tourism/Hospitality Retail

Environment Mining/Forestry Information Technology

Government Professional Services Other (specify):

Our congregation is like: (choose one that best applies)

A family where we all know each other, many members are related to each other.

A medium sized church with some people very involved and others participate mostly by attending worship.

A church with an ethnic identity or diverse inter-cultural mix.

A big church with a staff team and lots of different programmes and small groups.

Other description:

We think of our local ministry unit as in the following way: (choose one that best applies):

We have a new vision and are really excited; still working out how to live into that vision.

We are clear about our vision and purpose and have/are developing the skills and gifts to bring it about; we are excited and optimistic about our vision.

Our congregation is changing and it is clear that we can no longer continue as we have been; we don't know how to go forward and have some anxiety. We believe that we have a future but can't quite see it.

We see that the ministry within this community is probably winding down after many positive and productive years of faithful ministry, mission and service; we want to celebrate what we have been as we intentionally and graciously end this ministry.

PART B: ABOUT OUR TANGIBLE ASSETS

Governance structure:

How many people are on your Governing Body? **20**

How many are typically present at a meeting of your Governing Body? **12-14**

Our Church Building(s): (include information for each building if more than one)

We don't have a church building. (if you check this one, please comment briefly on where you worship and what other spaces you use for your ministry.)

Is your church fully wheelchair accessible? Yes Tell us how:

X No

Is it partly accessible?

X Yes Tell us how: **lift available for both levels, accessible washrooms**

No

What other measures of accessibility do you provide? (e. g. Assistive Hearing Devices, Large Print)
Powerpoint on large tvs and additional screens for the choir, Speaking system

Do you have plans for improving accessibility? X Yes Tell us how: **size of doors to offices, renovations to sanctuary including a ramp to the chancel, wheelchair seating in the sanctuary**

No

Sanctuary holds **150** people.

Seating/set up in sanctuary **pews, pews in the choir loft**

Is the sanctuary used other than for Sunday Worship? If so, how? **Weddings, funerals, special events and community gatherings**

Are there meeting rooms? X Yes No

What are they used for? **Sunday School, meetings, community outreach, fundraising,**

Is there a nursery? X Yes No

Are the nursery toys/furniture compliant with current safety standards? X Yes No

Are there Sunday School rooms? X Yes No

How many? Are they also multipurpose use? **2 rooms**

Are there activity rooms? (i.e. quilting, gym, library) X Yes No

Brief descriptions: **Kitchen – approved through the public health**
Auditorium – serving meals, fundraising banquets, rentals

Where is the office located for the minister? Is it shared?

Describe it: **It is in the upstairs of the church and private. Plenty of bookshelves and a large desk.**

What computers/telephones are provided at the church? **There is one phone line. There is a computer in the sanctuary.**

Is internet provided at the church? Yes No *if yes* High Speed Dial-up

What Social Media accounts and Webpages does the church hold? Who maintains, updates them? **We have a shared Facebook page with Brussels United. There is a website created but not launched. There is a few members named as editors for Facebook but the majority is done by the Office Administrator.**

Is there a photocopier in the church? Yes No

Is the building used by outside groups as well as ministry activities? Yes No

Brief descriptions (tenants, occasional rentals, frequency of use) **Women's Institute – once a month, Community Kitchen – once a month, Community Support counsellor – once a month or as needed.**

Administrative Support:

What administrative support is provided? **Office Administrator**

How many hours per week? 10 Is this paid or volunteer?

Treasurer – 6 hours per week & volunteer counters, memorial fund co-ordinator and one support person who volunteers with the Charitable review and statistics forms.

Ministry and Personnel Committee:

How many members? 2 as well as a joint M&P with our co-operating ministry partner – Brussels United.

How often does the committee meet? 4 times/yr or as the need arises

Has one or more of the committee members attended a M&P Committee Training event in the last three years?

Yes No

PART C: ABOUT OUR FINANCES

Attach the previous two years financial information, including:

- Balance Sheets (assets and liabilities)
- Revenues and Expenditures
- Charity Tax Returns (T3013)

Also include the current year's budget.

The word or phrase that best describes our current financial situation is:

- Abundant Adequate Not meeting expenses but optimistic
- Not meeting expenses and relying on bequests and reserves to fund operating budget.
- Other (describe)

Our Revenue Sources are (please indicate approximate percentage of your current operating budget that comes from each source:

Congregational givings	68%	Congregational Fundraising Activities	30%
Rental of building/services	1%	Bequests/Reserves/Investments	4%

Other (please briefly describe):

Our Financial Reserves:

We have sufficient reserves in the bank that we could cover three months of expenses if we had an emergency.

Yes No

Our Financial Accountability:

Our financial statements are reviewed by an external person each year:

Yes: a formal third-party review.

No.

Our Statistics from the last five years of submissions to the United Church of Canada show:

	Line # in the Yearbook	Current year	One year ago	Two years ago	Three years ago	Four years ago
Average weekly attendance Sunday	20	50	60	60	85	89
Identifiable givers (local)	18	106	130	94	94	95
\$ expended for pastoral charge operations	40	117,513.00	119,069.00	99,201.00	133,644.00	108,060.00
# households under pastoral care	5	171	171	171	171	166

PART D: ABOUT OUR COMMUNITY

This is what we love about our community. This is what makes it unique.

Rural setting with much to offer: Summer theatre, rural fire training facility, local restaurants, industry, campgrounds, walking trails and a nature sanctuary nearby. We are home to the Pioneer Hobby and Threshers Reunion. We have a community centre with activities all year round including broomball and hockey. We are a short drive to Lake Huron with recreation facilities and additional shopping. There is a hospital in nearby Wingham, Clinton and Goderich. The local community offers midwives, medical, dental, naturopathic and chiropractic doctors. We feel that we have a safe community to raise a child in.

The local industry includes flour and leather mills, a craft brewery coming soon and a local newspaper. There are elementary schools in Londesboro and Wingham. The secondary schools are in Wingham and Clinton. Fanshawe College offers a selection of courses in Clinton a short 15 minute drive away. Post secondary education – University of Western Ontario, Wilfred Laurier and Waterloo University only one and half hour away.

The three economic, demographic or political challenges facing our area are:

We are an aging population. There is a lack of public transportation. We have a lack of employment opportunities for young people.

Here are two or three websites that offer detailed information about our community:

Blyth Citizen Newspaper: northhuron.on.ca

Our local Municipality: morristoryberry.ca

North Huron Municipality: northhuron.ca

Other faith communities represented in our community/region are: **Anglican, Christian Reformed, Church of God—Living Water**

We have close ties with the following faith communities: **all of the above**