

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
HEATHER FOLEY 519 595 7563 heatherfoley01@gmail.com
- ADP Payroll number TLN6
- 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 ST. PAUL'S UNITED Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on APRIL 23, 2017 and recommends a vacancy for MINISTER effective IMMEDIATELY

04/23/17
Month/Day/Year


Signature: Governing Body Designate

HEATHER FOLEY
Printed Name:

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

The ST. PAUL'S UNITED, MILVERTON Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on APRIL 23, 2017 and requests that HURON/PERTH Presbytery declare a vacancy for ST. PAUL'S UNITED to be effective 04/23/17 (date).

04/23/17
Month/Day/Year


Signature: Chair of Meeting

DAVID PARADIS
Printed Name (same)

04/23/17
Month/Day/Year


Signature: Recording Secretary

Tricia Holmes Storey
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 | | |
| PAMELA PARADIS | paparadis@cyg.net | 519 504 2074 CELL |
| GAIL PRATT | gep4@cyg.net | 519 502 4397 CELL |
| GREG STOREY | tgstorey@cyg.net | 519 595 8602 |
| HANS HABEGGER | hhabeggerfarms@cyg.net | 519 595 8446 |
| JACLYN WESTENHOEFER | friendsrock2008@hotmail.com | 519 497 4656 CELL |

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 Full time minister effective April 25, 2017 (date).

April 25, 2017
Month/Day/Year


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: St. Paul's United Church

Address of Local Ministry Unit: 39 Main St. South, Milverton, ON N0K 1M0

Brief Description of Local Ministry (three sentences): Our church is a small town and rural church providing spiritual needs and pastoral care for those in the Milverton and surrounding area. We are a friendly church that is warm and welcoming, enjoying food and fellowship as we journey on our mission "Abounding in Grace."

| Priority (#1 to #7) | Category Title | This is who we are as a Local Ministry Unit: |
|---------------------|-----------------------------|---|
| 2 | Discipleship | Learning to be better disciples is encouraged by participation in Bible Studies, Book Clubs, Youth Groups, Ladies Groups and Sunday School. Our year long confirmation classes also strive to develop a strong understanding of and commitment to ongoing discipleship. |
| 7 | Justice and Outreach | St Paul's United Church focuses its Outreach with the following priority: 1) Locally by supporting area projects and needs through apportioning a percentage of givings (Foodbanks, Senior's Residences, Foodgrains Projects, etc) 2) World outreach appeals based on need (Earthquakes, floods, etc..) 3) Encouraged support to the United Church of Canada Mission and Service Fund 4) Support of Siempre Orphanage in Mexico |

| | | |
|----------|------------------------------|---|
| | | We do not have a specific goal related to Justice. |
| 4 | Leadership | St. Paul's United Church (Milverton) encourages the growth of leadership in our church through rotating leadership positions within our board. As well, lay people are involved in worship leadership, leading Youth Groups and Sunday Schools. Those graduating from our Sunday School ranks are encouraged to continue to help as Junior leaders. |
| 5 | Ministry Partnerships | There is a strong Area Ministerial Association that coordinates joint services, services at our local nursing/retirement home and pulpit sharing, as well as providing support for one another. |
| 3 | Pastoral Care | Pastoral care is a priority identified for our minister to visit sick, shut ins and those facing life issues. Pastoral care is also provided by a pastoral care team, visiting shut ins on a monthly basis. |
| 6 | Stewardship | Stewardship of our resources is an ongoing activity with a focus on maintaining our church for current and future generations as well as fundraising to support mission activities. Stewardship through food is often a key factor with monthly luncheons for the community put on by our Ladies groups, frequent after church meals by our youth group and other activities hosted by the board throughout the year. |
| 1 | Worship | Worship services are designed to provide growth and learning, and appreciate services that are uplifting and encouraging. Worship services have a traditional format; however, we are open to a variety forms (i.e. drama). Music is big part of our service through hymns, and choir anthems, as well as special music (ie handbell choir, guest musicians, recorded contemporary Christian music). |

MINISTRY PERSONNEL POSITION DESCRIPTION

THE UNITED CHURCH OF CANADA

L'ÉGLISE UNIE DU CANADA

LONDON CONFERENCE

Ministry Position Description (LC PD)

Position Title: _____ Minister (Ordered or DLM) _____

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 will be responsible for all forms of ministry in the single point pastoral charge of St. Paul's United Church, Milverton.

Autonomy in Decision-Making:

Minister is responsible for all matters of worship. Music is chosen in conjunction with the choir director. There is a benevolent fund at the discretion of the minister. All other financial and policy decisions are made by the board.

Principal Areas of Responsibility and Associated Duties:

Worship: Preparation of uplifting and encouraging messages

Discipleship: Lead bible studies, be a resource for Sunday School & Youth Group

Pastoral Care: Pastoral care of all members with the assistance of our pastoral committee.

Leadership: Recognize and offer support to the lay persons who volunteer with leadership roles throughout our church

Ministry Partnerships: An active member of the Milverton Ministerial Group, which includes ministering at two local nursing homes.

Personal Spirituality and Self Care: Our members care for themselves and one another. It is important the minister accepts and relies on the lay leadership in our church to avoid burn out. Through monthly reporting at the board meeting, we try to support the minister, and ensure the minister takes the proper amount of time off and does not over extend his/herself.

Stewardship: The minister's presence should be seen at our fundraising efforts.

Justice and Outreach: The minister should be aware of St. Paul's priorities in our outreach and help us with those goals.

Required Knowledge, Skills and Abilities:

- 1) Recognized by the United Church of Canada for ministry.**
- 2) Motivational, inspirational, compassionate,**
- 3) Good time management skills.**
- 4) Valid driver's license and access to a vehicle.**

Other 'Preferred' Assets:

Friendly, outgoing, ability to work comfortably with all ages (children to seniors), sense of humor, musically inclined.

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

St. Paul's (Name of Congregation) 259 (# on roll) 40 (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 0 Children (5-12) 8 Teens (13-19) 8
Young adults (20-30) 10 Adults - (35-50) 20 Adults- (51+) 10
Young retirees (51-64) 10 Older Retirees (65-70) 20 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? 13

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:
 No

Is it partly accessible? Yes Tell us how: There is a ramp from the parking lot into the back of the building and from there, one can access the sanctuary. Outside from the front of building, there is a ramp into the basement. Unfortunately, there is no direct access inside between the sanctuary and basement. Bathrooms are not to current wheelchair accessible guidelines.

No

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

Large print, audio speakers. We have the assistive hearing devices, which are currently not hooked up as no one has requested the use of them.

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

No

Sanctuary holds 160 people

Seating/set up in sanctuary (pews, chairs, choir loft etc) pews, balcony with pews, choir loft at very front of the sanctuary.

Is the sanctuary used other than for Sunday Worship? If so, how? Weddings and funerals.

Are there meeting rooms? Yes 1 No

What are they used for? Small group meetings. The room also stores choir robes and music.

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? Sunday school is the basement which is divided into two distinct rooms. The smallest area is currently designated for the youth group, while the larger area of the basement is used by the Sunday School. This area of the basement is also used for meals and the kitchen is directly off of it.

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

Brief descriptions:

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

Describe it: *In the church, and shared with the Administrative assistant.*

What computers/telephones are provided at the church? *Computer, phone, fax.*

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? *No*

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) *Music teacher, non-profit organizations, and family gatherings*

Administrative Support:

What administrative support is provided? *Administrative assistant*

How many hours per week? *15* Is this paid or volunteer?

Ministry and Personnel Committee:

How many members? *3*

How often does the committee meet? *4-6 times per year or more if 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 70% Congregational Fundraising Activities 10%

Rental of building/services _____ 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.

- 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 | 55 | 55 | 60 | 70 | 66 |
| Identifiable givers (local) | 18 | 103 | 102 | 120 | 116 | 131 |
| \$ expended for pastoral charge operations | 40 | 96,930 | 98,104 | 81,033 | 62,074 | 50,332 |
| # households under pastoral care | 5 | 162 | 144 | 108 | 128 | 128 |

PART D: ABOUT OUR COMMUNITY

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

Small town but close knit community that is self-sufficient with large municipality nearby. Minor sports (hockey and baseball) are very big in our community. The Milverton Medical Clinic is a modern facility located in a world-class Senior residence. All doctors are members of the Stratford Family Health Network. A modern EMS facility and an active volunteer fire department are located in the community. Centrally located to several urban centres, which all offer post-secondary institutions.

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

Aging population with limited career opportunities to attract the young. Becoming a bedroom community to Stratford and Kitchener-Waterloo.

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

<http://www.pertheast.ca>

<http://www.stratfordcanada.ca>

Other faith communities represented in our community/region are:

Presbyterian, Lutheran, Mennonite

We have close ties with the following faith communities:

Our minister is an active member of the Milverton Ministerial. The ministers of all the churches share pastoral responsibilities at the two local nursing homes, rotating Sunday Services at them. They also lead two ecumenical (Remembrance Day and an August Sunday) services for the whole community. An exchange pulpit, one Sunday a year with local ministers.