

## 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  
mark Traichevich mtraiks@icloud.com
- ADP Payroll number 3076
- 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 First 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 Feb 5, 2017 and recommends a vacancy for Ordained minister effective August 1, 2017

02/19/2017

Month/Day/Year

B/B

Signature: Governing Body Designate

Bill Beamish

Printed Name:

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

The First 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 February 5, 2017 and requests that Elgin Presbytery declare a vacancy for an ordained minister to be effective Aug 1/17 (date).

02/18/17  
Month/Day/Year

Richard Auckland  
Signature: Chair of Meeting

Richard Auckland  
Printed Name (same)

02/17/17  
Month/Day/Year

Lori Hoffman  
Signature: Recording Secretary

Lori Hoffman  
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		
Ray Bosveld	rbosveld14@gmail.com	519-639-8445
Richard Auckland	rauck27@gmail.com	519-633-0381
Bill Beamish	beamishlandscape@rogers.com	519-633-9176
Rosemarie Johnson-Clarke	rosjt@talesbahamas.com	519-207-2650
Gerdly Mackay	gerdlymac@gmail.com	226-268-6267
Rachel Rayner	rachel.rayner@hotmail.ca	519-777-8924
Ruth Zions	ruthzions@gmail.com	226-289-3055

**PART D: Presbytery Confirmation and Action:**

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

Declares a vacancy for \_\_\_\_\_ effective \_\_\_\_\_ (date).

\_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Signature: Presbytery Secretary

\_\_\_\_\_  
Printed Name:

**Title:** Ordained Minister of Word, Sacrament and Pastoral Care

**Profile:** Full time

Solo Ministry with the Minister of Music as primary partner

**Summary**

The successful candidate will plan and lead worship, provide leadership and pastoral care for a church community of approximately 350 members. The Minister will preach the Word of God, proclaim the Gospel of the Jesus Christ, share the inspiration of the Holy Spirit and administer the Holy Sacraments. The candidate will have a strong Christian faith, be an advocate of prayer, demonstrate effective leadership qualities and have excellent communication skills.

**Autonomy**

The candidate will be accountable to the Official Board and congregation through its various committees. The Minister will sit as an ex officio member on all committees providing counsel. The Minister will conduct weddings and funerals at his/her discretion and plan worship in consultation with the Music Director. The Minister will distribute benevolent funds at his/her discretion. Vacation time will be mutually agreed upon with Personnel.

**Area of Responsibility and Associated Duties (in order of priority as determined by our Assessment Committee)**

**Worship**

The candidate will plan and lead one intergenerational Sunday morning service in collaboration with the Music Director and other volunteers as required. This may also include delivering a brief children's message. The Minister will provide an uplifting, positive message which is firmly grounded in Scripture and relevant in today's world. The individual will also lead the congregation in prayer. The Minister would be encouraged to utilize technology to enhance the worship service.

**Discipleship**

The candidate will work with existing volunteers and the Official Board to help determine the best way to assess, enhance and grow our youth involvement and children's programs at the church. The candidate will work with various committees and volunteers to continue and broaden our work in the community. The Minister will also be expected to lead regular Bible study or other groups for adults that will encourage them to grow in their faith. The candidate would lead confirmation and membership classes as needed.

### **Stewardship**

The candidate will work with volunteers to engage and utilize the many gifts of our congregants (e.g., music, teaching, event planning). The Minister will work with the Finance Committee and Trustees to guide the effective use of our financial resources within the church and into our broader community.

### **Leadership**

The candidate will build relationships encouraging and empowering the existing and future leaders of our church. The individual will supervise staff currently consisting of a full time custodian, full time administrative assistant/office administrator and part time Minister of Music. The individual may be called upon to provide training and mentoring of additional staff/volunteers.

### **Pastoral/Spiritual Care**

Primary responsibilities would include ministering to the aging population of our church, provide visitation to members as needed, ensure new members are made to feel welcome and offer personal spiritual support and guidance to congregants as needed. The candidate will be visible and connected to the community of St. Thomas.

### **Justice and Outreach**

The candidate will work with volunteers to assess and serve the needs of our community. Some of our current projects include sponsoring and supporting a refugee family as well as working with existing organizations to help support the needy in our community.

### **Ministry Partnerships**

The candidate will continue to work with the staff from other churches to be aware of area initiatives and to coordinate/support some services to our community (e.g., community dinners at another church).

### **Personal Spirituality and Self-Care**

The candidate will be an energetic person with strong Christian faith that will help manage the high demands of dealing with the daily needs of serving our congregation. The individual will set an example of personal spiritual discipline through prayer, study and devotion. The candidate will maintain a healthy work/life balance, taking time for personal physical and mental health as well as time for family.

### **Required Knowledge, Skills and Abilities**

The candidate will be an ordained minister in the United Church of Canada (or equivalent) with some experience. This energetic, dynamic individual will have strong communication skills, being able to relate to congregants of various ages. A strong Christian faith will help guide this individual as they lead our congregation as we grow in the coming years. The individual will need access to a vehicle and hold a valid driver's license.

### **Other Preferred Assets**

Evidence of successful work with children/youth is an asset. Comfort working with technology would be helpful. A good sense of humour is appreciated. Musical talent would also be valued.

**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.

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**Name of Local Ministry Unit:** First United Church

**Address of Local Ministry Unit:** 7 Curtis Street, St Thomas, ON N5P 1H3

**Brief Description of Local Ministry (three sentences):** First United Church has a long history in St Thomas, tracing back to its Methodist roots in 1834. Our membership approaches 350, with approximately 150 meeting each Sunday in our impressive Cathedral style sanctuary. In our mission statement we state that we are ‘Seeking to be a welcoming Community of Christian Faith, proclaiming and celebrating the Love of God in Jesus Christ through the Inspiration of the Holy Spirit.’

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
2	<b>Discipleship</b>	As a congregation, we endeavor to live out our faith by supporting the needy in our community through the Caring Cupboard, Secret Santa gifts, and other local organizations that help the less fortunate. We have also acted out our faith by sponsoring and supporting a Syrian Refugee family over the past year. We share our faith with children through our Church School, which is currently run by 6 volunteer teachers, and reach out to our youth with a youth group that meets every other Sunday during the service with a volunteer leader. Confirmation classes for our youth are also led by our Minister. Throughout the year we have a variety of events that bring our church community together and raise money for various needs.
6	<b>Justice and Outreach</b>	The needs of this community are many, with poverty, unemployment and those who struggle with mental illness. As a church we have tried to minister to those in need through supporting local agencies with donations of food and clothing and other gifts. We also have frequently helped individuals who may come into the church with providing them money for groceries or other immediate needs. In addition, this church has sponsored and supported a Syrian Refugee family financially as well as extensive personal support through a committee of volunteers.
4	<b>Leadership</b>	We have had strong leadership over the last number of years, and it is essential for this to continue as we move forward. We not only need someone who can provide direction and build consensus, but also someone who can bring out the best in others and encourage people to make full use of their gifts and abilities. Also, as we go through a period of transition, we need a leader who can work with the board and various committees to make sure we have the proper programs and resources to meet the needs of the congregation, which may include hiring additional support to help grow and support our ministry to youth and children.
7	<b>Ministry Partnerships</b>	We currently work with other churches on a monthly community dinner.
5	<b>Pastoral Care</b>	As we currently have one full time Minister, most of the Pastoral Care falls on him. As we have an aging population, this can be a demanding part of the ministry. Within our congregation, this has included Baptisms, visiting the sick and shut-ins and providing spiritual support as needed. This ministry has gone beyond our own congregation and into our community through his work as a Police, Fire and Paramedic Chaplain, as well as countless funerals when there is a need. Having a minister who lives in and is part of the same community where their church is located has proven to be a successful way to minister to the community of St Thomas.

3	<b>Stewardship</b>	<p>Like many churches, our financial situation is challenging, but not at all in crisis. Almost 90 percent of our budget is covered through congregational givings, and the remainder is covered through fundraisers and trusts funds. We are blessed to have stable trust funds that have helped support this ministry over the years. We have a beautiful building and property that is paid for and in good condition, but does require maintenance and repairs from time to time. Through our Trustees, Finance Committee and our Board, we do our utmost to be good stewards with our financial gifts. As both of our full time ministers have or will be retiring, we are prayerfully considering the needs of this congregation and going through an extensive visioning process with the consulting group L3, as we ask God to show us who we are called to be as a faith community.</p> <p>We are also blessed to have a wide variety of gifts within the congregation, including the gifts of music, leadership, compassion and creativity. We strive to improve on giving everyone who wishes an opportunity to express their gifts and use them in service to God and this church.</p>
1	<b>Worship</b>	<p>We come to hear the Word of God preached in an uplifting and Scripturally grounded manner that we are able relate to and apply in our lives today. We seek a meaningful worship experience through a variety of musical methods, including choir, soloists, keyboard, piano, guitar and pipe organ, which is arranged by our part-time music director. We look for creative ways to make worship more meaningful and relevant. The Sunday morning worship experience is of utmost importance to the members at First.</p>



## 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

\_\_\_\_\_ First United Church \_\_\_\_\_ 349 \_\_\_\_\_ 130 \_\_\_\_\_  
(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 \_\_\_20\_\_\_ Children (5-12) \_\_\_45\_\_\_ Teens (13-19) \_\_\_45\_\_\_

Young adults (20-30) 65 Adults - (35-50) \_\_\_65\_\_\_ Adults- (51+) \_\_\_100\_\_\_

Young retirees (51-64) \_\_\_25\_\_\_ Older Retirees (65-70) \_\_\_35\_\_\_ Seniors (over 70) \_\_\_40\_\_\_

**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?            26

How many are typically present at a meeting of your Governing Body? \_\_\_\_\_ 18 - 22 \_\_\_\_\_

**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  
 No

Is it partly accessible?  Yes Tell us how: Elevator to main floors as well as gym. There is an assembly hall a few steps down from an accessible floor, but it has aisles and a stage around the hall that is accessible.

No

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

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

No

Sanctuary holds \_\_\_\_\_ 500 \_\_\_\_\_ people

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

Is the sanctuary used other than for Sunday Worship? If so, how? Occasional Concerts, Weddings & Funerals

Are there meeting rooms?  Yes  No

What are they used for? Sunday School, Board & Committee Meetings, Community Groups

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? 5, Yes

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

Brief descriptions: We have a Gym & a Library

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

Describe it: 2<sup>nd</sup> Level, Not shared, includes private bathroom.

What computers/telephones are provided at the church? There are 3 staff computers. There are 4 phones for staff and one for common use in the hallway.

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 WEB Page, Twitter, & Facebook that is maintained by the Church 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)

Playgroup twice a week, Camp month of July, Yoga once a week, Occasional Baby Sitting Courses, Christmas Shoppe in December for needy families, occasional rentals

#### **Administrative Support:**

What administrative support is provided? Secretary / Treasurer

How many hours per week? 32 Is this  paid or  volunteer?

#### **Ministry and Personnel Committee:**

How many members? 5

How often does the committee meet? As needed

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 \_\_\_ 88% \_\_\_

Congregational Fundraising Activities \_\_\_ 5% \_\_\_

Rental of building/services \_\_\_ 1% \_\_\_

Bequests/Reserves/Investments \_\_\_ 6% \_\_\_

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 (2015)	One year ago	Two years ago	Three years ago	Four years ago
Average weekly attendance Sunday	20	175	200	215	275	280
Identifiable givers (local)	18	302	295	292	299	306
\$ expended for pastoral charge operations	40	\$280,707	\$255,858	\$266,486	\$266,486	\$251,031
# households under pastoral care	5	589	616	612	567	579

**PART D: ABOUT OUR COMMUNITY**

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

- Provides a small town atmosphere that accommodates comfortable, and economical living environment
- Safe, affordable community to raise a family
- We live within a short distance to greater diversity and variety of services accommodated by larger urban municipalities.
- St. Thomas has a rich cultural history
- Excellent schools, many newer, including French Immersion, Christian and Catholic
- Modern local hospital with soon to be completed \$100 million expansion
- Ample opportunities for outdoor enthusiasts, including parks, trails, camping and only 15 minutes from a world class beach in Port Stanley

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

- The industrial services and manufacturing facilities have shrunk
- The local good employment opportunities have been significantly reduced
- A growing number of new immigrating people have little to no vested interest in becoming integrated into the St. Thomas Christian community

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

- <http://www.stthomaschamber.on.ca/>
- <http://firstunitedchurch.weebly.com/>
- <http://stthomas.ca/>

**Other faith communities represented in our community/region are:**

- Roman Catholic
- Baptist
- Pentecostal
- Christian Reformed
- Salvation Army
- Seventh Day Adventist
- Lutheran
- Anglican

**We have close ties with the following faith communities:**