

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
This information has been redacted for privacy.
- ADP Payroll number This information has been redacted for privacy
- IF APPLICABLE: An up-to-date Manse Information Summary Sheet (FR435 MI) is attached.

PART B: RECOMMENDATION of GOVERNING BODY

The Governing Body of Londonborough 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 September 11 2018 and recommends a vacancy for Londonborough United Church effective September 23 2018

09 11 2018

Month/Day/Year

Kittie MacGregor

Signature: Governing Body Designate

Kittie MacGregor

Printed Name:

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

The Congregational Meeting Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on Sept 23, 2018 and requests that Huron Perth Presbytery declare a vacancy for Londesboro to be effective Sept 23/18 (date).

Sept 23/18
Month/Day/Year

Kittie Mae Gregor
Signature: Chair of Meeting

Kittie MacGregor
Printed Name (same)

Sept. 23/18
Month/Day/Year

Brenda Radford
Signature: Recording Secretary

Brenda Radford
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 |
|---|---------------|-------|
| This information has been redacted for privacy. | | |
| | | |

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 Londesborough United effective Oct 23/18 (date).

Oct. 23, 2018
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: Londesborough United Church

Address of Local Ministry Unit: 338 King Street, Londesborough NOM 2H0

Brief Description of Local Ministry (three sentences): We are a single point rural charge, in co-operation with Knox United, Auburn.

| Priority (#1 to #7) | Category Title | This is who we are as a Local Ministry Unit: |
|---------------------------|------------------------------|--|
| 5 | Discipleship | We strive to provide a welcoming environment for inspirational worship, fellowship and support to the local community and beyond. |
| 6 | Justice and Outreach | Our goal is to offer support to members of the community and others through programs like M&S fund, Canadian Bible Society, Food Grains bank, Camp Menesetung, Christmas Bureau, Alzheimer’s tea, Food Box, Summer camp sponsorship, UCW Outreach and Outreach committee work both global and local. |
| 4 | Leadership | Our goal is to leverage the specific strengths and talents within our members like worship, music, pastoral care, outreach to encourage and guide our members and others to help them to reach their potential. |
| 3 | Ministry Partnerships | We share our minister with Knox United, Auburn and partner with that congregation regularly throughout the year. Shared services at Ball’s Cemetery Chapel, Christmas Eve Service, Good Friday Service, Hope Chapel Service. We share confirmation classes with area churches. |

| | | |
|----------|----------------------|---|
| 2 | Pastoral Care | We strive to support our members and adherents through times of joy and times of sorrow. We have a pastoral care committee who visit shut-ins regularly. |
| 7 | Stewardship | Our goal is to practice good stewardship by utilizing our resources with care. |
| 1 | Worship | We strive to offer a worship experience that is not only traditional in approach but forward thinking in its design and process. We encourage lay participation in the ministry of music and the weekly services. We enjoy sermons that are based on scripture, personal life experiences and are sprinkled with the humour and insights. |

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

Ministry Position Description (LC PD)

Position Title:

Minister

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)

Full time ministry including being contracted 33% of the time to Knox United, Auburn.

From any stream of paid accountable ministry in the United Church of Canada

Autonomy in Decision-Making:

The Minister is responsible for liturgy, congregational music (in cooperation with the music director) and the congregation's spiritual well being. It is also the expectation of the congregation that the minister will attend Board meetings, any church related community events, the congregation's Annual Meeting, along with any additional Congregational Meetings, as well as various committee meetings if requested by committee chairs. The Minister would also be expected to attend the district/regions Annual General Meeting and any other district meeting to maintain networks and to remain edified and apprised of changes in United Church Canada policies and directives.

Principal Areas of Responsibility and Associated Duties:

The minister is expected to provide the framework for worship services utilizing wherever possible The United Church of Canada's lectionary for liturgical dates and worship events. The congregational music selection should match or enhance each service. The minister is responsible for Christian leadership by promoting and nurturing the formation of faith, the maintenance of faith and the ongoing support for the entire faith community, and by meeting the spiritual needs of the congregation throughout the calendar year.

Discipleship: We strive to provide a welcoming environment for inspirational worship, fellowship and support to the local community and beyond.

Justice and Outreach: To provide and maintain opportunities for outreach initiatives.

Leadership: To provide dynamic leadership in worship and to encourage and guide members of the faith community to share their talents. To encourage youth and young people involvement in the services.

Ministry Partnerships: Ministry partnerships to maintain and develop relationships that are in keeping with our mission statement.

Pastoral/Spiritual Care: It is the expectation of the congregation that the minister will research and follow up on the wellbeing of all church members regularly throughout the year. Contact to members who are unable to attend regular services should be conducted through phone calls and visitations. Careful attention and outreach must be given to the infirm, shut-ins and any member experiencing a crisis event. The minister must be open to suggestions from members on outreach and be prepared to assist in the personal support and celebration of life events within the faith community.

Personal Spirituality and Self Care: We encourage study leave and pursuit of personal interests. The congregation will recognize the ministers personal time.

Stewardship: To work cooperatively with the official board in the management of resources for the good of the church community.

Worship: To lead weekly Sunday worship that is mainly traditional in style but shows innovation as well. To use scripture as a base and make it relevant to today's world. To administer the sacraments.

Required Knowledge, Skills and Abilities:

- A valid drivers licence or the ability to travel to required events as well as each Sunday worship service.
- The successful completion of all required training as outlined by The United Church of Canada
- The congregation supports the education and integrity of the minister. We do this by encouraging continuous education and self improvement through study, introspection and spiritual self awareness.

Other 'Preferred' Assets: The ability to deliver a relevant and rousing message. A well-developed musical appreciation, a sense of humour, well developed time management skills, a consensus builder to ensure harmony within the church and with our partnering church communities. Participation in Church events and community.

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 (share minister with Knox United, Auburn)

Londesborough United 314 50
(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 | <u> 4 </u> | Children (5-12) | <u> 18 </u> | Teens (13-19) | <u> 20 </u> |
| Young adults (20-30) | <u> 15 </u> | Adults - (35-50) | <u> 27 </u> | Adults- (51+) | <u> 39 </u> |
| Young retirees (51-64) | <u> 0 </u> | Older Retirees (65-70) | <u> 6 </u> | Seniors (over 70) | <u> 45 </u> |

Most of us...: (choose one)

- Grew up in this area Moved to this area for work
- Moved here to be close to family or other resources Moved here for other reasons

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

- Health or social services Education Manufacturing Transportation
- Agriculture and food production Tourism/Hospitality Retail
- Environment Mining/Forestry Information Technology
- Government Professional Services Other (specify):

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

- A family where we all know each other, many members are related to each other.
- A medium sized church with some people very involved and others participate mostly by attending worship.
- A church with an ethnic identity or diverse inter-cultural mix.
- A big church with a staff team and lots of different programmes and small groups.
- Other description:

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

- We have a new vision and are really excited; still working out how to live into that vision.
- We are clear about our vision and purpose and have/are developing the skills and gifts to bring it about; we are excited and optimistic about our vision.
- Our congregation is changing and it is clear that we can no longer continue as we have been; we don't know how to go forward and have some anxiety. We believe that we have a future but can't quite see it.
- We see that the ministry within this community is probably winding down after many positive and productive years of faithful ministry, mission and service; we want to celebrate what we have been as we intentionally and graciously end this ministry.

PART B: ABOUT OUR TANGIBLE ASSETS

Governance structure:

How many people are on your Governing Body? 20

How many are typically present at a meeting of your Governing Body? 17

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: Ramp to sanctuary. Lower level accessible, with accessible washrooms.

No

Is it partly accessible? Yes Tell us how: Ramp to Sanctuary but no direct access to lower level from sanctuary.

No

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

Do you have plans for improving accessibility? Yes Tell us how:
 No

Sanctuary holds 295 people

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

Is the sanctuary used other than for Sunday Worship? If so, how? Funerals, piano recitals

Are there meeting rooms? Yes No

What are they used for? Sunday School, UCW, board meetings, funeral receptions, 4-H executive meetings, weekly "Coffee and Conversation" gathering, quilting, library, 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? 3 rooms and are multipurpose

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

Brief descriptions: A large multifunctional room

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

Minister's office is located in the lower level of the church and is not shared.

There is also an office for the secretary.

Describe it: Fully accessible.

What computers/telephones are provided at the church? Phone.

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?
Facebook page, maintained by church member. Webpage – inactive.

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)

- 4H leaders meet approximately 10 times per year

Administrative Support:

What administrative support is provided? Secretary

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

Ministry and Personnel Committee:

How many members? 4

How often does the committee meet? As required

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.

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 2017 | One year ago 2016 | Two years ago 2015 | Three years ago 2014 | Four years ago 2013 |
|--|------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|
| Average weekly attendance Sunday | 20 | 71 | 65 | 83 | 77 | 75 |
| Identifiable givers (local) | 18 | 72 | 76 | 75 | 77 | 74 |
| \$ expended for pastoral charge operations | 40 | 119,070 | 90,334 | 90,283 | 82,309 | 82,554 |
| # households under pastoral care | 5 | 144 | 146 | 149 | 150 | 150 |

PART D: ABOUT OUR COMMUNITY

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

- We enjoy live theatre locally and within 1 hour drive
- Lake Huron beaches, ½ hour drive

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

- No public transit

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

- Central Huron website, (www.centralhuron.com)

Other faith communities represented in our community/region are:

Blyth Christian Reformed church

We have close ties with the following faith communities: