

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
JANIS WADSWORTH 519 677-5945
 - ADP Payroll number _____
- 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 PORT LAMBTON 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 8, 2015 and recommends a vacancy for PORT LAMBTON UC effective FEB 8/15:

02/08/2015
Month/Day/Year


Signature: Governing Body Designate

ROBERT SEALEY
Printed Name:

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

The PORT LAMBTON 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 FEB. 8, 2015 and requests that LAMBTON Presbytery declare a vacancy for PORT LAMBTON UNITED CHURCH to be effective FEB 8/15 (date).

02/08/2015
Month/Day/Year

Carey Wagner
Signature: Chair of Meeting

CAREY WAGNER
Printed Name (same)

02/08/2015
Month/Day/Year

Rob Sealey
Signature: Recording Secretary

ROBERT SEALEY
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		
Janis Wadsworth	<u>allanandjanis@live.ca</u>	519-677-5945
Judy Raymond	<u>peachesboo6@gmail.com</u>	519-627-3107
Tammy Sealey	<u>sealey@kent.net</u>	519-627-8287
Carol Flanagan	<u>carflan@gmail.com</u>	519-677-5510
XXXXXXXXXX	XXXXXXXXXX@XXXXXX/	XXXXXXXXXX

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:

MINISTRY PERSONNEL POSITION DESCRIPTION
THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
LONDON CONFERENCE
Ministry Position Description (LC PD)

Position Title; Full Time Minister

Position Profile; Full-time Part-time If Part-time, hours/week _____

Position Summary;

To conduct Sunday worship – pastoral care – increase membership.

Autonomy in Decision-Making;

The minister will take the lead in decision-making for theological matters.

Hymn selection will be the minister's decision in order to fit the service theme, although it may be helpful to collaborate with the music leader.

An expense budget will be allocated for the minister's use; large-ticket items will be negotiated with the Church Board.

Principal Areas of Responsibility and Associated Duties:

Discipleship;

Our purpose is to provide spiritual guidance and support to all. We are called by God to offer a place of learning, renewal, encouragement, comfort and challenge.

We encourage all members to participate in God's service by means of their talents (Bible study; Christian Education; Music Programs; Vacation Bible School; Sunday School).

We have an active small UCW and are supported by the church family on many projects.

We demonstrate God's love in society and the world through our support of foster children in Haiti, the local Salvation Army and any other groups in need.

We expect our minister to be a visible and an active presence in the life of our community.

Justice and Outreach;

We support the Salvation Army/ Food bank, Foster Children (ACWAM), M&S Fund, Vacation Bible School, Memorial Services and several community projects.

Leadership;

We seek leadership with proven skills in congregational renewal and healing.

We are seeking assistance in the area of leadership to assist the church in numerically growing the congregational.

The minister should have a strong interpersonal relationship skill to be able to relate and identify needs on the congregation. Trust in the minister is important.

The minister should be able to relate to all age groups.

Ministry Partnership;

We will continue our existing partnership with other churches in the community (eg. Wallaceburg Ministerial Group; Vacation Bible School; Music Partnership).

We encourage our minister to foster these partnerships.

Pastoral/Spiritual Care;

We expect pastoral care to be provided for those in need. This includes the sick, shut-ins, nursing home residents and those with difficult situations.

Our church has a Benevolent Committee to assist those in need.

Personal Spirituality and Self Care;

- Ministry Personnel are encouraged to have external interests and hobbies, and to take time for themselves and their families
- have a collegial support network, either through other local Ministry Personnel or connections through Presbytery or Conference
- seek personal, pastoral support when needed
- suggest and arrange study leaves, as well as vacation time, in collaboration with Ministry and Personnel Committee

Stewardship;

We encourage commitment of our time, talents and resources towards the support of the congregation and the church.

We will continue to be fiscally responsible.

We expect our minister to take a leading role in assisting us in stewardship

Worship;

Traditional and contemporary worship led by the minister to include some lay participation by adults and youth.

We look for sermons relating to the bible for meanings to everyday experiences and challenges. Also sermons to help us grow spiritually.

Music is an important aspect of worship. We have piano, organ and audio-visual equipment to enhance worship.

Administering the sacraments, officiating at weddings and funerals will be part of the ministering to the congregation.

Required Knowledge, Skills and Abilities;

Position requirements for Ordained/Diaconal Ministers

MINISTRY & MISSION PROFILE
THE UNITED CHURCH OF CANADA
LONDON CONFERENCE
Ministry and Mission Profile



Name of Local Ministry Unit: Port Lambton United Church

Address of Local Ministry Unit; Port Lambton Ontario

Brief Description of Local Ministry; Port Lambton United Church serves the communities of Port Lambton and Sombra Ontario. It encompasses residences along the St. Clair River and the rural communities of St. Clair Township and Chatham-Kent Municipality.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
#1	Worship	Traditional and contemporary worship led by the minister to include some lay participation by adults and youth. We look for sermons relating to the bible for meanings to everyday experiences and challenges. Also sermons to help us grow spiritually. Music is an important aspect of worship. We have piano, organ and audio-visual equipment to enhance worship. The hymn books we use are Voices United, Hymns for the Family of God, Songs for Praise & Worship and we have a copyright licence for a variety of music. Administering the sacraments, officiating at weddings and funerals will be part of the ministering to the congregation.
#2	Pastoral Care	We expect pastoral care to be provided for those in need. This includes the sick, shut-ins, nursing home residents and those with difficult situations. Our church has a Benevolent Committee to assist those in need.
#3	Leadership	We seek leadership with proven skills in congregational renewal and healing. We are seeking assistance in the area of leadership to assist the church in numerically growing the congregational. The minister should have a strong interpersonal relationship skill to be able to relate and identify needs on the congregation. Trust in the minister is important. The minister should be able to relate to all age groups.
#4	Discipleship	Our purpose is to provide spiritual guidance and support to all. We are called by God to offer a place of learning, renewal, encouragement, comfort and challenge. We encourage all members to participate in God's service by means of their talents (Bible study; Christian Education; Music Programs; Vacation Bible School; Sunday School). We have an active small UCW and are supported by the church family on many projects. We demonstrate God's love in society and the world through our support of

		<p>foster children in Haiti, the local Salvation Army and any other groups in need.</p> <p>We expect our minister to be a visible and an active presence in the life of our community.</p>
#5	Stewardship	<p>We encourage commitment of our time, talents and resources towards the support of the congregation and the church.</p> <p>We will continue to be fiscally responsible.</p> <p>We expect our minister to take a leading role in assisting us in stewardship</p>
#6	Justice and Outreach	<p>We support the Salvation Army/ Food bank, Foster Children (ACWAM), M&S Fund, Vacation Bible School, Memorial Services and several community projects.</p>
#7	Ministry Partnerships	<p>We will continue our existing partnership with other churches in the community (eg. Wallaceburg Ministerial Group; Vacation Bible School; Music Partnership).</p> <p>We encourage our minister to foster these partnerships.</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

PORT LAMBTON UNITED CHURCH 39 28
(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 0 Children (5-12) 3 Teens (13-19) 5
Young adults (20-30) Adults - (35-50) 3 Adults- (51+) 3
Young retirees (51-64) 2 Older Retirees (65-70) 6 Seniors (over 70) 30

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: A family where we all know each other, with some people very involved and others participate mostly by attending worship.

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? _____ 18 _____

How many are typically present at a meeting of your Governing Body? _____ 11 _____

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: Ground level entrance and elevator

No

Is it partly accessible? Yes Tell us how:

No

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

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 and additional chairs

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

Are there meeting rooms? Yes No

What are they used for?
Meetings, funeral visitation, quiet rooms, suppers/luncheons

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?
One large area that can be divided into four

Are there activity rooms? (i.e. quilting, gym, library) Yes No
Brief descriptions: Meal on Wheels, UCW activities, Bible studies, family activities

Where is the office located for the minister? Is it shared? No
Describe it: Separate room on main floor

What computers/telephones are provided at the church? Telephone in office

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
Webpage maintained/updated by private company.

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); Meals on Wheels – twice/week

Administrative Support:

What administrative support is provided?

How many hours per week? As needed Is this paid or volunteer?

Ministry and Personnel Committee:

How many members? 4

How often does the committee meet? 4 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 68% Congregational Fundraising Activities _____

Rental of building/services 12% 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 2014	One year ago 2013	Two years ago 2012	Three years ago 2011	Four years ago 2010
Average weekly attendance Sunday	20	28	30	31	38	44
Identifiable givers (local)	18	37	38	57	57	65
\$ expended for pastoral charge operations	40	unavailable	unavailable	70941	79867	56490
# households under pastoral care	5	50	52	54	70	100

The figures in the U. C. Yearbook are based on a 2- and 3-point charge. Following an amalgamation of two churches (Sombra and Port Lambton) in 2010 and dissolution of the 2-point Pastoral Charge in 2015, we are now a 1-point charge. The figures in the above chart are Port Lambton's share of the Pastoral Charge expenses (line 40); information for lines 5, 18, 20 are taken from our Annual Reports.

PART D: ABOUT OUR COMMUNITY

This is what we love about our community. This is what makes it unique. Small town atmosphere; geographic location on St. Clair River; close to U.S. and major cities; surrounded by parks/conservation areas/farmland

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

Here are two or three websites that offer detailed information about our community:
Township of St. Clair website; County of Lambton website

Other faith communities represented in our community/region are: Roman Catholic; Baptist; Anglican

We have close ties with the following faith communities: Wallaceburg Ministerial Group