

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);
 - o Name and contact information for the Chair of the Ministry and Personnel Committee
___ Dianne Finkbeiner 519-238-2670
 - o ADP Payroll number _T2M3
 - IF APPLICABLE: An up-to-date Manse Information Summary Sheet (PR 435 MI) is attached.
Not applicable

PART B: RECOMMENDATION of GOVERNING BODY

The Governing Body of Zion United Church, Cridton affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on March 14 2018 and recommends a vacancy for half time(20 hours per week) at Zion United effective, immediately.

March 14, 2018 Larry Ratz Larry Ratz

Month/Day/Year Signature: Governing Body Designate Printed Name:

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

The Congregation of Zion United Church affirms the attached Ministry and Mission Priorities,

Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on February 18, 2018 and requests that Huron Perth Presbytery declare a vacancy for a part time minister (20 hours a week) effective immediately

Chair 02/18/18 Larry Ratz Larry Ratz

Month/Day/Year Signature: Chair of Meeting Printed Name (same)

Recording Secretary 02/18/18 Mary Margaret Thompson Mary Margaret Thompson

Month/Day/Year Signature: Recording Secretary 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)  y.net

Address 3682 

Phone 519-2 

Name (print)  net

Address 700 

Phone 519-2 

Name (print)  ll.net

Address 703 

Phone 519-2 

Name (print)  ca

Address 697 

Phone 519-2 

Name (print)  link.com

Address 373 

Phone 519-2 

Communication

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 Zion United effective March 24/18 (date).

03/24/2018 Margaret Bakker Margaret Bakker

Month/Day/Year Signature: Presbytery Secretary 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: Zion United Church Crediton Ontario

Address of Local Ministry Unit: 6 Victoria Ave Crediton

Brief Description of Local Ministry (three sentences): Single point charge with dedicated congregation of 25 weekly and more for fund raising projects. Sunday School is same time as church with a handful of children. Have continued with ministry for over 8 years with pulpit supply.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
3	Discipleship	Discipleship is currently nurtured through worship services that encourage us to live out our faith. Small but active Sunday School with dedicated leadership. We are looking for ways to learn and grow. Lay led Bible study has ended due to death of leader.
5	Justice and Outreach	We support the local Christmas Bureau and Foodbank and continue to support Mission and Service Fund.
4	Leadership	Currently , leadership has been offered through Lay Supply

		and our Pastoral Charge supervisor. We also have active lay leadership in our church committees and Sunday School and in fundraising.
7	Ministry Partnerships	Current involvement includes Huron Perth Presbytery, London Conference, and the North Huron Cluster Group.
2	Pastoral Care	Visits are made in the Nursing Homes, Hospitals (Exeter, Clinton, London, Stratford) and those shut-in at their homes. Cards are sent by a church member to the sick and shut-in.
6	Stewardship	Currently church budgets are funded through offerings and special events.
1	Worship	Our worship style is traditional with hymns from Voices United, scripture readings, prayers and sermon. We also have occasional intergenerational services and special services such as outdoor worship. The church has a large screen and projector for worship use. Hearing devices are available and currently being updated.

MINISTRY PERSONNEL POSITION DESCRIPTION
THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
LONDON CONFERENCE

Ministry Position Description (LC PD)

Position Title: ___ Minister, Ordained, Diaconal, or Designated Lay

Position Profile: full-time Part-time If Part-time, hours/week ___ 20 ___

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

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

We desire someone with strong leadership skills, a bubbly and friendly personality with a good sense of humour. We wish the applicant to provide weekly worship, pastoral care, visiting in homes, hospitals, and nursing homes. We hope the minister will have an understanding of rural life in a small community.

Autonomy in Decision-Making: Prepare worship service, attend Presbytery or its equivalent under the new structure, and be responsible for Communion, at least 4 times a year and Baptisms whenever requested. Non-traditional weddings are decided by each individual church. Consult with pianist and organist re: music.

Principal Areas of Responsibility and Associated Duties:

Discipleship: lead by example, and encourage youth and youth activities. Consult with Sunday School Teachers to advise and support on programming. To look to nurture through Sunday worship and sermons encouraging us to live out our faith. Support involvement of adults and youth in confirmation. Seek out initiatives for local youth at Presbytery level.

Justice and Outreach: support local food bank and the seasonal Christmas Bureau. Support the Mission and Service Fund

Leadership: share leadership appropriately with church groups such as Sunday school. Participate in continuing education events. Leadership skills we are looking for are: good listener, passion for the United Church (being involved), keeping aware of local resources and events such as activities for seniors . Seeking a leader who inspires and challenges us. We are seeking a leader who will choose spiritual practices that fit their own personal needs.

Ministry Partnerships: participate in Ministerial Groups or Cluster Groups and Presbytry groups to keep aware of local happenings and concerns. We are actively seeking a co-operative ministry (50/50 split, housing, worship and pastoral care) with another church. One who will encourage the gifts and talents of the lay leaders in the congregation.

Pastoral/Spiritual Care: If a 'coffee break' group originates, take advantage of opportunity for pastoral care. Visit hospitals and nursing homes and volunteer for their worship services. Preside at funerals

and follow-up pastoral care for grieving families. Visit hospitals for example, Exeter, London, Clinton, and Stratford. Take the opportunities to meet with people before/after church.

Personal Spirituality and Self Care: the applicant is to take time for their own spiritual endeavours and seek out the pastoral minister for Presbytery (Rev. Kevin Steeper) if needed. Engage in Spiritual Practices that you enjoy and make you happy.

Stewardship: encourage congregation through sermons and educate with stewardship ideas and focus.

Worship: prepare services to uplift and/or challenge. Engage with the children and include them in weekly worship for them to become familiar with worship practices.

Administer Sacraments as needed, Communion at least 4 times per year , Baptism and Confirmation in consultation with the Official board/Session and marriages and funerals as requested.

Required Knowledge, Skills and Abilities:

Must have driver's licence, vehicle in good running order, computer skills, creative abilities with sermons, Audio visual skills, knowledge of rural expectations and community involvement.

Must be in the streams of ministry accepted by the United Church of Canada such as Ordained, Diaconal or Recognized Designated Lay Ministry Must have certificate of Racial Justice Training Boundaries Workshops.

Other 'Preferred' Assets:

Musical and have a sense of humour.

DEMOGRAPHIC, FINANCIAL & COMMUNITY PROFILE

THE UNITED CHURCH OF CANADA

L'ÉGLISE UNIE DU CANADA

LONDON CONFERENCE



Financial and Demographic Profile (LC FD)

PURPOSE: To collect information about the local ministry and community

If you are preparing a vacancy for an outreach or other non-congregational ministry; please contact the Conference Personnel Minister regarding a more appropriate Demographic, Financial and Community Profile.

For multipoint charges, please complete this profile for each point.

PART A: ABOUT OUR PEOPLE:

Number of congregations: 1 2 3 Other

_____ Zion United Church Crediton _____ 231 _____ 32 _____

_____ (Name of Congregation) (# on roll) (Avg. Sunday attendance)

We think of ourselves MAINLY as: Rural Remote Small village

Suburban

Urban Inner City Other

Most of us live (check only one): In apartments In single-family homes

In retirement homes In long-term care homes

On working farms On rural retirement properties

The rest of us live (check all that apply): In apartments In single-family homes

In retirement homes In long-term care homes

On working farms On rural retirement properties

Our congregation includes (approx. number in each group)

Infants and pre-school _____ Children (5-12) ____3____ Teens (13-19) ____3____
Young adults (20-30) Adults - (35-50) 5 _____ Adults- (51+) 213 _____
Young retirees (51-64) _____ Older Retirees (65-70) 2 _____ Seniors (over 70) 20 _____

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 are moving forward trusting God in the process.

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? 7

How many are typically present at a meeting of your Governing Body? 6

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: Accessible to main sanctuary only, using a chair lift.

No

Is it partly accessible? Yes Tell us how: Accessibility to basement, meeting rooms and kitchen are not accessible.

No

What other measures of accessibility do you provide? (e. g. Assistive Hearing Devices, Large Print) Use of Overhead projector for hymns etc.

Do you have plans for improving accessibility? Yes Tell us how: chair lift to bottom floor, ramp to front door, accessible washroom on lower level have been voted on to proceed. .

No

Sanctuary holds 300 people

Seating/set up in sanctuary (pews, chairs, choir loft etc)

Is the sanctuary used other than for Sunday Worship? If so, how? Weddings, musical events, funerals, baptisms

Are there meeting rooms? Yes No

What are they used for? Board Meetings, Sunday School ,church funeral luncheons

Is there a nursery? Yes No

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

Are there Sunday School rooms? Yes No

How many? Are they also multipurpose use? 3 multipurpose

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

Brief descriptions:

Where is the office located for the minister? Is it shared? Not shared

Describe it: located at front entrance with another door to lower hall and photocopy room. Desk, chair, shelves, filing cabinets and wardrobe for a closet.

What computers/telephones are provided at the church? No computer and one church phone but not located in office.

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? church web page at <http://www.creditonuc.org> Mark Graves former worship leader

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) Occasional musical presentations (for acoustics and building size)

Basement occasionally rented out

Administrative Support:

What administrative support is provided?

How many hours per week? 8 Is this paid or volunteer?

Ministry and Personnel Committee:

How many members? 3

How often does the committee meet? as needed (2x)

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 Congregational Fundraising Activities

Rental of building/services Bequests/Reserves/Investments

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	32	35	35	40	45
Identifiable givers (local)	18	No report	49	60	59	63
\$ expended for pastoral charge operations	40	8016.00	24050.00	24084.00	23737.00	17347.00
# households under pastoral care	5	131	131	137	142	148

PART D: ABOUT OUR COMMUNITY

This is what we love about our community. This is what makes it unique. Strong community commitment is evident when required. Minutes from Lake Huron, drive-in theatre, campgrounds, medical facilities nearby such as hospital and emergency room, chiropractor, golf courses, indoor pools, Guides, Scouts, soccer fields, baseball diamonds, live theatres, wineries and craft beers and Farmer’s Market. Approximately thirty minutes from Universities and Colleges in the city of London.

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

There is a large demographic shift as people are moving to retirement homes as a result

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

www.southhuron.ca

Other faith communities represented in our community/region are: none

We are actively searching for another church that we could enter into a co-operative ministry.

**Zion United Church
Crediton, Ontario**

Submitted by: Ruth Slaght

2018 Budget

	Actual 2017	Suggested 2018 Budget
Minister:		
Salary		
Housing Allowance		
Home Phone		
Church Portion:		
EI, CPP		
Health & Pension		
Cleaner	3,625.00	3,800.00
Heating Technician	200.00	200.00
Treasurer	1,200.00	1,200.00
Organist	4,500.00	5,000.00
Book Allowance	86.56	500.00
Pulpit Supply/Ministers Salary	17,113.15	18,000.00
Presbytery Allocation	2,255.00	2,255.00
Office & Photocopier Supplies, Bulletins, Certificat	470.92	700.00
Church Equipment - Platform Lift, Organ	375.00	1,200.00
VBS, Sunday School, Jr. Youth Group, Confirmati	159.33	1,200.00
Miscellaneous - Flowers, Advertising, Bank, Repai	1,823.32	1,900.00
Church Maintenance:		
Insurance	2,531.52	2,600.00
Hydro	1,407.64	1,500.00
Fuel	3,988.85	4,500.00
Water	480.69	500.00
Telephone	586.44	600.00
	40,803.42	45,655.00

*Minister's salary is an estimate of payment for hourly wage plus mileage

Balance Sheet

**Zion United Church, Crediton
Balance Sheet as of 12/31/2016**

ASSETS

Current Assets:

General Account	56,162.49
Memorial Fund	20,293.63
Improvement Fund	759.93
Board of Stewarts	6,230.40
Sunday School	63.08
Cookbook Fund	2,091.24
Vacation Bible School	-
GIC Investment (Sale of Manse)	87,514.37
GIC Investment (Improvement)	1,098.23
GIC Investment (Cookbook)	18,675.78
Total Assets	<u>192,889.15</u>

Capital Assets

Bulding Church	750.00
Contents Church	30,000.00
Stained Glass Windows	11,000.00
Total Capital Assets	<u>41,750.00</u>

TOTAL ASSETS

234,639.15

LIABILITIES:

Memorial Fund:

Submitted by: R. Slight

Receipts:

Bank Balance Carried Forward	20,293.63	
In Memory of - Sue Petzke Bruyere	25.00	
Estate of Mary Louise Fritz	40,000.00	
		60,318.63

Expenses:

Service Charges		33.75
Total Expenses:		33.75

Balance Forward at December 31, 2017

60,284.88

Investment GIC:

Sale of Manse
Libro \$89620.47

Improvement Fund:

Submitted by: R. Slight

Receipts:

Bank Balance Carried Forward:	759.93	
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Expenses:

Total Expenses		<u>759.93</u>
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Balance Forward at December 31, 2017

759.93

Investment GIC:

BNX \$1098.63

Sunday School:

Submitted by: R. Slight

Receipts:

Balance Carried Forward	63.08	
Collection	170.52	
Hansen's Grocery Tapes	165.00	
Total Receipts:		398.60

Expenditures:

Selah Family Books		95.25
Service Charges		30.00
Total Expenditures:		125.25

273.35

COOKBOOK FUNDRAISING ACCOUNT – Wally Pfaff

Revenue

Bank balance January 1,2017	2,091.24
Cookbooks sold 24 @\$10	240.00
Bank Interest	0.00
Total Revenue	2,331.24

Expense

Bank charges	4.25
Total Expense	4.25
Bank balance December 31 , 2017	2,326.99

Books on hand January 1, 2017	36 white	70 blue
Sold in 2017	10	14
Books on hand December 31, 2017	26 white	56 blue

GIC	Amount
Bank of Nova Scotia	\$18,684.53

General Fund:

Submitted by: Ruth Slaght

Receipts:

Bank Balance Carried Forward	56,162.49	
Duplex Envelope Offerings	13,992.00	
Cash Donations	10,299.00	
Plate Offerings	736.45	
Lillies	10.75	
Church Rentals	550.00	
HST Rebate	787.94	
Total Receipts		<u>82,538.63</u>

Expenditures:

Honourarium:		
Cleaner	3,625.00	
Organist	4,500.00	
and Special Music		
Continuing Eduxation *Pulpit Supply	11,735.00	
Mileage - Mark	40.00	
Mileage-Sandra	20.28	
Sandra's Phone	318.30	
ADP	4,904.47	
Conference	95.00	
Book Allowance	86.56	
Heating Technician	200.00	
Treasurer	1,200.00	
		<u>26,724.61</u>

Church Supplies:		
Office Supplies - paper, stamps, etc.	470.92	
Cleaning Supplies/Maintenance	200.03	
United Church of Canada	33.50	
2017 Duplex Envelopes	168.27	
		<u>872.72</u>

Miscellaneous:		
Huron Perth Presbytery Allocation	2,255.00	
Advertising for Easter/Christmas	153.68	
Selah/Christian Resource - Baptism Supplies	75.31	
Sunday School Curriculum	159.33	
Cpngregational Meeting	59.94	
Anniversary Sunday	11.72	
Headsets/Cables/Audio Visual	480.11	
Benevolent Expenses	52.00	
Gift for Mark Graves	474.01	
Flowers - Remembrance Day	50.00	
Service Charges	64.75	
		<u>3,835.85</u>

Church Equipment:		
Platform Lift-maintenance, licence	375.00	
		<u>375.00</u>

Church Maintenance:		
Fuel	3,988.85	
Hydro	1,407.64	
Insurance	2,531.52	
Telephone	536.44	
Municipality of South Huron Water	480.69	
		<u>8,945.14</u>

Total Expenses:

40,753.32

Total General Fund Receipts
Total General Fund Expenses

82,538.63
40,753.32