

## 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  
Debbie Wiggins
- ADP Payroll number 8434
- 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 Port Stanley 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 Aug. 10/17 and recommends a vacancy for Minister effective Sept 1/17:

08/20/17  
Month/Day/Year

[Signature]  
Signature: Governing Body Designate

Jackie Harris  
Printed Name:

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

The Port Stanley 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 Aug 10/17 and requests that EIGIN Presbytery declare a vacancy for Minister to be effective Sept 1/17 (date).

08/20/17

Month/Day/Year

Don Bell

Signature: Chair of Meeting

Don BELL

Printed Name (same)

08/20/17

Month/Day/Year

J Harris

Signature: Recording Secretary

Jackie Harris

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 Jackie Harris	harrisville@rogers.com	519 495-2383
Marvin Nethercott	marv.nethercott@sympatico.ca	(519) 933-7309
Debbie Wiggins	adwiggins@rogers.com	(519) 782-3517
Bob Nemett	bohnet@ gmail . com	(519) 633 5556
Don Mackinnon	dwm1m@on.aibn.com	(519) 668-4170

**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 & MISSION PROFILE

The United Church of Canada  
L’Eglise 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:** Port Stanley United Church

**Address of Local Ministry Unit:** 239 Colborne Street, Port Stanley, ON N5L 1B9

**Brief Description of Local Ministry** (three sentences):

Over the past 2 years, Port Stanley United Church has been involved in creating a new Mission, Vision and Strategic plan for our future. We are a small congregation located in Southwestern Ontario. Traditionally, our main focus has been Sunday Worship, followed by Coffee Time & Fellowship after the service. We host many community meals including Strawberry Socials, Peach Dinners and Lion’s Dinners. Our recent Vision Day has identified a new passion and direction for our church and community.

Mission: Believe. Be Kind. Belong.

Vision: With God’s help, as a diverse family, we are devoted to building an engaged, passionate, spiritually healthy community of people.

Value Statements:

We Believe:

- In Jesus Christ our Saviour
- In sharing and celebrating our faith, as we all grow in God together
- That small things done with great love will change the world
- In our Community

Be Kind:

- We meet human needs in God's name without discrimination
- We love and care for one another as God's people
- We focus upon those who are yearning to grow in love and compassion and those who are not

Belong:

- We create a Church that can be a safe gathering place for all people
- We connect people to Jesus Christ and to each other
- We strive to serve the people not only living in our area, but also others all over the world
- We provide opportunities for service, outreach, and improvement in our community

<b>Priority (#1 to #7)</b>	<b>Category Title</b>	<b>This is who we are as a Local Ministry Unit:</b>
<b>3</b>	<b>Discipleship</b>	Activities/Groups Current: <ul style="list-style-type: none"><li>• Sunday worship service</li><li>• Coffee Time (fellowship) after service</li><li>• Beach Service</li></ul> New goals: <ul style="list-style-type: none"><li>• bring a friend Sunday</li><li>• Beach Service and other locations throughout Port Stanley</li><li>• Monthly guest speakers to learn about different cultures and faiths</li><li>• Meditation</li><li>• Yoga, Tai Chi</li><li>• Bible Studies</li><li>• Free community events i.e. movie night for youth, Karaoke</li><li>• Welcome Wagon approach to new community members i.e. new subdivisions</li></ul>

1	<b>Justice and Outreach</b>	<p>Our Vision Day identified the passion for outreach within our community. We will focus on creating a community hub over the next 5 years. Common themes discussed and approved by the congregation include:</p> <ul style="list-style-type: none"> <li>• to be open to all in need living here</li> <li>• to think beyond our Services- what can we give to the community?</li> <li>• ‘act instead of react’</li> <li>• identify needs within the community i.e. addictions, mental health, barriers to access to healthcare and social services agencies and become part of the solution (i.e. partner with local agencies like Addiction Services of Thames Valley, Elgin St. Thomas Public Health, CMHA, Central Community Health Centre-currently in progress)</li> </ul>
		<ul style="list-style-type: none"> <li>• be the ‘go to place’ for our community</li> <li>• identify a ‘project’ to aid people in Port Stanley i.e. revisit our needle exchange program, offer Addictions counselling with support from local agencies</li> <li>• partner with our local churches (Presbyterian and Anglican)</li> </ul> <p>General Council resources are shared by our current Minister and our local Presbytery (Elgin). Our vision for sharing other faiths, cultures will assist with becoming an Affirming Ministry.</p>
7	<b>Leadership</b>	<p>Leadership in our church involves the Board &amp; M&amp;P Committee. We have a unique congregation- everyone is involved in service, fundraising, community events within the community.</p> <p>Leadership skills we are looking for in a minister:</p> <ul style="list-style-type: none"> <li>• strong communication skills</li> <li>• good sense of humour</li> <li>• inspires and motivates others</li> <li>• inclusive</li> <li>• strategic &amp; innovative</li> <li>• creative</li> <li>• committed</li> <li>• honest</li> </ul> <p>Specific needs/skills: we are looking for someone who can assist with our new Mission, Vision and goals.</p>
6	<b>Ministry Partnerships</b>	<p>We currently partner with St. John’s Presbyterian Church for summer services (share a minister). We also partner with Christ Anglican church to offer support with the local food bank. We hope to strengthen these important partnerships through our new Mission, Vision and goals.</p> <p>We are currently discussing the option of having Port Stanley United Church as a Learning Site, sharing a Minister with another local church and/or hiring a Minister part-time. We are open to having a discussion with our local Presbytery and with London Conference. We have a meeting scheduled August 10, 2017 to discuss our options (with members of Elgin Presbytery). It is important to find someone who will share our vision and not only talk the talk, but also walk the walk.</p>

4	<b>Pastoral Care</b>	<p>Current Pastoral Care involves visiting, and funerals. Our current Minister is involved in this care. One of our church members sends cards to all church members for various life events i.e. sympathy cards, get well, retirement, birthdays etc.</p> <p>The Congregation has identified a need to strengthen Pastoral Care support. We have discussed a ‘Welcoming Committee’ and other options. Our congregation has a healthy sometimes sarcastic sense of humour. We will need someone who can laugh and cry with us without being easily offended.</p>
5	<b>Stewardship</b>	<p>The Board reviews our current financial situation monthly during our meetings. We did identify a need to share financials with the congregation at least quarterly via an insert in the bulletin and/or during our announcements on Sunday Service. Our current financial position could be described as ‘healthy’ for the time being. We realize that operational costs are high and have identified a plan (and desire) to keep the door open. The Visioning Day was instrumental to our congregation in identifying needs, wants and desires.</p> <p>Human Gifts: We have a strong volunteer base but also recognize that we have the potential for fatigue amongst our congregation. We also recognize needs within the community and offer supports i.e. food bank, needle exchange.</p> <p>Nuture/Grow: We identified the need to increase our community outreach and understand different faiths and cultures- to learn from them/ others.</p> <p>Property/assets:  <ul style="list-style-type: none"> <li>• Church building</li> </ul> </p> <p>Stewardship: Our current Board is responsible for our stewardship.</p> <p>M&amp;S We currently support M&amp;S through our offerings and donations to local community agencies. In the future, once our Community Hub is up and running, we hope to benefit from the Mission and Service Fund.</p>

<b>2</b>	<b>Worship</b>	<p>Music is our greatest asset. We have a strong Musical Director who is very involved with the Hymn Society. She motivates our non-singers (aka tone deaf and shy alike) to sing and participate in her annual Christmas Cantata, during Sunday Service. Her renditions leave you singing all week long until our next service!</p> <p>Service Length: 1 hour</p> <p>Content: we enjoy when the service coincides with important events i.e. National Aboriginal Day, unfortunate events throughout the world, historical events etc.</p> <p>Other Liturgical Arts:</p> <p>We have used drama in the past. We are open to new ideas for worship.</p>
----------	----------------	---

## 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 \_\_\_ 20 \_\_\_\_\_  
                          Solo             Team ministry    If Team, # of other Ministry Personnel: \_\_\_

**Position Summary:** (2-4 sentences that summarize the position)

The role of the Minister is to assist the congregation with implementing the new Mission, Vision and Value Statements outlined in our Ministry and Mission Profile (LC MM). The candidate will be instrumental in assisting the leaders in overseeing the life and direction of the church. Our top 3 priorities have been identified: 1. Justice and Outreach, 2. Worship and 3. Discipleship.

#### **Autonomy in Decision-Making:**

The candidate will be accountable to the Church Board and congregation. They will make decisions about liturgy, prayers and music in worship with consultation with the Music Director and Worship Committee and feedback from the congregation. Funerals and weddings will be conducted under their discretion.

Financial decisions must be approved by the Board.

Benevolent gifts: The candidate will distribute funds at their discretion.

#### **Principal Areas of Responsibility and Associated Duties:**

##### **Justice and Outreach:**

Our Vision Day (actually work that took place over 2 years) identified the passion for outreach within our community. We will focus on creating a community hub over the next 5 years. This is an extremely lofty goal, but with the proper leadership and assistance, it will be achieved. The candidate will work with volunteers to assess, plan and implement programs/services for the community. As we grow this hub there is potential to increase the part time position to full time. It is extremely important that the candidate understands and lives our new Mission, Vision and Value Statements.

We have identified some needs within our community and would like to focus on: people living with addictions, mental health, and those with barriers to healthcare. Partnering with local agencies (currently in progress) will be important. We currently have partnerships with Elgin St. Thomas Public Health, Central Community Health Centre, local service groups (Lions, Lioness) and AA and have recently reached out to Addiction Services of Thames Valley and West Elgin Community Health Centre.

##### **Worship:** \_\_\_\_\_

- The candidate will plan and lead one service every Sunday morning with input from the Worship Committee and the Music Director. Length: 1 hour



- Follow Common Lectionary
- Include current events, updated sermons to keep congregation motivated and interested (therefore must be able to receive constructive feedback and be able to gauge the audience).
- Inclusiveness is extremely important (therefore inclusive language during sermons will be instrumental)
- Utilizing technology to enhance the service would be an asset i.e. PowerPoint, sound system, computer.

### **Discipleship:**

The candidate will:

- Lead Sunday Service weekly; with coffee time/fellowship following the service
- Greet congregation and visitors prior to Sunday Service (15 mins prior)
- Be willing to make the occasional change of venue (1-2 times per year i.e. beach, other community locations)
- Encourage monthly guest speaker during worship i.e. Refugee family from Syria, learn about other faiths or agencies working within our community or identified as needed to work in our community
- Support the work of the congregation (identified as goals under Discipleship on LCMM form). Involved in the assessing, planning, implementation and evaluation of programs/services.
- Be open to new ideas for worship (encourage suggestions for the congregation and Worship Committee).

### **Leadership:**

Leadership skills we are looking for in a Minister:

- strong communication skills
- good sense of humour
- inspires and motivates others
- inclusive
- strategic & innovative
- creative
- committed
- honest

### **Ministry Partnerships:**

We currently partner with St. John's Presbyterian Church and Christ Anglican Church. We worship with St. John's for one month in the summer and they worship with us for one month. The Anglican Church

offers a food bank. We collect donations for the food bank. We also share Good Friday Service with both Churches.

We are also open having our church designated as a learning site and/or sharing a Minister with another local church.

**Pastoral/Spiritual Care:**

The Congregation has identified a need to strengthen Pastoral Care Support. We have discussed a 'Welcoming Committee' and other committees to assist with this work.

Providing visitation to our older members or members with a barrier to transportation will be essential. Special skills required are outlined above under leadership. The candidate will be visible and connected to the community of Port Stanley and area.

**Personal Spirituality and Self Care:**

A good work life balance is expected in any job. Everyone tends to his or her own personal spirituality and self care in his or her own way. Sometimes people struggle with taking care of their needs. We fully support a positive work life balance. We will encourage the candidate to utilize the M & P Committee and/or a trusted congregational member to discuss workload, concerns etc. to prevent burnout.

**Stewardship:**

The candidate will assist the Board with financial reviews. It will be helpful to have a Ministry Personnel that understands the United Church Of Canada's Policies and Procedures to help us advocate at the Conference level (and above) and to also ensure compliance with paperwork expected from London Conference. .

**Required Knowledge, Skills and Abilities:**

- Ordained Minister in the United Church of Canada (or equivalent)
- Leadership skills as outlined above
- strong Christian faith
- Drivers' License
- Access to a vehicle
- Ability to work with technology

**Other 'Preferred' Assets:**

- Good sense of humour
- Experience working with community agencies (establishing local partnerships)
- Experience working with people living with addictions and mental health



**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?     9

How many are typically present at a meeting of your Governing Body? 9

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: elevator and accessible bathrooms  
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)

Microphone used during service.

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

Sanctuary holds 120 people

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

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

Cantata (Christmas Concert and community choir practice); occasionally used for concerts/public events, baptisms, weddings and funerals.

Are there meeting rooms?  Yes (3) No

What are they used for? Board meetings, Lions meetings and dinners, AA, Artist's Guild, Summer Camps, Tai Chi

Is there a nursery?  Yes No

Are the nursery toys/furniture compliant with current safety standards? Yes  No  
Board currently reviewing/mitigating risks.

Are there Sunday School rooms?  Yes No

Meeting rooms (3) can be used as Sunday School rooms.

How many? Are they also multipurpose use? 3. *multipurpose*

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

Fellowship hall is large enough to accommodate events.

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

Upstairs –off of the Sanctuary. It is not shared. The church office is across the hall.

Describe it:

- A 10x10 office with a locked desk & chair
- Telephone
- a wall and ½ of shelves
- filing cabinet
- 1 window which allows natural light (facing west)
- Lockable door with a window

What computers/telephones are provided at the church?

There is a church computer in the office. The minister currently uses a laptop (provided by the church).  
Telephones are available in the kitchen, church office and the Minister's 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: [www.portstanleyunitedchurch.com](http://www.portstanleyunitedchurch.com)

Facebook: Port Stanley United Church

Twitter: PS United Church

All maintained and updated by a volunteer (and Board member): Jackie Harris

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)

AA: 2x weekly

Artist's Guild: 1 month

Historical Society: 1 month

Port Stanley Festival Theater: every summer

Lions: 3x month

Lioness: 1 month

Tai Chi: weekly

**Administrative Support:**

What administrative support is provided? Part time Secretary

How many hours per week? 5 Is this paid or volunteer?

**Ministry and Personnel Committee:**

How many members? 6

How often does the committee meet? quarterly or as needed

Has one or more of the committee members attended a M&P Committee Training event in the last three years?

Yes No

**PART C: ABOUT OUR FINANCES**

Attach the previous two years financial information, including:

Balance Sheets (assets and liabilities)

Revenues and Expenditures

Charity Tax Returns (T3013)

Also include the current year's budget.

The word or phrase that best describes our current financial situation is:

Abundant       Adequate       Not meeting expenses but optimistic

Not meeting expenses and relying on bequests and reserves to fund operating budget.

Other (describe)

Our Revenue Sources are (please indicate approximate percentage of your current operating budget that comes from each source:

Congregational givings 75%

Congregational Fundraising Activities 10%

Rental of building/services 8%

Bequests/Reserves/Investments 7%

**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	Collecting data *	35	32	32	34
Identifiable givers (local)	18	"	49	54	50	59
\$ expended for pastoral charge operations	40	"	\$22,741	\$19,392	No access to data	No access to data
# households under pastoral care	5	"	52	86	85	87

\*estimate similar numbers for 2017 as 2016 (see column 'one year ago')

**PART D: ABOUT OUR COMMUNITY**

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

- We are proud of our community and our accomplishments within the community
- We are close-knit (a family)
- We are welcoming- Port Stanley is a tourist destination

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

- Cost of living in Port Stanley is high (population includes pockets of people living in poverty to the very wealthy)
- We do have great support from our MP, MPP and local Municipality: Central Elgin

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

[www.elginhealth.on.ca](http://www.elginhealth.on.ca) Please see the Health Status Report

[www.elgintourist.com](http://www.elgintourist.com)

[www.elgin-county.on.ca](http://www.elgin-county.on.ca)

[www.centralelgin.org](http://www.centralelgin.org)

---

Other faith communities represented in our community/region are:

- St. John's Presbyterian Church
- Christ Anglican Church

We have close ties with the following faith communities:

- Same as above (we share summer service with St. John's Presbyterian and Good Friday Service and Breakfast with both churches).
- We support Christ Anglican Church's local Food Bank.

Port Stanley United Church  
Statement of Operations  
For the Year Ending December 31, 2016

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Balance January 1, 2016	47,298.58												
<b>Income</b>													
A.A. Group							720.00				240.00		960.00
Artist Guild										100.00	360.00		460.00
Building fund		125.00				125.00			125.00			125.00	500.00
Bulletins	16.00	212.00					258.00						486.00
Car rally					320.00								320.00
Custodian (from U.C.W.)			160.00			160.00			160.00			160.00	640.00
Dinners		1,186.55				845.75							2,032.30
Eight-St. Thomas Health Unit		100.00	300.00		100.00	200.00		100.00					800.00
Envelopes	777.00	2,480.00	5,274.05	3,219.15	5,170.00	2,946.56	2,118.00	5,510.00	3,520.00	4,802.25	5,212.85	6,361.60	47,191.46
Government of Canada				157.92									157.92
H.S.T. Refund													0.00
Memorial donations									635.00				635.00
Mission & Service	699.00		300.00			300.00			300.00			300.00	1,899.00
Miscellaneous	22,000.00												22,000.00
Particular Skills Productions			850.00										850.00
Port Stanley Lionsess Club							350.00			200.00	3,811.40		4,161.40
Port Stanley Festival Theatre							6.41	6.22	6.09	6.27	5.71	5.84	75.16
Credit Interest	5.51	6.59	6.90	6.88	6.62	6.32	6.41						
Transfer from other account		673.13											673.13
<b>Total Income</b>	<b>70,796.09</b>	<b>89,262.79</b>	<b>71,092.83</b>	<b>65,346.53</b>	<b>66,295.11</b>	<b>65,391.70</b>	<b>62,648.73</b>	<b>62,970.89</b>	<b>62,163.43</b>	<b>61,288.87</b>	<b>65,906.57</b>	<b>80,321.63</b>	
<b>Expenses</b>													
Minister's salary	1,988.69	2,036.79	2,012.84	2,012.84	2,012.84	2,012.84	2,012.84	2,012.84	2,012.84	2,012.84	2,012.84	2,012.84	24,154.08
Minister's education (books)			614.02									619.19	1,233.21
Minister's travel	54.43												54.43
U.S.S. Pension & benefits	550.67	571.15	580.91	580.91	580.91	580.91	580.91	580.91	580.91	580.91	580.91	580.91	6,730.92
A.D.P. Payroll charges	20.14	55.58	20.14	20.14	20.14	20.14	20.40	20.40	20.40	20.40	20.40	20.40	278.68
Pulpit supply		150.00			150.00				150.00	150.00			600.00
Pulpit supply travel		34.44			34.44				85.00	34.44			188.32
Secretary's salary	401.68	159.44	309.70	183.97	183.97	208.50	116.52	183.97	272.90	217.71	226.90	223.84	2,688.10
Secretary's vacation pay												107.36	107.36
Payroll deductions - L&R	152.74	154.88	143.54	150.43	144.67	144.67	145.80	141.55	144.67	148.75	146.21	148.64	1,764.35
Payroll deductions - Rev. S.	422.26	444.20	433.24	433.24	433.24	433.24	433.24	433.24	433.24	433.24	433.24	433.24	5,198.86
Organist's salary	521.75	521.75	521.75	521.75	521.75	521.75	521.75	521.75	521.75	521.75	521.75	461.75	6,201.00
Organist supply	60.00	60.00		60.00						60.00		60.00	300.00
Bank charges/n.s.f. Cheque	1.00		1.50		81.00			1.00	4.00	4.00	4.00	5.00	101.50
Benevolent					70.05							35.56	216.71
Building maintenance/supplies		22.55						15.24	50.00		581.95	312.92	982.66

Balance January 1, 2015 64,178.53

Income	January	February	March	April	May	June	July	August	September	October	November	December
Port Stanley		2,713.66	2,713.88	2,713.86			7,446.66		6,231.12			
Dexter	976.00	1,554.32	784.16	723.16	723.16	723.16			32.00	13,000.00		
Payment for 2016 bulletins										20.00		70
Interest from Libro	6.88	6.07	6.69	4.94	4.67	4.13	4.05	4.18	3.80	4.48	4.44	
Bell Telephone refund		81.59										
Accessibility loan repayment				417.00	1,000.00		315.00					
Rogers refund				112.94								
ADP advance loan repayment	333.00	333.00										
Port Stanley U.C.W.												1,500
Transfer from Port Stanley												15,000
<b>Total</b>	<b>65,484.41</b>	<b>65,658.87</b>	<b>64,228.20</b>	<b>48,785.29</b>	<b>45,055.11</b>	<b>41,383.70</b>	<b>44,405.14</b>	<b>39,977.44</b>	<b>41,913.24</b>	<b>50,895.54</b>	<b>43,888.12</b>	<b>54,771</b>
<b>Expenses</b>												
Minister's salary	1,923.33	1,923.33	1,923.33	2,142.17	2,031.40	1,988.70	1,988.70	1,988.70	1,988.70	1,988.70	1,988.70	1,988.70
Minister's education (books)	158.50			376.00								
Minister's conference fee+Willis			85.00			85.00						
Minister's travel		52.48				223.86						
U.C. pension & benefits	546.10	546.10	546.10	546.10	588.94	550.67	550.67	550.67	550.67	550.67	550.67	550
A.D.P payroll charges	19.90	54.93	19.90	19.90	19.90	19.90	20.14	20.14	20.14	20.14	20.14	20
Pulpit supply			250.00	150.00	250.00	250.00			150.00			150
Pulpit supply travel			41.00	34.44	41.00	41.00			34.44			
Secretary's salary	505.94	233.03	334.23	229.97	303.58	260.64	196.24	67.46	214.64	217.71	226.90	238
Secretary's vacation pay												121
Payroll deductions - L&R	154.03	159.46	148.93	151.56	146.78	150.18	148.18	145.22	139.30	146.06	146.21	146
Payroll deductions - Rev. S.E	393.70	393.70	393.70	489.87	442.28	422.68	422.68	422.68	422.68	422.68	422.68	422
Organist's salary	521.75	521.75	521.75	521.75	521.75	521.75	521.75	521.75	521.75	521.75	521.75	521
Organist supply							120.00			60.00		60
Copy Rights/licen/Sing & video										3,011.04		132
Insurance - Marsh								521.39			521.39	
Elgin Presbytery		521.37		521.39								2,111
Furnace repair						48.60			106.75		16.92	467
Office supplies	182.98	109.05	47.95				276.85					
Miscellaneous (banner)												
Music												
Christmas gifts												400
Computer maintenance	109.95										171.74	
Computer supplies		174.59		185.89		163.29					607.38	
Internet and telephone		227.39	102.72	88.87	93.11		186.87	93.11	93.11	93.11	93.11	94
Advance to Dexter United			4,500.00									
Advance to Port Stanley			10,500.00									
<b>Total Expenses</b>	<b>4,524.18</b>	<b>4,917.18</b>	<b>19,412.61</b>	<b>5,458.01</b>	<b>4,418.70</b>	<b>4,724.27</b>	<b>4,431.88</b>	<b>4,331.12</b>	<b>4,242.18</b>	<b>7,031.86</b>	<b>5,472.03</b>	<b>7,472.</b>
<b>Bank Balance</b>	<b>60,970.23</b>	<b>60,741.69</b>	<b>44,813.59</b>	<b>43,327.28</b>	<b>40,638.41</b>	<b>38,638.43</b>	<b>39,873.26</b>	<b>35,846.32</b>	<b>37,671.06</b>	<b>43,663.68</b>	<b>38,196.09</b>	<b>47,298.</b>

**PORT STANLEY UNITED CHURCH - PROPOSED 2017 BUDGET**

	2016 Budget	2016 Actual	2017 Budget
	\$	\$	\$
<b>INCOME</b>			
Envelopes	40,000.00	47,191.46	40,000.00
A.A.	600.00	960.00	900.00
Artist Guild	300.00	460.00	0.00
Assistance U.C.W.(custodian/m&s/building	500.00	3,039.00	750.00
Bulletins	0.00	486.00	450.00
Car rally	0.00	320.00	300.00
Credit interest from Libro Credit Union	0.00	75.16	75.00
Dinners (pancake and strawberry)	2,500.00	2,032.30	2,000.00
Government of Canada	0.00	157.92	0.00
H.S.T. Refund	100.00	0.00	100.00
Hall Rental	300.00	0.00	300.00
Memorial donations	0.00	635.00	0.00
Particular Skills Productions	0.00	850.00	0.00
Port Stanley Festival Theatre	0.00	350.00	350.00
Port Stanley Festival Theatre (Jesse)	0.00	3,811.40	0.00
Port Stanley Lioness Club	200.00	200.00	200.00
St. Thomas-Elgin Health Unit	900.00	800.00	0.00
Miscellaneous	100.00	0.00	100.00
	<b>45,500.00</b>	<b>61,368.24</b>	<b>45,525.00</b>
<b>EXPENSES</b>			
Minister's salary, pension and benefits	26,500.00	30,885.00	16,500.00
Minister's eduction (books)	600.00	1,233.21	600.00
Minister's travel	400.00	54.43	100.00
A.D.P. Payroll charges	275.00	278.68	285.00
Pulpit supply	600.00	600.00	3,000.00
Pulpit supply travel	140.00	188.32	690.00
Secretary's salary	3,050.00	2,689.10	3,000.00
Secretary's vacation pay	120.00	107.36	100.00
Payroll deductions - Lindsay and Rosita	1,800.00	1,764.35	1,775.00
Payroll deductions - Rev. Suzanne Edgar	5,075.00	5,198.86	3,500.00
Organist's salary	6,275.00	6,201.00	6,275.00
Organist supply	240.00	300.00	240.00
Bank charges/n.s.f. charge	0.00	101.50	0.00
Benevolent	0.00	216.71	0.00
Building maintenance/supplies	0.00	1,485.51	0.00
Copyrights	185.00	132.00	132.00
Custodian	3,500.00	3,075.00	3,000.00
Central Elgin water	550.00	585.29	585.00
Christmas/other gifts	350.00	600.00	300.00
Computer maintenance	300.00	410.10	400.00
Computer supplies	1,000.00	433.30	500.00
Elevator maintenance	500.00	1,583.54	750.00
Elgin Presbytery	2,085.00	2,812.08	2,250.00
Entertainment	0.00	2,620.00	0.00
Erie Thames Power	2,500.00	2,779.52	2,800.00
Furnace maintenance	500.00	0.00	500.00
Insurance - Marsh	3,075.00	3,074.76	3,075.00
Internet and telephone	1,275.00	1,268.75	1,275.00
M & S - to Toronto	0.00	3,521.00	0.00
Office supplies	550.00	664.88	500.00
Organ/piano service	250.00	0.00	355.00
Miscellaneous	155.00	105.14	200.00
Music - piano, organ, contatta	300.00	495.83	500.00
Reliance Home Comfort	150.00	175.10	225.00
Union Gas	3,200.00	2,305.52	2,000.00
	<b>65,500.00</b>	<b>77,945.84</b>	<b>55,412.00</b>
<b>TOTAL EXPENSES</b>	<b>65,500.00</b>	<b>77,945.84</b>	<b>55,412.00</b>
<b>DEFICIT</b>	<b>20,000.00</b>	<b>16,577.60</b>	<b>9,887.00</b>