

APPENDIX VII - REQUEST TO DECLARE A MINISTRY POSITION

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
DONNA WHITE d.white@ezlink.ca 519 887-6101
- ADP Payroll number 373110 Co # 31XS
- IF APPLICABLE: An up-to-date Manse Information Summary Sheet (PR 435 MI) is attached. N/A.

PART B: RECOMMENDATION of GOVERNING BODY

The Governing Body of BRUSSELS 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 December 7, 2016 and recommends a vacancy for BRUSSELS UNITED effective _____:

December 7, 2016

Month/Day/Year

Julie Harrison

Signature: Governing Body Designate

Julie Harrison

Printed Name:

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

The BRUSSELS 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 December 18, 2016 and requests that Huron Perth Presbytery declare a vacancy for BRUSSELS UNITED CHURCH effective _____ (date).

12/18/16
Month/Day/Year

Betty Graber Watson
Signature: Chair of Meeting

Betty Graber WATSON
Printed Name (same)

12/18/16
Month/Day/Year

Julie Harrison
Signature: Recording Secretary

Julie Harrison
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 | | |
| <u>Shirley Baker</u> | | <u>519 887 -6355</u> |
| <u>ERICA Koch</u> | <u>dougandericca@sympatico.ca</u> | <u>857-8143</u> |
| <u>Doug Bremner</u> | <u>bremner.wd@gmail.com</u> | <u>857 8143 6786</u> |
| <u>Maryann Thompson</u> | <u>thompson-ma@tcc.ca</u> | <u>887 9881</u> |
| <u>Ralph Watson</u> | <u>senctry@ezlink.ca</u> | <u>519 887 6011</u> |
| <u>Doreen Cardiff</u> | <u>dcardiff@teksavvy.com</u> | <u>519 887 -6250</u> |

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 Brussels United 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: Brussels United Church

Address of Local Ministry Unit: 61 King St Brussels On

Brief Description of Local Ministry (three sentences): As a small rural congregation in Huron County, we are open to change. Hospitality, community support and maintaining a United Church presence in Brussels are some of the important issues for us.

This work originated 2014, revisited again 2015, revised 2016.

| Priority (#1 to #7) | Category Title | This is who we are as a Local Ministry Unit: |
|---------------------|-----------------------------|--|
| #3 | Discipleship | Brussels strives to offer the teachings through traditional methods: Sunday worship, Sunday School, vacation Bible school and Bible Study. As a church people our goal is to learn and grow. One way to accomplish this is using music: voice – instruments – bells- guitars- ukulele. Faith discussions might evolve around music nights, movie nights, and possibly mid-week church. |
| #4 | Justice and Outreach | We support : North Huron Food Share, weekly community dinner (soup kitchen type), , support for county –wide family Christmas Bureau, hospitality booth at Brussels Farmer’s Market. Congregation offers our building facilities to several agencies ie |

| | | |
|----|------------------------------|--|
| | | <p>counselling, seniors dining, exercise program. We have defined areas to concentrate our resources and energies which include:</p> <ul style="list-style-type: none"> • to educate ourselves and bring awareness to our church people of the native issues and concerns • keep ourselves involved in the .Welcome Project family (Sudanese family in Goderich) • continue our support of Mission and Service. • continue our much appreciated work at the Hospitality Booth at the Brussels Market <p>Our Mission Statement is - Worship, Care, Love, Laugh and Share</p> |
| #6 | Leadership | <p>We expect co-operative and collaborative consultation as we explore the future with new personnel. We depend on our clergy to challenge our theology; how we think about who we are as a Church; and where we fit in the modern world.</p> <p>Leadership skills or ministry traits we are looking for:</p> <ul style="list-style-type: none"> • good listener • realistic advisor • passion for the United Church of Canada (Presbytery and Conference involvement) • empathy with a realistic view of Huron County. • Be aware of local resources and events (local web sites.) for example: living assistance CCAC; nutrition assistance, (Seniors Dining, Meals on Wheels, Soup and More II; travel choices, social events. • Connecting Bible themes with today's world. |
| #7 | Ministry Partnerships | <p>We have specific goals related to Ministry Partnerships. We are in a co-operative ministry with Blyth United Church. We are in our 4th year. A Volunteer Associate Minister assists the clergy in Brussels when called upon. We share summer services with the local Presbyterian congregation. Minister is expected to attend/participate in Huron Perth Presbytery and Brussels Ministerial. We offer spiritual support to local long term care home (visiting, Sunday services, choir singing visits etc. It is important that our clergy participate in North Huron United Church Minister's Group (Cluster) for pulpit exchanges/ education/ support for each other.</p> |
| #2 | Pastoral Care | <p>Lay Pastoral Care and Visiting group established in fall of 2016. Our presence at the Market gives pastoral support to community and those who otherwise do not go to church. They know we care.</p> <p>Offering education for community needs such as bereavement,</p> |

| | | |
|----|--------------------|---|
| | | <p>mental health, Pastoral care is provided to bereaved families, hospitals and nursing homes. The time spent on pastoral care varies weekly.</p> |
| #5 | Stewardship | <p>We meet our stated goals for M&S and join in emergency appeals locally , nationally and internationally. We monthly support a local charity as well as the United Church Resource Center , The United Church's Camp Menesetung as well as M&S with our offering of coins plus \$100.00 from our budget. We review our financial situation monthly and keep the congregation informed of the colour of the bottom line – red or black. Everyone pulls together to support a specific goal.</p> |
| #1 | Worship | <p>Congregation appreciates traditional worship and music but is open to experiment. Our goal is to be uplifted and/or challenged. At the present time the minister makes full use of video and power point in worship. Some services are enhanced by guitar group, ukulele group and community band.</p> |

MINISTRY PERSONNEL POSITION DESCRIPTION

THE UNITED CHURCH OF CANADA

L'ÉGLISE UNIE DU CANADA

LONDON CONFERENCE

Ministry Position Description (LC PD)

Position Title: __Clergy__

Position Profile: Full-time Part-time If Part-time, hours/week _____

Solo Team ministry If Team, # of other Ministry Personnel: __

Position Summary: (2-4 sentences that summarize the position)

This position involves a co-operating ministry with Blyth United; Our church requires a minister from either Ordained, Diaconal, Designated Lay or Internship with strong leadership and presentation skills. The position is suitable for someone who is friendly, and approachable with strong interpersonal skills; the position requires someone to lead weekly worship and provide pastoral care in a rural community

Autonomy in Decision-Making: We like to follow the Lectionary but are open to alternative creative paths. Music is in consultation/co-operation with music leader. An active joint Spiritual Growth Team is in existence offering guidance. Finances are available as per budget line in yearly report. Decisions regarding office supplies and worship materials may be done independently. Decision making regarding liturgy and prayers may be done independently with input sought from Spiritual Growth Team. Decisions regarding special worship services, Communion and Baptisms will be made in consultation with the Spiritual Growth Team. Non- traditional weddings are decided by each individual church.

Principal Areas of Responsibility and Associated Duties:

Discipleship:

Promote Christian values by example. Assist congregation (Members and adherents) to develop a deeper understanding of Christ using the weekly message. Support involvement in local and Presbytery youth initiatives.

Justice and Outreach:

Continued encouragement and support of Mission and Service initiatives; through ministerial, become involved with Soup and More Two, a community dinner every Friday at Melville Presbyterian; encourage Food Bank donations and Food Grains Bank support

Leadership:

One who builds relationships and consensus. One who willingly shares leadership appropriately. One who has a highly personable approach to leadership. One who will continue to improve their skills through continuing education. One who will address their own spiritual needs through spiritual practices of their own choosing .

Ministry Partnerships:

One who will foster close working relationships with local churches through local ministerial. One who will encourage the two churches in this co-operative ministry to work closely so their personal ministry workload is lessened. One who will work closely with other ministers in a "cluster " group with the possibility of sharing resources. One who will work in Presbytery to gain knowledge and collegiality. One who will encourage the gifts and talents of lay leadership and VAM.

Pastoral/Spiritual Care:

Reach out to the congregation on a social basis before and/or after the service. Coordinate with the visitation team to visit both active and inactive members of the congregation. Preside at funerals and visit the bereaved families. Go to hospitals to visit the sick. Locations of hospitals locally, Seaforth, Wingham, Listowel and Clinton with possibility of traveling to Kitchener, Stratford ,London and Owen Sound. .

Personal Spirituality and Self Care:

One who will balance ministry with their own healthy well-being; engage in personal spiritual development and care to maintain a balanced state of mind body and soul. ; engage in events or personal choices that make them happy or feel good.

Stewardship:

One who will provide encouragement, support and insights to those people making decisions about the stewardship of our resources. (Pie making knowledge not a prerequisite – we will train)

Worship:

Select and prepare appropriate liturgy and order of service weekly.

Prepare and present a weekly inspirational/challenging message based on relevant Christian values and/or scriptures with attention to current realities in the world.

Engage with children to include them in the weekly service at children's time.

Administer sacraments as needed: Communion – at least 4 times a year; Baptism and Confirmation – in consultation with Spiritual Growth Team; Marriages and funerals as requested.

Attend Meetings with Spiritual Growth Team and Official Board/Stewards as scheduled.

Required Knowledge, Skills and Abilities:

Driver's license, own a vehicle, music would be an asset, computer skills with power point and ability to use the technology, acknowledgement of winter driving, awareness of small town life and its happenings, expectation of community involvement (Hospitality Booth). Ordained, Diaconal, or Designated Lay streams of ministry are appreciated.

Other 'Preferred' Assets:

A sense of humour will lead to a good understanding of a new ministry site for the candidate.

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: construction/trades

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 small 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 are developing the skills and gifts to bring it about; we are excited and optimistic about our vision. Our vision is to offer the love of God in ever changing ways to our community.

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? _____18_____

How many are typically present at a meeting of your Governing Body? _____10_____

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: **level entrance way**

Elevator access between floors

Accessible washroom

No

Is it partly accessible? Yes **Tell us how: choir loft and pulpit area not accessible, ramps available**

No

What other measures of accessibility do you provide? (e. g. Assistive Hearing Devices, Large Print) **Hearing devices available ; service and hymns on sanctuary TV's , strategically placed speakers; large print hymnbooks**

Do you have plans for improving accessibility? Yes Tell us how:

No

Sanctuary holds 275 people

Seating/set up in sanctuary (pews, chairs, choir loft etc) **pews and includes balcony and choir loft**

Is the sanctuary used other than for Sunday Worship? If so, how? **Special community services such as Remembrance Day, Weddings, Funerals, Musical Concerts, Christmas Eve and Good Friday**

Are there meeting rooms? Yes No

What are they used for? **Senior Dining (One Care), Meetings, Choir practice, Sunday School, Pie making , Community Showers, Bakes Sales,**

Is there a nursery? Yes No

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

Are there Sunday School rooms? Yes No Sunday School uses main meeting room

How many? Are they also multipurpose use? **Two rooms plus kitchen available and yes multi-purpose**

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

Brief descriptions:

Where is the office located for the minister? Is it shared? *Located in church basement. Yes, it is shared as scheduled.*

Describe it: *It is a basic room with one wall of shelves, desk and chair, filing cabinet, photo copier, comfy chair*

What computers/telephones are provided at the church? *There is a land line phone, lap top computer for church services, projector.*

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? *The church has a facebook page. Two members add to Facebook regularly.*

Is there a photocopier in the church? XYes No

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

Brief descriptions (tenants, occasional rentals, frequency of use) *Seniors Dining (One Care) bi-weekly; Wedding Showers, and occasional rentals for parties Birthdays and anniversaries etc) Mental Health and Women's Shelter confidential consultations.*

Administrative Support:

What administrative support is provided? *Office Administrator position shared with Blyth*

How many hours per week? *__10__* Is this Xpaid or volunteer?

Ministry and Personnel Committee:

How many members? *__2__* plus 2 from Blyth *__*

How often does the committee meet? *_2_* to 3 times per year. *_____*

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

x Yes No

PART C: ABOUT OUR FINANCES

Attach the previous two years financial information, including:

- X Balance Sheets (assets and liabilities)
- X Revenues and Expenditures
- X 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 _____60%_____ Congregational Fundraising Activities _____16%_____

Rental of building/services __13%_____ Bequests/Reserves/Investments _____4%_____

Other (please briefly describe): 7% Miscellaneous programs and HST Refunds.

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 2016 | One year ago 2015 | Two years ago 2014 | Three years ago | Four years ago |
|--|------------------------|-------------------|-------------------|--------------------|-----------------|----------------|
| Average weekly attendance Sunday | 20 | 45 | 40 | 35 | 35 | 55 |
| Identifiable givers (local) | 18 | 106 | 99 | 102 | 111 | 129 |
| \$ expended for pastoral charge operations | 40 | \$89,813 | \$90,333 | \$124,207 | \$97,725 | \$126,565 |
| # households under pastoral care | 5 | 150 | 141 | 140 | 140 | 155 |

PART D: ABOUT OUR COMMUNITY

This is what we love about our community. This is what makes it unique. *Brussels is a small rural community with wonderful scenery and the Maitland River winding through the village. Lake Huron and its beaches are but a short drive (30 minutes) away. Brussels is a very giving community and when the people see a need, they move to fix it immediately. Live theatre to suit all tastes is 15 minutes to 1 hour away. A co-operative spirit reigns throughout the community with Lions, Optimists, Legion, and Ministerial eager to serve. Brussels has a medical center with a dentist and doctor in attendance, plus a drug store with pharmacist. A Library, outdoor pool, and activities for children and youth such as hockey, soccer, swimming lessons, Legion cadets and Girl Guides offer a unique picture of our community.*

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

An aging population – most people are retirees.

Many young people leave the area for education and do not return. There is a lack of quality employment/challenging jobs for the working folks and young people.

Public transportation is missing and seniors/sick must rely on friends.

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

www.huroneast.ca and www.huroncounty.ca

Other faith communities represented in our community/region are:

Five churches - Presbyterian, Anglican, Catholic, Mennonite Fellowship and United churches work well together in a co-operative Ministerial to benefit the community.

We have close ties with the following faith communities:

A long term co-operative venture has Brussels United sharing summer, Christmas Eve and Good Friday services with the Presbyterian Church.

For three days of Holy Week Lenten lunches and a short worship are convened by the Ministerial at Brussels United. The five clergy alternate the worship and the church ladies prepare the lunch.

A July outdoor worship service is organized by the Ministerial as well.

The Ministerial has their churches involved in the Community Christmas Choral Concert and the Springtime Songfest

Brussels United Church

Workplace Health and Safety

Policy on Violence and Harassment in the Workplace

The United Church of Canada has established a policy to cover workplace violence and workplace harassment in their Human Resource Policy manual section 3.4 . (Reference www.united-church.ca/minstaff/hr)

Each United Church in Ontario is encouraged to implement their own written policy on Workplace violence and Workplace harassment. This policy is proposed for Brussels United Church and meets the terms of the Ontario Health and Safety Act

www.labour.gov.on.ca/english/hs/pubs/wpvh/br_wpvh.php as amended, which became law in Ontario 15 June 2010. It is intended to apply to staff, members and adherents that interact with our staff.

PURPOSE:

Brussels United Church is committed to providing a safe workplace and will not tolerate any behaviour by its members or staff in the course of their attendance at, voluntary effort or work effort for or on behalf of Brussels United Church that can be considered harassment or violence of any kind. Violence and harassment are prohibited by Provincial laws.

POLICY:

The intent of this policy is to provide a safe, violence free and harassment free place of worship and work.

The church is a place of worship, fellowship and work. It is expected that members and staff will show mutual respect for each other in the conduct of their work and in their volunteer interaction with staff.

A number of inappropriate or unacceptable behaviours can take place in the workplace including harassment, degrading comments, bullying, threats, intimidation and physical violence. Such behaviours can have a negative effect on the personal well-being of workers and their interpersonal relationship. If these behaviours are allowed to continue, the work environment may become hostile or abusive. Workers become more anxious, angry or fearful and become less productive. As an employer we need to treat complaints of harassment seriously and stop it!

Definitions:

What is workplace Violence?

In law it is defined as:

“The exercise of physical force by a person against a worker, in a workplace that causes, or could cause physical injury to the worker. A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a workplace that could cause physical injury to the worker”. The types of violence that workers could experience in the workplace include hitting, pushing, physical assault, stalking, criminal harassment, robbery, or threats of violence.

What is workplace harassment?

The Ontario Health and Safety Act defines workplace harassment as;

“Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome”

This policy applies to a church member harassing staff, staff harassing another staff member or a staff member harassing a church member.

This is a complaint based policy with the intent to discourage unwelcome behaviour from occurring. Harassment and violence are unacceptable behaviours and will not be tolerated.

Procedure:

1. All incidents will be reported verbally to a member of Ministry and Personnel Committee of Brussels United Church (hereinafter, M&P) as soon as possible.
2. It is expected that the person making a report to M&P will have already told the offending person to cease that behaviour and that it has not stopped, before advising M&P.
3. Each incident will be taken seriously and will be investigated.
4. In order to minimize further distress to those involved in the process, as few people as possible will be involved and every effort will be made to maintain confidentiality to the extent possible.
5. In the event that further incidents involving the same person(s) occur, and if it is deemed necessary, a report and recommendation may be made by M&P to Brussels United Church Board / Council for their decision /action.

IMPLEMENTATION:

Training.

Once the policy has been approved by Council it will be the responsibility of the Ministry and Personnel Committee to make every employee aware of its existence. During the hiring (search) process for every employee, prospective employees (applicants) will be apprised of this policy and upon hiring they will receive a copy from the church office and it will be reviewed with them by M&P.

A copy of the policy will be posted on the bulletin board for members of the congregation to read. Notice of the existence of this policy will be inserted in the Church bulletin or newsletter from time to time by the M&P, or on recommendation of the Church Council.

The Original Policy was implemented on November 3, 2011 and was enacted as a joint policy for the Brussels/Ethel Pastoral Charge. Since the Ethel Charge was disbanded, the Policy has been revised for the Brussels United Church.

Prepared by: Brussels M & P Committee

Revised Date: September 19, 2016