

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
Helen Kadev thekadevs@svmpatico.ca 519-228-6484
 - ADP Payroll number ADP 91ZG
- 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 Thames Road-Elmville Pastoral Charge Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on February 11, 2018 and recommends a vacancy for ministry personnel effective April 2, 2018 :

Mar 4/18
Month/Day/Year


Signature: Governing Body Designate

Larry Lynn
Printed Name:

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

The Thames Road-Elmville Pastoral Charge 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 Huron-Perth Presbytery declare a vacancy for Ministry personnel to be effective April 2, 2018 (date).

March 04/18
Month/Day/Year

Larry Lynn
Signature: Chair of Meeting

Larry Lynn
Printed Name (same)

Mar. 4/18
Month/Day/Year

Sharon Lynn
Signature: Recording Secretary

Sharon Lynn
Printed Name (same)

We name the following as our Interview Team to represent us:

Int
ca:

*more than 7): This committee is inactive until first meeting
and Pastoi*

- _____
- _____
- _____
- _____
- _____
- _____
- _____

PART D: Presbytery Confirmation and Action:

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

Declares a ^{1/2}vacancy for Thames Rd-Elmville effective March 24/18 (date).

03/24/2018
Month/Day/Year

Margaret Baker
Signature: Presbytery Secretary

Margaret Baker
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: Thames Road-Elimville Pastoral Charge

Address of Local Ministry Unit: 71209 Elimville Line, PO Box 3, Exeter, ON N0M 1S6

Brief Description of Local Ministry (three sentences): We are a small, rural congregation near Exeter in Huron County that serves a mixed community of rural and small town residents. We are a faith based church family that enjoys worshiping, working and joining in fellowship together. We strive to be a caring community of Christ.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
3	Discipleship	Our goal is to build discipleship through worship, Christian Education for all ages and social, community building events through the year. We do things as a church that are spirit-building for families: Christmas concert, Hallowe’ en party, suppers, skating/bowling parties, coffee hour, socializing after church. We are honest, helpful and supportive of each other and the wider community. We have an active Sunday School that meets during worship.
5	Justice and Outreach	Our goal is to support outreach programs in our area. The local food bank, Christmas bureau and Food Grains Bank. We always meet our M&S objectives. We participate in scheduled worship services and teas at the local retirement/nursing home. Our UCW meets regularly and provides financial support to 15-20 charitable

		organizations locally, nationally and globally and also provides funeral lunches for families in our community of faith.
4	Leadership	Our goal is to have a leader who will facilitate and motivate leadership within our congregation and journey with people of all ages. We strive to be supportive of our minister in the practice of effective self-care and accountability.
7	Ministry Partnerships	We have supportive relationships with our two church camps. Menesetung and Bimini. We participate in the South Huron Food Grains Growing Project and the World Day of Prayer Service.
2	Pastoral Care	Our goal is to support our congregation in times of distress: illness, hospital, nursing home/shut-in visitation, grief care. Our UCW takes an active role in visiting and sending cards of encouragement. We believe in the need for lay training for visiting.
6	Stewardship	Our goal is to encourage a good relationship through communication: newsletters, monthly financial statements and council reports. We have many volunteers willing to share talents/expertise within our congregation. We support the United Church emergency appeals. We are the stewards of a 5 acre community park and the active cemetery and grounds at the former Elimville United Church site.
1	Worship	We offer worship that is traditional in style but welcome contemporary alternatives. We offer lay participation in scripture readings and on occasion, drama with an emphasis on engaging our youth in worship services. We strive for worship that is biblical and made relevant to the time in which we live. A dedicated choir enriches our services. The order of service and our hymns are displayed through power point and a sound system. Hearing assisted devices are available to those you need them. We hold outdoor services at our community park and a remembrance service at the former Elimville United Church property.

MINISTRY PERSONNEL POSITION DESCRIPTION
THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
LONDON CONFERENCE

Ministry Position Description (LC PD)

Position Title: Ministry Personnel, including students

Position Profile: Full-time Part-time If Part-time, hours/week: 20 hours/week
 Solo Team ministry If Team, # of other Ministry Personnel: ___

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

To do all forms of local ministry: Worship and preaching, pastoral care, visiting, and working with the congregation to enhance those ministries and enrich the sense of community that is needed by all.

Autonomy in Decision-Making:

Can work as a team with other staff and committees of council/congregation.

Principal Areas of Responsibility and Associated Duties:

Sunday worship, visitation with shut-ins, participation in programs as developed. Pastoral encounter with people in need. Participation in Presbytery/Conference as required.

Discipleship: Works with the choir leader for hymns in worship. Works with Worship committee for themes/events. Works with Christian Education committee on themes, events, special programs.

Justice and Outreach: Works with the Outreach committee on plans and goals throughout the year.

Leadership: Journeys with people of the congregation in ways that support and facilitate effective lay leadership/participation within the community.

Ministry Partnerships: Participation in local ministerial.

Pastoral/Spiritual Care: Visits the sick/shut-ins/crisis events. Creates and/or facilitates bible studies/group events that develop a sense of spirit within the community.

Personal Spirituality and Self Care: Participates in the events of the church that helps build spirit and a sense of community. Will strive to practice good self care in conjunction with M & P committee.

Stewardship: Will support stewardship through contributions to newsletter and encouraging talents and gifts of congregation members.

Worship: Will develop effective worship service in consultation with the Worship committee and a other lay leaders. Will be open to and supportive of a variety of styles in worship.

Required Knowledge, Skills and Abilities: Approval of London Conference. Police check required. Theologically trained (or in training). Car needed for transportation, an approachable person able to work with people of all ages. A consensus builder.

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

Thames Road-Elmville _____ 222 _____ 35 _____
(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 _____ 10 _____ Children (5-12) _____ 15 _____ Teens (13-19) _____ 0 _____

Young adults (20-30) _____ 20 _____ Adults - (35-50) _____ 76 _____ Adults- (51+) _____ 139 _____

Young retirees (51-64) _____ 66 _____ Older Retirees (65-70) _____ 30 _____ Seniors (over 70) _____ 43 _____

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):
trades, professional services, local government

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? 20

How many are typically present at a meeting of your Governing Body? 14

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.)

Our church building was built in 1881. Gothic architecture, brick faces, accessible lower level, well kept and lovingly maintained.

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

No

Is it partly accessible? Yes Tell us how: Lower level is accessible through the back door.

No

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

Assistive hearing devices, bulletin and hymns are projected on power point. Bulletins are in large print.

Yes Tell us how: We are currently exploring the installation of a vertical lift to the sanctuary.

No

Sanctuary holds 225 people

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

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

Weddings, congregational meetings, Christmas concerts, memorial services

Are there meeting rooms? Yes No

What are they used for?

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? The lower level is one large room and is used for Sunday School, UCW, church suppers, funeral luncheons, council/committee meetings, community bridal showers.

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

Brief descriptions:

Where is the office located for the minister? Is it shared? The office is located in the lower level of the church.

Describe it: Partitioned walls in the multipurpose room. Private.

What computers/telephones are provided at the church?

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 site is maintained by a member of the congregation.

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)

Family gatherings, birthdays, Christmas, open houses

Administrative Support:

What administrative support is provided? Bulletin preparation and photocopying

How many hours per week? 2 Is this paid or volunteer?

Ministry and Personnel Committee:

How many members? 3

How often does the committee meet? monthly

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 _____69%_____	Congregational Fundraising Activities _____17%_____
Rental of building/services _____1%_____	Bequests/Reserves/Investments _____13%_____

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. Examined by Church appointees.

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	20	20	20	24	25
Identifiable givers (local)	18	123	87	130	166	147
\$ expended for pastoral charge operations	40	\$49,977	\$33,349	\$35,159	\$66,213	\$73,739
# households under pastoral care	5	150	136	122	142	169

PART D: ABOUT OUR COMMUNITY

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

We are located in a rural area next to the Town of Exeter for health care/hospital/schools/recreation/restaurants. The people are friendly and there is good shopping in Exeter. The driving distance to major health care/education in London and Stratford is about 30 minutes away. There is live theatre in Grand Bend, London, Stratford and Blyth and the distance to travel is between 30 – 45 minutes. There is an 8km scenic walking trail that loops between Exeter and Morrison Dam and we are a short drive to Grand Bend on the shore of Lake Huron.

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

The challenges we face are an aging population, rural area declining population and lacking development in industry.

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

www.thamesroadelimville.com

www.southhuron.ca

<http://thamesroadelimvillecommunitypark.weebly.com>

Other faith communities represented in our community/region are:

Caven Presbyterian; Immanuel Baptist; Trivitt Memorial Anglican; Bible Fellowship; Precious Blood Roman Catholic; Exeter Christian Reformed; Exeter United; Centralia United; Crediton United; Kirkton United; Zion West United; Hensall United; Thamesview United; Centralia Faith Tabernacle; Exeter Pentecostal Tabernacle and The Kingdom Hall of Jehovah's Witness.

We have close ties with the following faith communities:

World Day of Prayer shared with Presbyterian/Roman Catholic/Christian Reformed/Pentecostal/

**THAMES ROAD-ELIMVILLE PASTORAL CHARGE
PROPOSED 2018 BUDGET**

	Jan - Dec 18
Ordinary Income/Expense	
Income	
DONATIONS	6,000.00
ENVELOPE GIVINGS	
Cemetary Fund	0.00
ENVELOPE GIVINGS - Other	35,000.00
Total ENVELOPE GIVINGS	35,000.00
FUNDRAISING	
CHEESE SALES	785.00
MEAT PIES	2,500.00
STRAWBERRY & HAM SUPPER	6,100.00
Total FUNDRAISING	9,385.00
INTEREST INCOME	90.00
LOOSE COLLECTIONS	300.00
REC'D FROM TRUSTEES/INVEST.	2,500.00
USE OF CHURCH	155.00
Total Income	53,430.00
Expense	
ADP Service Charge	150.00
CONTRACT FEES	
CLEANING	2,062.50
GRASS CUTTING	450.00
SECRETARY	1,066.00
SNOWBLOWING	500.00
TECHNICAL SUPPORT	2,132.00
TREASURER	1,680.00
UNLOCKING DOORS/TENDING FURNACE	200.00
Total CONTRACT FEES	8,090.50
COPYRIGHT LICENCING	525.00
FUNDRAISING EXPENSES	
MEAT PIES	2,040.50
OTHER FUNDRAISING EXPENSES	813.50
STRAWBERRY & HAM SUPPER	2,312.95
Total FUNDRAISING EXPENSES	5,166.95
FURNACE FUEL	1,718.10
HYDRO	2,500.00
INSURANCE	1,400.00

	<u>Jan - Dec 18</u>
MINISTER EXPENSE	
BOOK ALLOWANCE & CONT. ED.	0.00
MILEAGE	4,800.00
MINISTER SALARY	24,000.00
OUR SHARE REC. GENERAL	1,800.00
PASTORAL CARE	836.00
TELEPHONE & INTERNET	720.00
UNITED CHURCH PENSION/OURSHARE	4,200.00
Total MINISTER EXPENSE	<u>36,356.00</u>
OFFICE EXPENSES	
INTERNET	638.16
OFFICE EXPENSES - Other	1,608.00
Total OFFICE EXPENSES	<u>2,246.16</u>
OUTREACH COMMITTEE	200.00
PRESBYTERY FEES	2,229.00
PROPERTY	
BOTTLED WATER	100.00
CLEANING SUPPLIES	200.00
MAJOR REPAIRS	5,000.00
MINOR REPAIRS & MAINTENANCE	2,000.00
PROPERTY - Other	1,500.00
Total PROPERTY	<u>8,800.00</u>
SERVICE CHARGE	180.00
SUBSCRIPTIONS	219.16
TELEPHONE	1,938.36
WORSHIP	
CHOIR	300.00
GUEST SPEAKERS & MUSIC	1,045.00
IN MEMORY OF	80.00
WORSHIP - Other	500.00
Total WORSHIP	<u>1,925.00</u>
Total Expense	<u>73,644.23</u>
Net Ordinary Income	-20,214.23
Other Income/Expense	
Other Income	
AMT. NEEDED TO BALANCE BUDGET	20,214.23
Total Other Income	<u>20,214.23</u>
Net Other Income	<u>20,214.23</u>
Net Income	<u>0.00</u>

THAMES ROAD-ELIMVILLE UNITED CHURCH

Balance Sheet

11/02/18

As of 31 December 2017

Accrual Basis

	31 Dec 17
ASSETS	
Current Assets	
Chequing/Savings	
CREDIT UNION GENERAL ACCT	69,898.85
PROFIT SHARES	123.00
Total Chequing/Savings	70,021.85
Other Current Assets	
PROFIT SHARE DEPOSIT	-123.00
Total Other Current Assets	-123.00
Total Current Assets	69,898.85
TOTAL ASSETS	69,898.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
HST PAYABLE (F)	-195.45
HST PAYABLE (P)	-512.87
IN TRUST FOR BALL PARK	
GATEWAY SIGN	2,885.00
IN TRUST FOR BALL PARK - Other	6,064.72
Total IN TRUST FOR BALL PARK	8,949.72
IN TRUST FOR SUNDAY SCHOOL	2,410.12
Total Other Current Liabilities	10,651.52
Total Current Liabilities	10,651.52
Total Liabilities	10,651.52
Equity	
OPENING BALANCE EQUITY	-4,683.88
RETAINED EARNINGS	66,960.10
Net Income	-3,028.89
Total Equity	59,247.33
TOTAL LIABILITIES & EQUITY	69,898.85

THAMES ROAD - ELIMVILLE PASTORAL CHARGE
for the year ended December 31, 2017

INCOME

Opening balance general	68,610.14
Opening Ball Park Held in Trust	(5,501.83)
Opening Gateway Sign Held in Trust	-
Opening Sunday School Held in Trust	\$ (2,124.25)
Envelope givings	35,171.00
- cemetery fund	122.80
Loose collections	459.25
Donations	9,255.00
Harmonized Sales Tax Rebate	2,348.81
Interest Income	80.63
Photo-copies	1.10
Rec'd from Trustees (investment interest)	2,500.00
Use of Church	360.00
Fundraising	807.15
	<i>cheese</i>
	<i>meat pies</i> 2,540.00
	<i>strawberry supper</i> 5,464.75
Received for Camp Bimini	139.00
Received for Camp Menesetung	139.00
Received for Subscriptions	225.00

Total Income General **\$ 120,597.55**

EXPENSES

Contract Fees	Cleaning	2,255.00
	Grass cutting	450.00
	Secretary	1,066.00
	Snowblowing	500.00
	Technical Support	2,865.00
	Treasurer	1,600.00
	Tending furnace	200.00
Copyright Licensing		388.19
Insurance		1,336.00
Furnace fuel		2,729.30
GST/HST expense		1,764.97
Hydro		2,253.84
Property	Cleaning Supplies	175.19
	Major Repairs	3,852.46
	Minor Repairs & maintenance	277.37
	Church shed, ball park taxes	730.52
	Elevator architect fees	1035.77
Donation to Camp Bimini		139.00
Donation to Camp Menesetung		139.00
Fundraising expenses:	Cheese sales	580.87
	Meat pies	2,095.50
	Strawberry supper	2,574.95
Internet		567.45
Office Expenses		1,236.59
Minister Expenses:	Mileage	4,066.09
	Salary	21,189.00
	Receiver General	32.52
	Our Share Pension	141.28
ADP Service Charges		50.97
Service Charges		177.31
Presbytery fees		2,353.00
Telephone		1,793.37
Transfer to Elimville Cemetery		122.80
Worship Committee:		518.64
	Choir	122.61
	Guest Speakers/Music	432.00
	In Memory of: Ron Fletcher, Edward Skinner, Margaret Miners, Rhoda Rohde, Scott Hodgert & Jack Borland	120.00

Outreach Committee 96.02
Subscriptions 229.96
Total Expenses General **62,058.54**

Closing Bank Bal. General 69,898.85

Opening Ball Park Held in Trust	(5,501.83)
Current Year Donation	(562.89)
Closing Ball Park Held in Trust	(6,064.72)
Opening Gateway Sign	-
Current Year Donation	(2,885.00)
Closing Gateway Sign	(2,885.00)
Opening Sunday School Held/Trust	(2,124.25)
Current Year Donations	(285.87)
Closing Sunday School Held in Trust	(2,410.12)

Total **\$ 120,597.55**

Total **\$ 120,597.55**