

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



Ministry Position Description (LC 405 PD)

ROUTING:	Please keep a copy for your records prior to sending on. *
<input type="checkbox"/>	Governing Body (or appointed working group) complete the form using the "Guidelines for Developing Ministry Personnel Position Descriptions for Local Ministry Units".
<input type="checkbox"/>	Congregation approves the position description and forwards with the "Request to Declare a Vacancy by a Local Ministry Unit – LC 425 V " form to the Presbytery
<input type="checkbox"/>	Following action by the Presbytery, Presbytery office forwards to London Conference office with the "Request to Declare a Vacancy by a Local Ministry Unit – LC 425 V " form.

Position Title: Minister or Pastor

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)

Our Minister will have a strong background in biblical scholarship but be able to relate that knowledge to today's society. This person will possess leadership skills, an enthusiastic and positive attitude and be able to reach out to all generations. This person will be energetic, compassionate, have a good sense of humour and be dedicated to support church outreach and growth. This person will appreciate and enjoy working collaboratively with a secretary, organist and many volunteers within the church family.

Accountable to: (who does this person 'report to' for fulfilling their duties?)

To Whom	For What Purpose/Tasks	Name/Contact
Local Ministry Unit through the M&P Committee	For the local support and accountability related to this position description	Helen Bennett Rob Watt
Presbytery	For support and collegiality.	Barbara Robbins
Conference	For oversight and discipline.	Tanya Cameron

Autonomy in Decision-Making: No collaboration required regarding funerals, reflections, prayers, appointments requiring ministerial support. Consultation requested/required regarding structure of worship service. Minister brings recommendation to Board for approval for baptisms, confirmation and new members. Collaboration is expected between minister and employees/volunteers ie. organist, secretary, Board

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act (2000,c.5)*. **** THIS FORM IS NOT VALID IF ALTERED. ****

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

- serves as resource to Sunday School offering support regarding curriculum, programs, special event scheduling – as needed

Justice and Outreach:

- supports congregation in Justice and Outreach endeavors
- involvement is based on individual talents, interest and skills to revitalize church membership
- funeral services performed for adherents/non-members are regarded as outreach - as needed
- preside at worship services as part of community outreach which may include nursing/retirement home services, cemetery decoration day services, special seasonal or memorial services at nursing/retirement homes as well as community based gatherings- if needed
- minister is encouraged to attend community events as schedule allows

Leadership:

- brings information to Board from Presbytery/Conference – as required
- attends conferences and workshops relevant to our church – as required
- provides strong charismatic leadership and provides direction to others - on-going
- highly personable approach to leadership, eg. builds relationship and consensus, delegates and shares leadership appropriately
- administrative leadership - submits to secretary and Board chair items to be included on the agenda of the Board meetings - monthly.
- attends all Board meetings and delivers Minister's Report- monthly
- prepares minister's report for submission and publication in the Annual Report - yearly
- in conjunction with Treasurer, Sunday School Superintendent and group leaders, complete and submit report of pastoral charge for UCC Statistics and Yearbook - yearly

Ministry Partnerships:

- establishes collegial partnerships with other UC ministers and other denominations

Pastoral/Spiritual Care:

- provides emotional support and spiritual care through visitation, sharing of communion with shut-ins, phone calls to members and other adherents seeking support – as needed

- assess, review and contact Pastoral Care Committee members regarding the needs of the shut ins, nursing/retirement home residents and those who were once active in the life of the church through visitation, phone calls, e-mails, visits etc. - as needed

Personal Spirituality and Self Care:

- participates in fellowship within congregation to meet personal needs and needs of members
- organizes personal time to allow for self-care through reflection, exercise, etc
- attends meetings with Ministry and Personnel Committee to discuss vacation, continuing education, concerns of minister
- Minister to report any conflicts relating to the church immediately to an M&P member only
- must attend at least one meeting for annual review or as necessary

Stewardship:

- provides/receives feedback to/from Stewards and treasurer regarding financial health of church
- encourages new membership through outreach in the community
- assists in completion of the statistical report - yearly

Worship:

- works with revised Common Lectionary, the Sunday School curriculum and the repertoire of hymns and worship music available and prepares services - weekly
- conducts worship service - weekly
- Weddings - all weddings must be approved by the Session of the Board for planning purposes and for reserving the church if necessary. Will meet with couples preparing for marriage to discuss the wedding policy of the church, marriage preparation and wedding service plans. Consults with organist if special music is requested and in accordance with the wedding policy. Prepares wedding liturgy in full consultation with the couple. Ensures that secretary has information to prepare church register and documents - as required
- Funerals - when contacted by a family member or funeral director, arranges a meeting time to prepare the funeral celebration at the family's request. If the funeral is to be held within the church, expenses are paid through the funeral director and appropriate arrangement are made through Board personnel. If worship bulletins are requested, the minister is to work with the secretary in their preparation and these are expensed through the funeral director - as required
- Baptisms - visit family and provide instruction regarding the Sacrament of Baptism. Bring recommendations for Baptism to the Session for approval. Consult with organist if special music is requested. - as required

Required Knowledge, Skills and Abilities:

- ability to relate the Bible to today's society
- ability to reach out to all generations
- passionate about collaborative leadership
- dedicated to supporting church growth by reaching out to the community

Other "Preferred" Assets:

- compassion
- sense of humour
- positive attitude

When using as a review tool by the Local Ministry Unit:

Date Reviewed: _____ **M&P Representative:** _____
Date Reviewed: _____ **Ministry Personnel:** _____

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**Local Ministry Unit – Telling Our Story: Steps to Declare a Vacancy
Ministry and Mission Profile (LC 405)**

PURPOSE: To enable a Local Ministry Unit to honestly and boldly “tell its story” to prospective Ministry Personnel. Use this form with the Guidelines for the “Ministry and Mission Profile” which you will find in the Handbook “Steps to Declare a Vacancy”. This includes Interim Ministry and short-term supply situations.

Who Uses it: Governing Body in consultation with congregation, the Interview Team

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

Name of Local Ministry Unit: Darrel S. Moffat Memorial United Church

Address of Local Ministry Unit: 27 Canal St. E. Box 580, Tilbury On, N0P2L0

Brief Description of Local Ministry (three sentences): Tilbury-Quinn Pastoral Charge (Darrel S. Moffat Memorial United Church) is a welcoming church with many active members. We are located in a small vibrant community in west Chatham Kent, Ontario. Our membership draws from the town of Tilbury and surrounding rural areas.

Please indicate your interest in our Local Ministry by providing your Skills, Gifts and Passions Profile, a resume and a cover letter to the London Conference Personnel Minister.

Closing Date: OR, There is no closing date.

Priority (#1 to 8)	Category Title	This is who we are as a Local Ministry Unit:
4	Discipleship	<p><input checked="" type="checkbox"/> We have a specific goal related to discipleship as follows:</p> <p>God asks us to do discipleship. We model discipleship and teaching Christians the precepts of the Bible - mainly prayer, Christian living, and worship. Some people are comfortable with sharing their beliefs, others are more comfortable having a personal, private relationship with God.</p> <p>We model discipleship through our Sunday School, Confirmation classes and Bible Study, as well as our Worship Services.</p> <p>Through Sunday School our children are able to build a faith base of understanding that there is a God who was the Creator. Jesus taught the parables to the children teaching how to live a life to access the Kingdom of Heaven, how to choose right from wrong. Parents are encouraged to support their children in the development of Christian values. The minister will conduct a children's' story time in church that parallels the lessons of the service, and also provides resources to the Sunday School teachers. The teachers are lay members of the congregation.</p>

		<p>Confirmation classes facilitate the affirmation of personal choice in the following of Christian beliefs. These classes are led by the minister, as the population dictates.</p> <p>Bible Study provides an opportunity for Fellowship and through sharing to study the books of the Bible. The minister may provide leadership or assist the lay leader. If the minister is unavailable to attend, a lay leader will conduct the Bible Study.</p> <p>All of these activities are extremely effective, which is witnessed by the return of the members weekly.</p> <p>A minimal amount of the budget is allocated for these activities, and money is provided as needed.</p> <p><input type="checkbox"/> We do not have a specific goal related to discipleship.</p>
<p>5</p>	<p>Justice and Outreach</p>	<p><input checked="" type="checkbox"/> We have a specific goal related to Justice and Outreach as follows: The church is available for those in need in our community, whether they are members or not. The church also supports the food bank at the Tilbury Information and Help Centre. Our church supports families as needed, provides non-perishable items to the Goodfellows for distribution and provides a venue for community groups to hold luncheons and prepare food for those that are in need.</p> <p>The unique needs in our community include unemployment, underemployment and the residents not necessarily supporting the small local businesses.</p> <p>We support the Mission and Service Fund. Our Sunday School supports World Mission through the M&S Fund.</p> <p>Much of our knowledge regarding justice issues would be gleaned from personal reading, and specifically the Observer.</p> <p>A goal for M&S is set yearly at the Annual Congregational Meeting, and we have always been able to meet or exceed that goal.</p> <p><input type="checkbox"/> We do not have a specific goal related to Justice and Outreach care.</p>
<p>6</p>	<p>Leadership</p>	<p><input checked="" type="checkbox"/> We have a specific goal related to Leadership as follows: We would require a minister who is able to relate the Bible to today's societal and economic climate. We need a strong consensus-builder who takes time to include everyone in decision-making and enables others to participate.</p> <p>The responsibility for leadership falls upon the minister and the members of the Board. We are fortunate to have many people who are willing to share their gifts.</p>

		<p>The church supports leadership development for the minister through educational leave, conferences and workshops and a book allowance. Lay leaders are also encouraged to attend workshops ie. Sunday School Teacher training, M&P workshops etc.</p> <p>The barriers we face would be time - if members are interested in attending workshops they may conflict with other scheduled activities. With a small congregation, repeated demands are often placed on the same people. We are blessed that people often do step up to the plate!</p> <p>There is no conflict within our church. If this were to occur, we would look to the wider church for guidance</p> <p>There is no budget provided for leadership, but if a cost is incurred for a workshop it would be covered.</p> <p>We support our lay leaders through appreciation that is shown following every event that they have organized ie by applause when people are acknowledged in church for a specific task that they have undertaken. We also keep these people in our prayers and ask for God's blessing on them.</p> <p><input type="checkbox"/> We do not have a specific goal related to Leadership.</p>
	<p>Category Title</p>	<p>This is who we are as a Local Ministry Unit: <i>(continued)</i></p>
<p>7</p>	<p>Ministry Partnerships</p>	<p><input checked="" type="checkbox"/> We have a specific goal related to Ministry Partnerships as follows:</p> <p>In the church, leadership by lay people is exercised through the Board.</p> <p>Within the community, we have a Ministerial Association that meets regularly. We encourage our minister to attend these meetings. This provides a support network. In addition, it allows for planning for celebrations and events that will not conflict with what is occurring in the other churches. Ministers have served as the Chaplain for the Legion, Chaplain for the Police Service etc. This is always a voluntary activity, based on their interests.</p> <p><input type="checkbox"/> We do not have a specific goal related to Ministry Partnerships.</p>

2	Pastoral Care/ Spiritual Care	<p><input checked="" type="checkbox"/> We have a specific goal related to pastoral/spiritual care as follows:</p> <p>Pastoral or spiritual care offers a friendship that is <i>intentionally seeking to "walk with you along your path"</i>. Its focus is on emotional support and spiritual care. This includes visitations, sharing of communion with shut-ins, cards, and phone calls to members who are grieving or ill.</p> <p>We have a Pastoral Care team which visits shut-ins and residents of retirement and nursing homes.</p> <p>There is no budget allocated for this work, but the congregation makes voluntary donations to assist the Pastoral Care Team in the purchase of cards and stamps.</p> <p>This is important work within our congregations as we have many senior members.</p> <p><input type="checkbox"/> We do not have a specific goal related to pastoral/spiritual care.</p>
3	Stewardship	<p><input checked="" type="checkbox"/> We have a specific goal related to stewardship as follows:</p> <p>Stewardship includes property, finances and investments, human gifts, information technology and administrative functions.</p> <p>Our financial situation is reviewed at each monthly Board meeting, following a review by the Stewards. Questions are asked of the treasurer and answered.</p> <p>Our financial situation could be best described as not always meeting our monthly expenses but we keep working at it and are optimistic. Our reserves were significantly reduced when we had an Intentional Interim Minister for 3 years and were paying top salary + 10% as required by General Council. With an aging congregation, we have lost members. We have had new members join in the past year, so we are hopeful that we will see an increase in offerings.</p> <p>We are very fortunate to have a very active membership and people always step forward to do what is needed. We do face the reality of an aging population and the socio-economic climate of our area. There are no areas of conflict.</p> <p>Contributions are voluntary, as are the gifts of time. When structural maintenance is required and help is requested, volunteers appear.</p>

		<p>Letters are sent out to all members and adherents when we have a "Giving Appeal". Stewardship is supported by the Board, Stewards and Trustees.</p> <p>The minister will assist in the completion of the statistical reports for the Yearbook. Administrative support offered to the minister includes, information technology, financial software, ADP liaison and payroll, UCC statistics and human resources (secretary and treasurer).</p> <p><input type="checkbox"/> We do not have a specific goal related to stewardship.</p>
<p>1</p>	<p>Worship</p>	<p><input checked="" type="checkbox"/> We have a specific goal related to Worship as follows:</p> <p>We have one service weekly which is a traditional order of service with hymns, prayers led by one person, approximately 20 minutes of Reflection, Scripture readings by members and Ministry of Music by the choir. The Call to Worship, prayers, reflection and benediction are led by the minister. Lay members may read the scripture, make the announcements, greet at the door, collect offerings and light the candles.</p> <p>Music is accompanied by an organ or Clavinova. Hymns are selected from Voices United and More Voices. The choir (under the direction of the organist) may offer both traditional and contemporary music.</p> <p>During sermon time, the most frequent delivery is by the minister. At times we will have a dialogue based on a text or drama. The minister will lead us in prayer which will include the following: minister, silent prayer, prayer requests. The Good News Bible is in the pews. The most meaningful sermons are Lectionary based with a connection to today's world.</p> <p>We encourage our minister to grow in worship leadership through prayer, study leaves, attending conferences etc.</p> <p>Our congregation is comfortable with some experimenting with worship. We have tried new ways of serving communion. We have held services in our downstairs hall - this resulted in more people staying for Fellowship time since they could smell the coffee brewing during the service!</p> <p>We have a video/audio feed to the downstairs accessible parlour.</p> <p><input type="checkbox"/> We do not have a specific goal related to Worship.</p>

Approved by the Governing Body or _____ (name of Local Ministry Unit).

Name/Signature of Chair

Date/location

Name/Signature of Secretary

Date/location

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Demographic, Financial and Community Profile (LC 405 DFC)

PURPOSE: To provide information about the Local Ministry Unit to prospective applicants.

**PART A: ABOUT OUR PEOPLE:
(Multi-point Local Ministry Units will complete Part A, B and C for each congregation)**

Number of congregations:	x 1	2	3	NA (e.g. for Outreach Ministries)
Tilbury-Quinn P C	Darrel S Moffat Memorial UC	233	45	
	(Name of Congregation)	(# on roll)	(Avg. Sunday attendance)	

We think of ourselves MAINLY as:

Rural	Remote	<input checked="" type="checkbox"/> Small town	Suburban
Urban	Inner City	Other _____	

Most of us live (check only one):

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

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

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

Our congregation includes (approx. number in each group)

Infants and pre-school	_12_	Children (5-12)	_12_	Teens (13-19)	_12_
Young adults (20-34)	30	Adults - (35-50)	_30_	Adults- (51+)	_30_
Young retirees (51-64)	_25_	Older Retirees (65-70)	_47_	Seniors (over 70)	_35_

Most of us...: (choose one)

<input checked="" type="checkbox"/> Grew up in this area	<input type="checkbox"/> Moved to this area for work
<input type="checkbox"/> Moved here to be close to family or other resources	<input type="checkbox"/> Moved here for other reasons

Many of us work in the following industries or sectors: (check all that apply)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Health or social services | Education | <input checked="" type="checkbox"/> Manufacturing | <input type="checkbox"/> Transportation |
| <input checked="" type="checkbox"/> Agriculture and food production | <input checked="" type="checkbox"/> Tourism/Hospitality | | <input type="checkbox"/> Retail |
| Environment | <input checked="" type="checkbox"/> Mining/Forestry | | <input type="checkbox"/> Information |
| Technology | <input checked="" type="checkbox"/> Other (specify): Retired | | |

Our congregation is like: (choose one that best applies)

A big family where we all know each other;

A medium sized church where we recognize each other but may not know each other well;

A big church with lots of staff, where small groups of people are close to one another based on common interests.

Other description: Small family where we all know each other.

Our heritage as a local ministry unit : (check one that best applies):

Has its roots as a **Methodist**/Congregationalist/Presbyterian/Local Union/Aboriginal congregation prior to Union in 1925;

OR, Began

between 1925 and 1945 Between 1945 and 1965. Between 1965 and 2000; After 2000.

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? 22

How many are typically present at a meeting of your Governing Body? 20

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.)

Sanctuary holds 260 people

Are there meeting rooms? Yes No

What are they used for? Board Meetings, Sunday School, Public Health, U of Guelph Meetings, IODE, AA, Goodfellows, Fundraisers, Bible Study, UCW

Is there a nursery? Yes No

Are the nursery toys/furniture compliant with current safety standards? Yes No

Are there Sunday Schools rooms? Yes No

How many? Are they also multipurpose use? 5 Yes

Are there activity rooms? (ie quilting, gym, library) Yes No

Brief descriptions: Main Hall Parlour Clerical Office Kitchen

Where is the office located for the minister? First floor (ground level)

Describe it: Large office, bright with several windows, bookshelves, desk, internet, phone, area for small group meetings

Is the building used by outside groups as well as ministry activities? Yes No

Brief descriptions (tenants, occasional rentals, frequency of use) IODE – monthly, AA – weekly, Public Health – bimonthly, U of Guelph – 6x /year, Goodfellows – annually, Tim Horton’s – 4x /year, Lambton Kent District School Board – evacuation site

Is there a photocopier in the church? Yes No

Is internet provided at the church? Yes No *if yes* High Speed Dial-up

Is the church accessible? Yes Tell us how: Video feed for all services on the ground level for those not able to climb the stairs. Handicap accessible washrooms on the ground level.

No

Administrative Support:

Is there support for administrative tasks (e.g. bulletin, scheduling, reception)?

Yes No

If yes, how many hours per week? 4 If yes, is this paid or volunteer?

Who takes the service when your minister is away on holidays or study leave? Clerk of Session hires from the Lay Worship Leaders list made available by the Presbytery

Ministry and Personnel Committee:

How many members? 3

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 -all members – Nov 2013 No

PART C: ABOUT OUR FINANCES

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 87% _____ Congregational Fundraising Activities 11% _____
 Rental of building/services 2% _____ Bequests/Reserves/Investments _____0_____

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. x Yes No

Our Financial Accountability:

Our financial statements are reviewed by an external person each year:

x Yes: a formal third-party review.

No. Books are currently being audited.

Our financial statements from the last three years are available upon request.

x Yes No, but available on our website No

Our Statistics from the last five years of submissions to the United Church of Canada show:

	Line # in the Yearbook (DSM)	Current year 2017 (DSM)	One year ago 2016 (PC)	Two years ago 2015 (PC)	Three years ago 2014 (PC)	Four years ago 2013 (PC)
# attending Sunday worship	20	45	44	45	45	85
# of regular givers	18	74	120	123	64	113
\$ expended for pastoral charge operations	40	\$37,653	\$86,667	\$6527	\$107,696	\$131,393
# households under pastoral care	5	89	89	89	233	234

(DSM) = Darrel S Moffat Memorial United Church

(PC) = Pastoral Charge

PART D: ABOUT OUR COMMUNITY

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

*Ministerial Association, *Family Health Team -offering a range of Health Care which services 14,000 people, *Supportive community service clubs, *local recreational facilities, *proximity to National and Provincial Parks, *increase in retail services, *our geographical location –proximity to an international border, *proximity to post secondary education (universities & colleges)

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

Factory closures Movement of young people to urban centres Changing social behaviours

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

www.tilburyontario.com

www.chatham-kent.ca

www.physicianswanted.com

www.tdfht.ca

Other faith communities represented in our community/region are:

Presbyterian, Catholic, Mennonite, Baptist, Calvary Community Christian

We have close ties with the following faith communities:

Presbyterian, Catholic