

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 (Bis4 168);
- Name and contact information for the Chair of the Ministry and Personnel Committee
JAN MILLAR + DENNIS MURRAY - CO-CHAIRS
- ADP Payroll number TIXM
- 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 Fairmont United Community Church Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on AUG 24/2016 and recommends a vacancy for FAIRMONT effective OCTOBER 26, 2016

AUGUST 24, 2016

Month/Day/Year

William Greig (Chair)

Signature: Governing Body Designate

WILLIAM GREIG

Printed Name:



The United Church of Canada, London Conference

Middlesex Presbytery

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E-mail: midd.presbytery.nancy@rogers.com Ph: 519-871-9770

Website: www.middlesexpresbytery.on.ca

Michelle Owens
London Conference
695 Riverside Dr.,
London, Ont. N6H 5E1

April 26, 2017

Greetings,

This letter is to confirm the removal of the requirement for an interim minister to fill the vacancy at Fairmont.

From the Middlesex Presbytery April 25, 2017 Consent Docket, which was moved, seconded and carried in its entirety:

2. *MINISTRY PERSONNEL & EDUCATION, PASTORAL RELATIONS & OVERSIGHT,*
submitted by Jo Ann Silcox

*Middlesex Presbytery Pastoral Relations and Oversight Committee reviewed Fairmont United Church's progress over the 8 months in which their search for a new half-time minister has been in effect. They have worked hard to correct the systemic concerns which dictated this restriction and it is **moved that Fairmont United Church now be freed to advertise their half-time vacancy without the requirement that candidates have training in Interim Ministry.***

Regards,

Nancy Hind
Secretary-Treasurer,
Middlesex Presbytery

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

The FAIRMONT UNITED COMMUNITY Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on MARCH 9, 2016 and requests that LONDON CONFERENCE Presbytery declare a vacancy for FAIRMONT UNITED CHURCH to be effective JULY 1, 2016 (date).

MARCH 9, 2016

Month/Day/Year

Lillian Cree

Signature: Chair of Meeting

LILLIAN CREE

Printed Name (same)

MARCH 9, 2016

Month/Day/Year

[Signature]

Signature: Recording Secretary

R. Hunter

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		
LILLIAN CREE	LILLIANCREE@SYMPATICO.CA	519-649-2930
MARION HUNTER	HUNTER@ISP.CA	519-457-1419
ROBERT HUNTER	HUNTER@ISP.CA	519-457-1419
JAVET MILLAR	JAVETMILLAR@YAHOO.CA	519-451-8800
VIRGINIA NEIL	VCNEILL@ROGERS.COM	519-951-0032
DAVE COOK	DOCOOK@SYMPATICO.CA	519-661-9295

PART D: Presbytery Confirmation and Action:

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

Declares a vacancy for 21 hrs / wk effective Apr 25, 2017 (date).

04/25/2017

Month/Day/Year

Nancy Hind

Signature: Presbytery Secretary

NANCY HIND

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: Fairmont United Community Church

Address of Local Ministry Unit: 29 Tweedsmuir Avenue, London, Ontario, N5W 1K6

Brief Description of Local Ministry (three sentences): The primary responsibilities of a part-time (20 hours per week) Minister is to help us spiritually strengthen individuals, strengthen our congregation, create a strong foundation on which to build the future of our church, and be more visible in our community. The tasks provided by the Minister considered to be “very important to the congregation” are: providing meaningful worship with effective leadership and with emphasis on Pastoral Care and spiritual growth.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
4	Discipleship	Christian Education – Bible Study
6	Justice and Outreach	Community invitations to church activities – BBQs, Concerts, Yard Sales and dinners
2	Leadership	Encourage members to participate in worship service and reach out to others in need.
7	Ministry Partnerships	Join with special services at other United Church
3	Pastoral Care	Visit all members of the congregation with emphasis on shut-ins and those members needing spiritual care.
5	Stewardship	Review monthly at Board meetings. Mission & Service Fund updates are in the church magazine “Family Ties”.
1	Worship	Meaningful sermon. Excellent music: Power-point Presentation. Refrain from expressing partisan, political views in sermons.

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

Fairmont United Community Church 94 55
(Name of Congregation) (# on roll) (Avg. Sunday attendance)

We think of ourselves MAINLY as: Rural Remote Small town 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 1 Children (5-12) 3 Teens (13-19) 2

Young adults (20-30) 2 Adults - (35-50) 8 Adults- (51+) 1

Young retirees (51-64) 1 Older Retirees (65-70) 2 Seniors (over 70) 74

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):
Clerical

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 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? 21

How many are typically present at a meeting of your Governing Body? ____18____

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: All on one level: W/A bathroom

No

Is it partly accessible?

Yes Tell us how:

No

What other measures of accessibility do you provide? (e. g. Assistive Hearing Devices, Large Print)

Assistive Hearing Devices: Power Point Presentation on Screen: Large Print Hymnbooks

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

No

Sanctuary holds __200__ people

Seating/set up in sanctuary (pews, chairs, choir loft etc) Pews: 2 Choir Lofts

Is the sanctuary used other than for Sunday Worship? If so, how? Yes

Weddings: Funerals: Concerts: Presentations: Presbytery Meetings: Special Event Services:

Are there meeting rooms? Yes No

What are they used for? Meetings: Rentals: Hospitality Meals: Dinners: Bazaars: Yard Sales:

Is there a nursery? Yes No

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

Are there Sunday School rooms? Yes No

How many? Are they also multipurpose use? 2 - Yes

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

Brief descriptions: Church Parlour – meetings: funerals: UCW: Choir dinners: library

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

To the left of the main entrance door of the church. Not shared.

Describe it: 200 sq.ft approximately. Large Window. Closet. Book shelves: Desk/chair: Computer desk and chair.

What computers/telephones are provided at the church? Computer/printer in church office.
Telephone in church office and Minister's office.

Is internet provided at the church? Yes No *if yes* High Speed (MiFi)

Dial-up

What Social Media accounts and Webpages does the church hold? Who maintains, updates them?

Webpage. Church Secretary.

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)

Miscellaneous rentals: C.N.R.A. Studio B: Musical Recitals: Concert Series: Carpet bowling

Administrative Support:

What administrative support is provided?

How many hours per week? 6 Is this paid or volunteer?

Ministry and Personnel Committee:

How many members? 5

How often does the committee meet? semi-monthly

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:

- 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
- X 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 ___17%_____

Rental of building/services ___3%_____ Bequests/Reserves/Investments ___20%_____

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.

- X Yes No

Our Financial Accountability:

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

- Yes: a formal third-party review.
- X 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	55	60	65	75	80
Identifiable givers (local)	18	50	55	60	68	75
\$ expended for pastoral charge operations	40	\$100,490	\$115,015	\$111,250	\$104,825	\$78,841
# households under pastoral care	5	73	83	87	90	102

PART D: ABOUT OUR COMMUNITY

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

Contains most of the services required by members of our community: Well kept: Safe: Close-by parks and recreational facilities: 3 schools: On bus route: Affordable single-family homes: Banks: Coffee Shops: Grocery Stores: Gas Stations: YMCA/YWCA: Veterinary Services: Optometrist: Pharmacy:

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

Ethnicity: Cultural Diversity: Church today is not relevant to many people.

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

Argyle Community Association London Ontario

City of London Website: www.London.ca

YMCA Website: www.ymcawo.ca

Other faith communities represented in our community/region are:

Roman Catholic: Syrian Church of the East: Buddhist

We have close ties with the following faith communities:

None

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

Ministry Position Description (LC PD)

Position Title: _____ 20 hours per week part time ministry _____

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)

The primary responsibilities of a 20 hours per week part-time Minister is to help us spiritually strengthen individuals, strengthen our congregation, and to create a strong foundation on which to build the future of our church and be more visible in our community. The tasks provided by the Minister considered to be “very important to the congregation” are: providing meaningful worship with effective leadership and emphasis on Pastoral Care and spiritual growth. We also expect our Minister to have good organizational skills.

Autonomy in Decision-Making:

As directed by the Integrated Board

Principal Areas of Responsibility and Associated Duties:

Provide a meaningful worship service and visitation/pastoral care

Discipleship:

Christian Education – Bible Study – Confirmation Classes

Justice and Outreach:

Community invitations to church activities. BBQs, Concerts, Yard Sales, Dinners

Leadership:

Encourage members to participate in Worship service and reach out to others in need.

Ministry Partnerships:

Joint with special services at other United Churches.

Pastoral/Spiritual Care:

Visit all members of the congregation, with emphasis on shut-ins and those members needing spiritual care

Personal Spirituality and Self Care:

Lead small group studies, not necessarily bible study, for Christian spiritual growth.

Stewardship:

Review monthly at Board meetings. Mission and Service Fund updates are in the church Magazine "Family Ties".

Worship:

Meaningful sermon: Excellent music: Power-point Presentation: Refrain from expressing partisan, political views in sermon.

Required Knowledge, Skills and Abilities:

Experience in a previous congregation: Compassionate to an aging congregation: Sense of Humour: Enjoy his/her Calling to Ministry. Excellent organizational skills

Other 'Preferred' Assets:

Computer literate: brings people together in a harmonious setting.