

APPENDIX VII – REQUEST TO DECLARE A MINISTRY POSITION

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:
 - o Workplace Violence and Harassment Policy (Bill 168);
 - o Name and contact information for the Chair of the Ministry and Personnel Committee
Paul Henderson 519 684-6737
 - o ADP Payroll number 9032
- 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 Peace United Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on Jan 30 2019 and recommends a vacancy for Full time effective July 1 2018

Jan 30 2019

Month/Day/Year

Kenneth McVee

Signature: Governing Body Designate

Kenneth McVee

Printed Name:

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

The Peace 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 11, 2018 and requests that Oxford Presbytery declare a vacancy for FULL TIME MINISTER to be effective July 1, 2018 (date).

Feb 11/18
Month/Day/Year

Mary Hofstetter
Signature: Chair of Meeting

GARY HOFSTETTER
Printed Name (same)

Feb 11 2018
Month/Day/Year

Catherine Hofstetter
Signature: Recording Secretary

Catherine Hofstetter
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		
Ferne Woolcott 519-662-3359	fernewoolcott@gmail.com	
Cathy Hofstetter 519-684-7349	hofstetter_723@sympatico.ca	
Karen Connors 519-684-7084	mercere@sympatico.ca	
Graham Bird 519-320-8467	gjebird@edu.uwaterloo.ca	
Bruce Russell 519-584-4375	icebruce1@yahoo.ca	
Mark Hoffman 519-662-4448	markmanlyn@rogers.com	
Shirley Berge 519-632-7268	sberge@ hotmail bell.net	
Louise Baird 519-684-7257	(no email)	

PART D: Presbytery Confirmation and Action:

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

Declares a vacancy for Peace U.C. effective July 1/18 (date).

02/14/18
Month/Day/Year

Marianne Raach
Signature: Presbytery Secretary

MARIANNE RAACH
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: Peace United Church

Address of Local Ministry Unit: 20 Samuel St., P.O. 232, Plattsville, ON N0J 1S0

Brief Description of Local Ministry (three sentences): Peace United is an open and welcoming faith community that values and embraces relationship with God, one another and the world. We share an open-ness for learning, a willingness to engage new information and new ways of deepening understanding, illuminating the truth at the heart of Jesus gospel of love. Rooted in relationship and in the gospel of Jesus we seek to live out our call to peace and justice in concrete action as reflected in our adoption of the words from the Peace Prayer....”Make Me a Channel of Your Peace”

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
	Discipleship #3	*Discipleship is understood to be all of the learning, sharing, service and spiritual practice that assist in developing an ever evolving life of faith that is rooted in the way of Jesus. With this in mind many elements of discipleship are shared in other categories.

*In the context of *'learning' and 'faith development'* we provide opportunities for Children (ages 4 – 12)

- to gather during service time to explore faith through music, story, art and mission by using established curriculum or creating our own
- involvement in drama and music group Junior Peace Players work on presentations for seasonal worship i.e. Christmas/Easter
- Summer Peace Camp every other year (one week in summer, ½ day in afternoon)

Youth (ages 13 – 17)

- Last confirmation class 2015 (shared experiences with Huron-Perth Presbytery)
- Provide funding to attendees to Youth Forum
- Volunteer leadership opportunities in summer Peace Camp
- Encourage and support engagement in fundraising for social issues i.e. raising funds for Relay for Life

YATS – Youth In Transition

- Connections are encouraged through the provision of pastoral support to University & College students

Adults

- Study opportunities provided during the Lenten Season
- Previous material used DVD First Light and Alydia Smith's study in 2016 entitled *'With Us Always'* which involved movie watching with follow-up conversation
- Educational opportunities sponsored by Oxford Presbytery and London Conference are publicized and attendance encouraged
- Education provided on various spiritual practices such as meditation/centering prayer

Reflections during worship consistently focus on recent scholarship and the integration of all the sciences recognizing their value in one's evolving faith life.

	<p>Justice and Outreach</p> <p>#4</p>	<p>*Mission Outreach team organizes and co-ordinates various efforts throughout the year :</p> <p><i>Support to Families with 'Back to School' (August)</i></p> <p><i>Monica's Place (Waterloo)</i></p> <p><i>Collecting Coats/Accessories (October)</i></p> <p><i>White Gifts/Gifts with Vision (November)</i></p> <p><i>Christmas Eve Offering (December) past support to Interfaith Counselling, Domestic Abuse Services of Oxford, Children's Aid & Wings of Hope</i></p> <p><i>Food Drives (various times in the year)</i></p> <p><i>Spring Cleaning Supplies to Ingamo House (April)</i></p> <p><i>New Outreach in 2017 – Moving Forward/Division of House of Friendship in Kitchener</i></p> <p>Other examples of Outreach/Justice Ministry:</p> <ul style="list-style-type: none"> ● Encourage congregational response to Special Appeals in times of crisis/disaster (recent example 2017 Concert for Extreme Appeal) ● Promotes giving to the Mission and Service Fund using Minute for Mission Videos (regularly exceed our M & S target) (exceeded 2017 target of \$12,500 raising \$13,944.69) ● Host Mission & Service Fundraisers (Peace Café, Pancake Breakfast) ● Volunteers and staff encourage subscriptions to the Observer and a copy of the Mandate magazine is available ● Regular focus on justice issues in worship such as the Bread Not Stones project/Truth and Reconciliation ● Tyler Quilts – crafters create flannel rag quilts to be sent to Canadian soldiers, first responders and their families ● Support through donations, camp meal preparation, sponsorship and chaplain work by minister to Camp Tanner ● Senior's Luncheons are held for the community during the winter months ● During summer months the church invites all to a weekly evening of ice cream called Sundaes on Wednesday at no cost (July & August)

	<p>Leadership #7</p>	<ul style="list-style-type: none"> ● Governance is a Unified Board structure. Each member is connected with a particular committee in the church to ensure communication and support for their ministries. ● The Official Board meets 10 times a year to review and keep informed of church activities, financial health and to fulfill its role as a decision making body. Members have 3 year terms. The Board Chair serves for a year as Vice Chair before taking on Chair position for another year. ● There are 4 paid staff besides the minister, minister of music, secretary, treasurer and custodian that provide ongoing and accountable support to the church community in consultation with the Board and M & P Committee. Though interaction varies between the minister and staff members a ministry ‘team’ attitude is practiced. ● Lay Leadership is provided by a number of committed volunteers willing take on the responsibility of facilitating any number of efforts. ● Recognizing the vast array of gifts present within the community these lay leaders engage everyone with the idea that there are no ‘small’ roles. ● The minister keeps connected with all of these groups to provide ‘hands on’ support as well as resources and motivational support. ● Shared leadership is the model within the committees rather than single chair/co-ordinator ● Committed Presbytery representative that keeps congregation connected to and informed about the wider church particularly in light of upcoming changes ● Member Linda Humphrey is a Licensed Lay Worship Leader
	<p>Ministry Partnerships #6</p>	<ul style="list-style-type: none"> ● Plattsville Missionary Church – partnership in annual Good Friday Cantata ● Heritage Society – church publicizes and members participate regularly in various exhibits throughout the year ● Canadian Legion – connect on Remembrance Day Services in Chesterfield and at the local Plattsville Public School

		<ul style="list-style-type: none"> ● Lions Club - provide space at church for Lion's Club sponsored card night -Peace United participates in Lion's Santa Claus Parades (Bright& Plattsville) ● Foot Care Service – provide space for this health provider ● Blood Services – publicize upcoming blood donor clinics ● Camp Tanner - Support through donations, volunteers to cook meals, sponsorship and chaplain work by minister to Camp Tanner ● Plattsville Public School – Minister is community representative on the School Council ● North Dumfries Community Health Centre – have provided space for youth programs sponsored by Health Centre ● Young at Heart – provide space for this Senior's Group ● One of our members partners with Innerkip Presbyterian Church for an Annual Mission Trip to Nicaragua ● Partner with United Churches throughout Oxford in sponsoring workshops (M & P Workshop hosted by Peace United October 2017), shared worship opportunities for special occasions i.e. "We Are One" Worship and Festival June 14, 2015 and the 'Wings of Hope' Senior's Ministry.
	<p>Pastoral Care #2</p>	<ul style="list-style-type: none"> ● This ministry provides care and support for members as well as those in community at large particularly in times of bereavement. The minister works closely with the local funeral director to provide support to families with or without a connection to the church. ● <u>Caring Cards</u>- group of three volunteers that send out cards in times of illness, special occasion and sympathy ● <u>Prayer Afghans</u> – a large group of folks craft beautifully coloured Prayer Afghans that are blessed and given to those in need of support both within congregation and the community at large. An accompanying prayer patch is always included as well. ● <u>Catering Committee</u>- provides for funeral luncheons when in need and sponsors a Seniors Luncheon once a month during

		<p>the winter months.</p> <ul style="list-style-type: none"> ● <u>Space to Be</u> – a support group for young parents held once a month – care for the babies and young toddlers is provided by a group of volunteers ● <u>Tyler Quilts</u> – an outreach ministry that provides support to veterans and their families as well as first responders. ● <u>Wings of Hope</u> – this is a Seniors Ministry that operates out of Dundas St. United Church in Woodstock. Peace United designates funds for this outreach that provide supplementary support to the minister’s visitation as well as providing practical assistance for running errands and keeping appointments. ● An ‘organic’ network of support within this church family providing various forms of assistance is an active part in meeting pastoral needs ● Congregational gatherings/Peace Café and Peace Feast assist in making connections in a relaxed social setting that assists in building mutually caring relationship ● The minister visits those in hospital as well as senior living/care facilities particularly in Kitchener. Hospitals visited are Grand River and St. Mary’s Hospitals, Freeport Campus (rehabilitation centre) in Kitchener and Woodstock Hospital. On occasion there are visits to Stratford and London.
	<p>Stewardship #5</p>	<ul style="list-style-type: none"> ● This is a ‘gifted’ community that is generous with time, talent and treasure. Every offering is valued and celebrated. ● Thanks is given to individuals and to groups at the very start of our weekly announcement sheet. ● Those from other communities are quick to share their gifts with Peace United Church. Friends of parishioners and family members are quick to support the efforts whenever possible. ● The financial well-being of the church relies on the weekly giving and fundraising efforts throughout the year. Additional funds include Memorial Donations and Facility Rentals. We have 20 on PAR but many still prefer to do weekly offering by envelope. ● The treasurer provides regular reports to keep the Board up

		<p>to date on the churches financial health. The year-end usually sees us meeting the proposed budget costs.</p> <ul style="list-style-type: none"> • Some years we've come out ahead while others, subject to unexpected expenses, has resulted in a slight shortfall. • There are some healthy investments both under the purview of the trustees and the board.(re: financial and investment reports) • The church building and manse are both in very good condition. The church building is fully accessible with the use of an elevating devise. • Recent upgrades include the installment of an exceptional sound system and screens. The incorporation of drama and music in worship and in our annual theatrical fundraiser was taken into consideration. • In 2017 an additional parking lot was created followed by the paving of the new and existing parking areas • Many of the fundraising efforts involve food. Over the last few years some of the fundraisers include an Octoberfest Supper, Dinner Theatre, Irish Stew Supper, Beef Supper, May Bake Sale and August Produce and Bake Sale. These have been regulars but specialty fundraisers such as the Hat Fashion Show and Bluegrass Concert have generated funds.
	<p>Worship #1</p>	<ul style="list-style-type: none"> • <u>Reflection/Message</u> – informative, applicable to living faith daily, challenging and inspiring and understood as being an essential element of the service 'along with' the equally important worship elements of music, prayer, ritual, scripture, use of image, engagement of congregation and focus on the mission life of the church. • <u>Music</u> – the church Music and Drama Ministries are vital parts of church worship. Our Ministry of Music leader is a member of the paid staff and has an extensive history in the field of music as a teacher, music leader & performance artist. • <u>Choir</u> – This committed group provides music weekly that is exceptional. Each is gifted with individual talent and passion for music which when brought together under Jeanette's leadership continually inspires. • <u>The Drama Ministry</u> (Peace Players) is led by two active

volunteers that engage the adult congregation in seasonal dramas and the young people (Junior Peace Players) in regular presentations throughout the church year.

- Congregational Singing is selected regularly from Voices United and periodically from More Voices expanding familiarity with its more contemporary music styles and theological content. The congregation has a love for music and sings with heart and soul. Our music licensing is with One License. The words to songs are projected on the screens and the Voices United hymn books are available in the pews for those who would like the music.
- Technology – as the result of a 2015 renovation Peace United has an exceptional sound system with two headsets, hand microphone and mic stand. The three screens are used every Sunday using the Pro-presenter program on an Apple laptop. There are two main volunteers overseeing the creation of weekly slides along with a group of volunteers who run both the computer and the sound control tablet.
- Worship Committee – there is a four person worship committee that consults with minister on worship planning 3 or 4 times a year. They share in the responsibility of getting weekly scripture readers and assist minister with communion 4 times a year.
 - take the leadership for the London Conference Weekend and summer services as well as hosting the occasional community building event.
 - regular worship is at 10 a.m. on Sundays and during the winter months there is a Friday Night service with a more contemporary approach that is geared to families with the inclusion of a meal prior to service for adults and story/craft time for the children.
- Creative Space – a small team of people work together to attend to the sanctuary space by incorporating the use of banners and seasonal decoration. People are given the opportunity to remember loved ones with the use of flowers.
- Minister provides worship service support at Nithview Long

		Term care in New Hamburg
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MINISTRY PERSONNEL POSITION DESCRIPTION
THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
LONDON CONFERENCE

Ministry Position Description (LC PD)

Position Title: Ordained, Diaconal or Recognized Designated Lay 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)

- We are seeking a minister who is community minded with a preference for living in the community. A preference that would align with that of the congregations (the purchase of the manse at the time of the amalgamation reflects this preferred arrangement)
- An individual who is a good communicator, engaged listener, compassionate caregiver
- someone who is technologically competent, artistically inclined, (*music & drama play central role*), innovative and resourceful, and has a sense of humor
- someone who is committed to ministering to people of all ages to help them grow in relationship with God, others and the world around them.

Autonomy in Decision-Making:

- Minister will take the lead on discerning theological matters.
- Minister will be a support to the Unified Board in the decision making process (familiar with United Church Policies/Mandate)
- decisions around worship and spiritual care will be explored and supported through consultation with the worship and pastoral committees
- Minister will assist church committees in their decision making process particularly for children/youth ministry and outreach
- Minister will be involved in the selecting of hymns and will be in a consultative relationship with the Ministry of Music leader around music selection
- Minister has the autonomy to make purchases in the areas of worship and office supplies and expenses associated with family ministries in compliance with the amounts budgeted for those areas.

- Any substantial purchases will need to be presented to the Board for support before purchase.

Principal Areas of Responsibility and Associated Duties:

Worship:

- Minister will work in consultation with the Worship Committee and Ministry of Music leader to co-ordinate regular and special worship services throughout the year.
- We seek a Minister who has a relaxed preaching style that informs, challenges, engages and inspires.
- We seek someone who values all the elements of worship and their part in the service as a whole, facilitating a deepening experience of God's presence as they go out into the week ahead
- Utilization of audio/visual equipment will be a key component in the growing integration of image in worship.
- Minister will be an active supporter of the music and drama ministries of the church particularly the Junior Peace Players involvement in worship.
- Minister will be willing to lead in creative forms of worship, administer the sacraments and officiate at funeral/memorial & wedding services.

Pastoral/Spiritual Care

- priority to hospital visits, support to families experiencing the death of a loved one, support of those going through periods of transition, as well as attending social celebrations and community functions.
- actively work, support and build community among the various established and evolving 'pastoral care partners'....caring cards, catering committee, prayer blanket/patch
- work in consultation with the Wings of Hope pastoral/practical care visitor that partners with the minister to provide care particularly for members now living in retirement and nursing home facilities in Woodstock. (30-35 minutes away) Wings of Hope works out of Dundas St. United Church in Woodstock
- Minister visits nursing homes and retirement residences in New Hamburg (Nithview 15 minutes) and Kitchener (25 minutes away) and Woodstock (35 minutes) in co-ordination with Wings of Hope visitor
- Minister leads worship 3 times a year at Nithview Retirement/Nursing Home

Discipleship

- Minister will help in creating an environment for learning that encourages innovation, curiosity and questioning
- Consult with and support the work of the Sunday School leaders/teachers
- Personally organize and lead or assist lay leaders in providing study groups supported by education resource material from sources such as AVEL/Grand River Books
- Provide confirmation that looks to partnering with surrounding Churches/Presbyteries
- Encourage and assist 'wider church' experiences for lay people i.e. workshops, retreats etc.
- Continue to provide alternative worship opportunities for families i.e. Friday night service

Justice & Outreach

- Minister will be a consulting partner with the Mission and Outreach Team
- integrate justice/peace/outreach in worship through weekly reflections, education and stories from Mission and Service
- aware of the various resources and supports available through other organizations such as Canadian Food Grains Bank/Kairos along with the resources (i.e. you tube videos/Mandate & Observer Magazine) of the United Church
- raise awareness of church wide Emergency Appeals and find collective ways to respond i.e. music evening was held in October 2017 in response to the Extreme Hunger Appeal
- provide other opportunities for congregation to grow in understanding and awareness of social issues i.e. articles, books, music, film/documentary

Leadership

- Minister will provide leadership that recognizes the value of each person and the gifts each person brings to the table.
- will encourage and contribute to respectful and informed conversation that recognizes the place of prayer and silence in allowing space for the Spirit in the discerning of decisions and actions.
- Delegates responsibilities by recognizing talents and gifts and equipping individuals/groups
- Active participant in Oxford Presbytery/Region 8 (when confirmed)
- Nurture the leader in everyone
- Provide brief Minister's Report for Board Meetings

Stewardship

- Minister will work with the appropriate committee(s) to encourage the use of the Stewardship Toolkits available through the United Church

- will raise the profile of spiritual gifts through preaching and study
- will assist in the developing of gifts by making information available around equipping/training at educational centres such as Five Oaks in Paris
- will encourage an attitude of gratitude that recognizes the generosity of people

Ministry Partnerships:

- the minister will continue to encourage local community connections with groups represented in the community (i.e. Good Friday Cantata with Plattsville Missionary Church)
- will co-ordinate with the Chaplain at Nithview Nursing Home for the scheduling (3times a year) of a small scale worship service for the residents
- will make connections with the hospital chaplains at Kitchener/Woodstock hospitals to set up necessary relationships
- will co-ordinate with the Wings of Hope care provider
- will take advantage of the evolving networking opportunities within Oxford Presbytery as the new governance arrangements as implemented

Personal Spirituality & Self Care:

- The minister will be aware of their personal need for spiritual growth – setting aside intentional time for rest and renewal
- The minister is encouraged to take advantage of the support of the Presbytery ‘Minister for the Ministers’ and an Oxford Clergy Group that meets regularly (this will be in place until the end of 2018 but may well be open to change)
- The minister will be encouraged to pursue opportunities for continuing education that take into consideration the areas of priority highlighted
- Will designate tasks to others and work with and accept help from support systems that are in place
- Holidays and study leave schedules are confirmed in consultation with the Ministry and Personnel Committee.

Required Knowledge, Skills and Abilities:

- The training, education and skills of an Ordained, Diaconal or Recognized Designated Lay Minister
- Knowledge/Experience in preaching, pastoral care & Christian Education
- Knowledge of United Church Policies and Practices
- Driver’s License and access to car (mandatory) (proof of insurance)
- Communication Skills/Ability to motivate and nurture spiritual gifts and talents of the congregation

- Good listener
- Computer savvy, social networking, the use and integration of audio/visual systems
- Skills in Music and Drama
- Ability to work with a variety of ages

Other 'Preferred' Assets: Sense of humour, open minded team player/community builder, lifelong learner, creative, organized and responsible.

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: x 1 2 3 Other

Peace United Church	231 (80 Non-resident)	80
<small>(Name of Congregation)</small>	<small>(# on roll)</small>	<small>(Avg. Sunday attendance)</small>

We think of ourselves MAINLY as: Rural Remote x Small town Suburban

Urban Inner City Other _____

Most of us live (check only one):

In apartments	X In single-family homes
In retirement homes	<input type="checkbox"/> In long-term care homes
<input type="checkbox"/> On working farms	<input type="checkbox"/> On rural retirement properties

The rest of us live (check all that apply):

X In apartments	In single-family homes
X In retirement homes	X In long-term care homes
X On working farms	X On rural retirement properties

Our congregation includes (approx. number in each group)

Infants and pre-school 15 Children (5-12) 15 Teens (13-19) 3

Young adults (20-30) 16 Adults - (35-50) 39

Young retirees (51-64) 40 Older Retirees (65-70) 32 Seniors (over 70) 36

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.

X A community church in which some have a long history and family connections along with many who have chosen to make Peace United their home over the last few years.

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.

X 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? 10

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:

- We have a well maintained elevating devise that gives access to all three levels of the church.
- Washrooms on both the lower and upper level provide accessibility with large cubicle.
- There is a mechanized door at the front entrance and designated parking spaces.
- We recently created a new paved parking area and paved the older parking area at the same time. We also have a wheelchair available.

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)

- We have assistive hearing devices available.
- Bulletins are printed on a request basis as Order of Service/Announcements are on screens in the sanctuary. Everyone receives an announcement sheet. Large print bulletins and announcement sheets are available on request.

Additional note: not related to accessibility but to health and safety: we installed an AED Defibrillator a couple of years ago and showed accompanying training video to congregation.

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

- No, not at the moment, but we are open to suggestions that would make our facility more manageable for those in need of assistance to assure full access.

Sanctuary holds 200 people

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

- Pews with centre aisle, open raised platform area easily adapted for a variety of uses i.e. choir, dramatic productions, concerts etc.

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

- Sanctuary is used for funeral/memorial services, weddings and musical/theatrical events.

Are there meeting rooms?

Yes

No

What are they used for?

- These are used for Meetings, Quilt group, Foot care service, Lions Club Card Nights, Studies, Social Events i.e. showers, programming, Parent Group, Seniors Group, Peace Cafes/Feasts,

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

- The Sunday School uses the church hall the majority of the time but on occasion uses another space called the Friendship Room when the hall is occupied by other activities i.e. potlucks
- There are no separate classes as we use the 'one classroom' model.

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

- The meeting room called the 'Friendship Room' is where a group called 'Tyler Quilts' meets.
- There is no gym or library but there is an area outside the sanctuary called the 'Cosy Corner' with a small children's library is available and used on days when formal Sunday School classes are not offered...i.e. over the Christmas break.
- The friendship room has a variety of cabinets where supplies for the quilts are kept. A large table is available and plenty of open area to put up additional tables for use.
- This room is also used as one of the gathering places during the summer Peace Camp, Parent Group: Space to Be and Committee Meetings.

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

- The office is on the main floor just inside the glass front entrance.
- It is a good sized office with large desk and shelving. It is only used by the minister.
- There is a large window between desk and office door with updated blinds for privacy when needed.
- There is another window giving view to the side parking lot. The church is air conditioned on all levels including office with newly installed programmable thermostats.

What computers/telephones are provided at the church?

- There are phones in the minister's office, the secretary's office and the kitchen

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 website: *peaceunited.ca* which is updated by the church secretary and hosted through Meta Studios in New Hamburg.
- The church also has a facebook account managed by the Board 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)

- We provide facility rentals on a donation basis for use by a local service club (Lions Club Cards), a footcare provider, meetings (Grand River Hockey Assoc.), social activities such as wedding and baby showers and family events (anniversary, Christmas gatherings).
- The use of the facility predominately involves church groups such as the choir, drama club rehearsals, quilt makers, meetings, seniors luncheons, parent groups, fundraisers and funeral luncheons.

Administrative Support:

What administrative support is provided?

How many hours per week? 8-10 Is this paid or volunteer?

Ministry and Personnel Committee:

How many members? 5

How often does the committee meet? 5 – 10 times a year

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 80%

Congregational Fundraising Activities 15%

Rental of building/services 1%

Bequests/Reserves/Investments 4%

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 (s) 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	80	80	90	100	100
Identifiable givers (local)	18	197	99	117	81	80
\$ expended for pastoral charge operations	40	\$124,763	\$122,144	\$135,672	\$158,247	\$173,523
# households under pastoral care	5	168	176	178	300	300

PART D: ABOUT OUR COMMUNITY

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

- We love the **'small town' atmosphere** that can be experienced here in Plattsville along with the access to medium and large centre that provide an array of services.
- We appreciate local amenities and organizations that include an arena (hockey/skating) curling club, a community hall, junior soccer/baseball leagues, Heritage Society.
- Services that include Post Office, Public Library, Fire Department and Glendinning Funeral Home. Though we do not have a large business sector in the town there are auto body and repair shops, licensed restaurants, a pizza outlet, massage therapist, hardware store, hair salon, drugstore, convenience store and dental office.
- There is one manufacturing business in town that has been a staple in the community, Saint-Gobain Abrasives, although they have been going through some downsizing.
- Outdoor activities, other than those previously mentioned, include access to a new skate park, tennis courts and golf courses.
- Access to the arts is another feature that is appreciated. Concerts, theatrical productions and galleries are within a 30-40 minute drive to Stratford, Kitchener and Woodstock.
- Acquired recognition in the Guinness Book of World Records for **'everflowing wells'**

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

- Economic – limited local employment/need for commuting/loss of local services i.e. bank closed
- Demographic – bedroom community – expansion without local involvement
- Political – centralization of services impacts active engagement of local residents (volunteerism)

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

www.tvdsb.ca/en/index.aspx

<http://www.blandfordblenheim.ca/>

<http://www.ocl.net/>

Other faith communities represented in our community/region are:

Plattsville Evangelical Missionary Church

<https://pemchurch.ca>

Innerkip Presbyterian Church

<https://www.thriveatipc.com/findus>

We have close ties with the following faith communities:

- we share an annual Good Friday Cantata with the Plattsville Missionary Church
- a member of our church connects with the Presbyterian church for annual trip to Nicaragua
- we have connected with Innerkip United Church for our 2016 confirmation classes
- also connected with Huron-Perth Presbytery to share field trips for confirmation
- partner with a few Woodstock churches (Dundas St. & College Ave.) and Innerkip United in supporting the Wings of Hope Senior's Ministry that provide practical and pastoral support.