

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
Mary Anne Silverthorn 519-421-3241 / Karen Helsdon 519-421-8484
 - ADP Payroll number 2010
- IF APPLICABLE: An up-to-date Manse Information Summary Sheet (PR 435 MI) is attached.

N/A

PART B: RECOMMENDATION of GOVERNING BODY

The Governing Body of St. Paul's United Church Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on Sept 20/16 and recommends a vacancy for a fulltime effective immediately.

09/20/16
Month/Day/Year

J.B. Clark
Signature: Governing Body Designate

J.B. CLARK
Printed Name:

* Changed to
Ordered Clergy
December 13, 2016

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

The St. Paul's United Church Tillsonburg Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on Oct. 2, 2016 and requests that Oxford Presbytery declare a vacancy for a full time ordered to be effective immediately (date).

10/2/16
Month/Day/Year

clergy
Maryle DeWetter
Signature: Chair of Meeting

Mary Anne Silverthorn
Printed Name (same)

10/2/16
Month/Day/Year

Debbie Beres
Signature: Recording Secretary

Debbie Beres
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		
Mr JED DREW	jed.drew@gmail.com	519-842-8786
Dr HARVEY ELLIOT	harvey.elliott@execulink.com	519-688-7694
Mrs FRAN BELL	fbell@oxford.net	519-688-0016
Mrs Kelly Springer	dalespringer@sympatico.ca	519-842-8444
Mr Dave Morris	DCMorris@bell.net	519-842-4188
Mrs Sheila McKibbin	jmck@execulink.com	519-842-3258
Mrs. Mary Hessler	mary@hessler.net	519-409-0716

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 St. Paul's effective immediately (date).

10/2/2016
Month/Day/Year

Tillsonburg
M. Riach
Signature: Presbytery Secretary

MARIANNE RIACH
Printed Name:

MINISTRY PERSONNEL POSITION DESCRIPTION

THE UNITED CHURCH OF CANADA L'EGLISE UNIE DU CANADA LONDON CONFERENCE

Ministry Position Description (LC PD)

Position Title: [Ordained 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)

[St. Paul's is seeking a full-time Minister, ordained in the United Church, who has strong preaching skills with broad theological knowledge. Our Minister will be an inspirational speaker who challenges us to live out our faith by relating to today's world. He or she will be a strong spiritual leader who will motivate and encourage lay leadership to continue to serve the needs of our current Congregation and attract new people to join the mission of St. Paul's.](#)

Autonomy in Decision-Making: [The Minister is responsible to the Congregation, through the Church Council and Ministry and Personnel Committee.](#)

[The Minister will follow the directives of United Church of Canada and the Church Manual.](#)

Principal Areas of Responsibility and Associated Duties: [The Minister will](#)

- [1. Deliver messages of hope and inspiration in collaboration with the Worship Committee and the Music Director. The Minister should have a broad knowledge of world affairs as it relates to politics, religion and finance, and would be able to incorporate this knowledge in a homily when appropriate. The Minister should be an engaging speaker who is able to attract newcomers, including young families, to the Congregation.](#)
- [2. Prepare and officiate at sacraments – baptism and communion as well as funerals, weddings and special services.](#)
- [3. Provide spiritual guidance and emotional support for the congregation.](#)
- [4. Promote, train and co-ordinate a team of volunteers to provide pastoral assistance with shut-ins, those confined to hospitals and special care facilities.](#)
- [5. Inspire, support and empower lay leadership in working collaboratively.](#)
- [6. Effective and concise oral and written English communication skills with persons of all ages.](#)
- [7. Active listening skills with empathy and understanding.](#)

8. To be a visible representative in the community to build membership and relationships with other community groups.
9. Skills in and/or appreciation of social media in ministry. Computer literacy in word processing and presentation software. Contribute to website and quarterly Newsletter.
10. Strong time management skills with an ability to meet timelines.
11. Set one year, three year and five year goals in collaboration with the Ministry and Personnel Committee and with other staff. These goals will be communicated to the Congregation as appropriate.
12. Assist congregation to nurture ministry for all ages and develop appropriate programmes.
13. Enthusiastic Outreach philosophy and approach.
14. Must be able to participate and demonstrate leadership in the ecumenical events in Tillsonburg and area.

Discipleship:

Promote, train and co-ordinate a team of volunteers to provide pastoral assistance with shut-ins, those confined to hospitals and special care facilities.

Inspire, support and empower lay leadership in working collaboratively.

Justice and Outreach:

Be a visible representative in the community to build membership and relationships with other community groups. Be encouraged to adopt a dynamic Outreach philosophy and approach.

Leadership:

Inspire, support and empower lay leadership in working collaboratively. He or she will provide spiritual guidance and emotional support for the Congregation. The Minister must be able to participate in and demonstrate leadership in the ecumenical events in Tillsonburg and area. We encourage participation in the other levels of the Church Courts.

Ministry Partnerships:

As needed.

Pastoral/Spiritual Care:

Provide spiritual guidance and emotional support for the Congregation. Promote, train and co-ordinate a team of volunteers to provide pastoral assistance with shut-ins, those confined to hospitals and special care facilities. He or she will possess active listening skills with empathy and understanding.

Personal Spirituality and Self Care:

Undertake studies and attend Continuing Education activities on a regular basis. Maintain a healthy balance between work, home and personal priorities.

Stewardship:

Worship:

Deliver messages of hope and inspiration in collaboration with the Worship Committee and the Music Director. The Minister should have a broad knowledge of world affairs as it relates to politics, religion and finance, and would be able to incorporate this knowledge in a homily when appropriate. The Minister should be an engaging speaker who is able to attract newcomers, including young families to the Congregation.

Required Knowledge, Skills and Abilities:

Please refer to the Principal Areas of Responsibility and Associated Duties section above.

Other 'Preferred' Assets: A sense of humour is always a welcome asset.

MINISTRY & MISSION PROFILE



THE UNITED CHURCH OF CANADA L'ÉGLISE UNIE DU CANADA LONDON CONFERENCE

Local Ministry Unit – Telling Our Story: Ministry and Mission Profile (LC MM)

PURPOSE: To enable a Local Ministry Unit to honestly and boldly “tell its story”.

Who Uses it: Governing Body develops the profile in consultation with congregation.

When to use: When you are amending a current call or appointment; seeking new Ministry Personnel whether for a call or appointment or can be used for a regular review of priorities for purposes of assessment and goal-setting.

How to use: Follow the instructions in the Handbook: Declaring/Changing Ministry Positions. Make sure that an electronic copy is available to send to the Conference office for posting once the Presbytery approves the Vacancy.

Name of Local Ministry Unit: St. Paul's United Church Pastoral Charge

Address of Local Ministry Unit: 88 Bidwell St., Tillsonburg, Ontario

Brief Description of Local Ministry (three sentences): We are a medium size Congregation that works well as a Church Family year round.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
6	Discipleship	Our monthly activities include Bible Study, UCW, AOTS CLub, Book Club. We have an active Sunday School and a school PA Day program. We operate the Community Kitchen for those less fortunate. We have a Coffee Hour after Services to meet new people. We have Ecumenical Services and partnerships in the community. We go Christmas Carol Singing in the community.
4	Justice and Outreach	We operate the Community Kitchen for disadvantaged persons in the community. We serve over 40 people a week and over 1,000 meals a year. We support the Food Bank, Out of the Box cooking classes, the Salvation Army program, Backpacks for Kids. We are involved in Refugee Support in Oxford Presbytery, and also give financial support

		<p>for natural disaster relief. We support the Canadian Food Grains Bank and Domestic Abuse Service Oxford. We support World Outreach.</p> <p>The Minister has discretion to perform equal marriages..</p> <p>We support the Sea Scouts and the Guides and also the Mother Goose program.</p> <p>We have monthly social card parties through the Fall and Winter, a Community Down Home Turkey Dinner in November, and a Hooked on Music concert series. St. Paul's has the best acoustics in the town for concerts and the largest venue.</p>
3	Leadership	<p>The Minister is the Spiritual and Worship leader. He/She also leads the Staff Team. They need the ability to enable and encourage lay leadership. We feel we need volunteer recruitment and consensus building.</p>
7	Ministry Partnerships	<p>We assisted a neighbouring Anglican Church during their construction project. They collaborate with us on the Community Kitchen once a month.</p> <p>We collaborate with other Congregations for World Day of Prayer, Lenten Services and luncheons.</p> <p>Our minister is normally a member of the local Ministerial Association.</p>
2	Pastoral Care	<p>Our Minister performs weddings and funerals. He/She visits our sick, shut-ins, those in nursing homes, retirement homes and hospital. The Minister provides Pastoral Care and needs to be a good listener and communicator. When the Minister visits Nursing and Retirement Homes they serve Communion to our members.</p>
5	Stewardship	<p>We review our finances monthly with interim supervision as well. Our finances are currently healthy and adequate. This is achieved by prudent management, a generous and responsive Congregation, fund raising projects and bequests.</p> <p>The human gifts we have encompass music, organizational and technological skills, and a strong sense of volunteerism.</p> <p>We need to encourage mentoring of new or younger people.</p> <p>Our physical assets include our Sanctuary, a modern Friendship Centre (1988) recently renovated, and a Manse building which has a commercial tenant. The Friendship Centre houses the Administrative Assistant's office, the Minister's office and the Christian Education worker's office.</p> <p>Our Trust Funds and Bequests investments are stable.</p>

		<p>Finances are reviewed monthly by Council and monitored by the Finance Committee. Investments and rental assets are managed by the Trustees.</p> <p>We are strong supporters of the Mission and Service Fund.</p> <p>We talk about money by informing the Congregation monthly regarding our finances. We appeal to the Congregation for specific needs. We have not done a Stewardship Campaign for several years.</p>
1	Worship	<p>We have an organ, piano, active choir, occasional guest musicians, a Christmas and Easter Cantata. We have predominantly traditional music in the Service. We use Voices United and More Voices for hymns.</p> <p>Technology - integrated A-V projection and sound system. Hearing assist system is in place.</p> <p>The Minister has a hands-free, mobile whisper mike.</p> <p>Sermons should relate to current events and be about 15-20 minutes long. Academic, theoretical, historical components are welcomed. We have drama occasionally at Easter and Christmas including Sunday School Christmas Concerts.</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

St. Paul's United - Tillsonburg

269

125

(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 2-4 Children (5-12) 6-10 Teens (13-19) 3-5

Young adults (20-30) 3-6 Adults - (35-50) 3-10 Adults- (51+) 240+

Young retirees (51-64) 10-15 Older Retirees (65-70) 20-30 Seniors (over 70) 185+

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):
Retired

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? 16

How many are typically present at a meeting of your Governing Body? 12-13

Our Church Building(s): (include information for each building if more than one)

We don't have a church building. (if you check this one, please comment briefly on where you worship and what other spaces you use for your ministry.)

Is your church fully wheelchair accessible? Yes Tell us how:

No

Is it partly accessible? Yes Tell us how:

Access to sanctuary and all public rooms available by ramp, and elevator. Within the sanctuary choir stalls are not readily accessible although provisions could be made to ramp if required. In the basement the only non-accessible areas are two storage rooms and the furnace room. Further, we do not have automatic door openers for internal doors, nor do we have sufficient turning room within some washrooms for an unaccompanied person in a wheelchair to easily navigate.

No

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

- Automatic Door Opener at ramped entrance
- Assistive Hearing devices provided in the sanctuary
- Large Print Bulletins
- On-Screen Projection within the sanctuary
- Wheelchairs available for those who need them
- Designated handicap parking

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

No

Sanctuary holds 450 people

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

- Pews (main level)
- Pews (Balconies)
- Choir Loft
- Chairs (added as required)

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

Used for funerals, weddings, various concerts and recitals.

Are there meeting rooms? Yes No

What are they used for?

- Committee meetings
- Sunday School
- Post-Service Hospitality
- Banquets
- Scouts
- Guides
- Rentals
 - Yoga
 - Tai Chi
 - Showers and Celebrations
 - Polling Station
- Community Outreach Services
 - Community Kitchen
 - Oxford Public Health
 - School Board Screening (Pre-Kindergarten)
 - Mother Goose (Mother and Child Socializing)
 - PA Days Child Care
 - Heart and Stroke Association luncheon
 - Cancer Society public education meetings

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? 4

Are they also multipurpose use? One is – Youth Lounge also used during UCW bazaar

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

Brief descriptions:

- Banquet Hall
- 2 Kitchens
- Archives room
- Library
- Quiet room (with sound system)

Where is the office located for the minister? Main floor in Administrative area

Is it shared? No

Describe it: Approximately 400 square feet, with closet, desk, bookcases and conversation/informal meeting area.

What computers/telephones are provided at the church?

3 desktop computers +1 laptop for A-V

Phones on all desks, plus in main kitchen and in both upstairs and downstairs hallways. Intercom system connected through all phones.

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?

<http://www.stpaulsunitedchurch.info/> Maintained by Administrative Assistant

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)

- Rentals
 - Yoga Weekly
 - Tai Chi Weekly
 - Showers and Celebrations Occasional
 - Polling Station Occasional

Administrative Support:

What administrative support is provided?

[Administrative Assistant](#)

How many hours per week? [29](#) Is this paid or volunteer?

[Bulletin preparation \(folding and inserts\)](#)

How many hours per week? [3](#) Is this paid or volunteer?

Ministry and Personnel Committee:

How many members? [5](#)

How often does the committee meet? [6 times per year + as required](#)

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

Yes No

PART C: ABOUT OUR FINANCES

Attach the previous two years financial information, including:

- ✓ Balance Sheets (assets and liabilities)
 - [2014 Attachment A](#)
 - [2015 Attachment B](#)
- ✓ Revenues and Expenditures

[2014 Attachment C](#)

[2015 Attachment D](#)

✓ Charity Tax Returns (T3010)

[2014 Attachment E](#)

[2015 Attachment F](#)

✓ Also include the current year's budget.

[Attachment G](#)

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: [Attachment H](#))

Congregational givings [83.5%](#) Congregational Fundraising Activities [2.6%](#)

Rental of building/services [8.8%](#) Bequests/Reserves/Investments [2.5%](#)

Other (please briefly describe): [2.6%](#)

[Main items are UCW contribution to M&S \\$5000 \(1.8%\)](#)

[and income for CD Committee's PA Day Camps \\$1685 \(0.6%\)](#)

[Balance is recovery of expenses for publications and envelopes.](#)

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 2015	One year ago 2014	Two years ago 2013	Three years ago 2012	Four years ago 2011
Average weekly attendance Sunday	20	125	115	125	150	150
Identifiable givers (local)	18	190	198	221	216	228
\$ expended for pastoral charge operations	40	\$269,228	\$249,440	\$249,852	\$225,554	\$226,456
# households under pastoral care	5	210	210	280	216	321

PART D: ABOUT OUR COMMUNITY

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

Tillsonburg is a small town with many of the attributes of a larger city. We have a progressive local hospital, excellent public sports and recreation facilities, a downtown that continues to thrive, and free parking throughout the town. The town supports an extensive network of small villages and farm communities in the area and has developed light manufacturing and distribution facilities that cater principally to the automotive and renewable energy industries.

Over the last 25-30 years two major “adult lifestyle” communities catering to seniors have been developed (over 800 homes) as well as a new seniors assisted living complex that has been built and enlarged within the last 10 years. As a result of these developments the town has had an influx of a large number of talented, capable and successful people who, in turn, have used their talents to enhance many of the activities and community groups which flourish in the town. Tillsonburg is host to chapters of all the major service clubs.

Most of all, we love the “small town feel” where it is easy to get to know your neighbours and those that you do business with.

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

Because Tillsonburg is a very popular retirement community there is an approximate 1 in 4 ratio of citizens 55 years and older. As the population ages this ratio will increase and demands on local services will be driven by their needs and not the needs of a younger community.

An economic and political challenge that faces the community is that it relies on various levels of governments’ continued commitment to the auto industry and renewable energy. Siemens Canada

presently operates a large wind turbine blade assembly plant in town and a number of other industries provide parts and services for the automotive industry.

A number of residents commute to other centres such as London, Woodstock, Ingersoll and St. Thomas for work.

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

<http://www.tillsonburg.ca/en/index.aspx>

<http://tillsonburgbia.com/>

Other faith communities represented in our community/region are:

- Anglican
- Baptist
- Christian and Missionary Alliance
- Christian Reformed Church
- Evangelical
- Free Methodist
- Jehovah's Witnesses
- Latter Day Saints
- Lutheran
- Mennonite
- Non-Denominational Bible Chapel
- Old Order Mennonite (Amish)
- Reformed Presbyterian
- Roman Catholic
- Pentecostal
- Presbyterian
- Salvation Army
- Seventh Day Adventists

We have close ties with the following faith communities:

- St. John's Anglican
- Avondale United
- Salvation Army