

Trinity United Church

Ministry Position Description

Position Title: Minister of Worship (Ordained, Diaconal, or Designated Lay Minister)

Position Profile: Full-time
Team ministry with Pastoral Care and Spiritual Growth Coordinator –
(Congregational Designated Ministry - 20 hours)

Position Summary:

The primary role of our Minister will be to lead and enable a ministry which promotes growing and sharing our faith through regular worship, pastoral care, mission and outreach, stewardship, and educational ministries of the church.

The Minister of Worship serves a coordinating function of the overall ministry of the Church, while upholding our mission statement. This includes providing a coordinating role with other team members and responsibility for the administrative needs of the church.

Autonomy in Decision-Making:

Trinity has a mission statement, descriptions of the tasks of Committees, and a clear budget defining normal and expected expenditures. Committees and minister and staff members are encouraged to work within these parameters, consulting with Council about new or unexpected expenditures. The minister has some autonomy within the management of the Benevolent Fund.

Our minister has primary responsibility for planning and conducting worship services, sacraments, and prioritizing pastoral care needs. The minister also shares themes and provides direction in worship. Hymn selection will be made by the minister who works in a close and consultative relationship with the Director of Music. Changes in format or special services are planned in consultation with the Worship and Sanctuary Committee.

Principal Areas of Responsibility and Associated Duties:

Worship:

- Primary responsibility for the worship life of the congregation including weekly Sunday services and special services. The use of technology is incorporated into all services.
- Share the direction of the children's time and intergenerational worship with the Pastoral Care and Spiritual Growth Coordinator.
- Work with the Worship and Sanctuary Committee and the Director of Music to plan and co-ordinate a worship schedule which provides opportunities for a variety of styles of worship and music (both traditional and contemporary).
- Work with the Director of Music to promote the co-ordination of music ministry.
- Encourage lay involvement in worship, including adults, youth and children.

Justice and Outreach:

- Work with the Mission and Outreach Committee towards initiatives such as support for the Salvation Army Food Pantry, Christmas Cheer Program, and local high school lunch program.
- Promote the Mission and Service Fund through worship and preaching.

- Support efforts to be an inclusive community through such things as: having an inclusive marriage policy; having an open communion table including children; providing pastoral care services (e.g. marriages, funerals, baptisms) beyond our church community.

Pastoral Care:

- Coordinate the congregation's program of pastoral care with the Pastoral Care and Spiritual Growth Coordinator, including hospital and nursing home visitation and worship services, home visitation, pastoral support and the co-ordination and training of lay visitors.
- Be available to the community-at-large for pastoral care, such as visitation, funerals, weddings, and worship leadership, as time permits.

Growing and Sharing our Faith:

- Offer a variety of activities across all age groups to enable the growth and sharing of our faith; regular thought-provoking Sunday morning worship services, confirmation and adult new member classes, and other program and groups. e.g. Bible study, book club, spirituality groups.

Leadership:

- Take the lead in a collaborative team approach and will support and empower existing staff and lay leaders.
- Keep abreast on current thinking on spirituality as well as enriching Church life and growth.
- Provide direction and leadership to the Church Council and its committees, and to serve as chairperson of the Board of Trustees.
- Assist the congregation and Council to clarify its mission and identify its goals and objectives.
- Provide direction and guide the congregation and staff through times of change.
- Guide us in defining Trinity's place for our Church members and within the Wallaceburg area.

Stewardship:

- Keep abreast of current thinking about Stewardship in today's world
- Work with the Finance and Stewardship Committee in teaching the biblical concept of grateful giving out of our abundant gifts. Encouraging the congregation to share their time, talents, and treasure in their daily lives and as a gift to God through the church.

Ministry Partnerships:

- Work as a part of the Wallaceburg area Ministerial. This ecumenical group shares the leadership of Advent Community Carol sing and Holy Week services as well as partnering for other community needs.

Administration:

- Provide leadership in a staff team system of day to day mutual support, co-operation and planning (including weekly staff meetings with the Pastoral Care and Spiritual Growth Coordinator and regular meetings with the Director of Music).
- Work closely with the Administrative Assistant regarding administrative tasks and future planning.
- Enable the congregation to be officially represented in the community and in the courts and committees of the church, as may be required.
- Primary responsibility for the administrative needs of the Trinity community of faith.

Required Knowledge, Skills and Abilities:

- Certification with the United Church of Canada as an Ordained Minister, Diaconal Minister or Designated Lay Minister
- Valid driver's license and access to vehicle
- Police records check
- Experience working in a team environment
- Experience with use of technology and social media in worship and congregational life.
- An ability to express progressive theology while respecting diversity of positions
- Ability to work with all ages.
- Ability to assist the congregation in re-visioning for the future.
- Appreciation of the music of our faith in all its diversity
- Ability to mentor colleagues.

Other "Preferred" Assets:

- Creative and forward-thinking ability.
- Experience in the understanding and development of the spiritual needs of all age groups.
- Be comfortable in a small-town setting

**Trinity United Church
2018 Ministry Profile &
Financial and Demographic Profile**

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Our Mission

Trinity United Church is a fellowship of believers responding to God's Call as revealed in the life and teaching of Jesus Christ. It is our purpose to be witnesses to our faith, to worship God, and to reach out with love to all people.



Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
1	Worship	<p>Sunday morning worship services bring the Trinity community together to worship God, to grow in our spiritual understanding, and to relate the life and teachings of Jesus to current issues. The Minister's sermons offer thought provoking and engaging liberal ideology while respecting conservative views and inclusivity. Theologically progressive ideas challenge individual spiritual growth. Variety in worship presentations is valued and may include You Tube video clips, skits, re-enactments and intergenerational services. Our congregation is receptive to new and varied forms of worship. Music plays an integral part of the service with the Director of Music involved in service planning. We are gifted with a choir as well as soloists and the Harmony trio. Our worship services are enhanced by Voices United and More Voices music books, a grand piano, electronic organ, modern sound system, and projection technology. Our modern and fully accessible facility with comfortable seating is conducive to a variety of forms of worship and entertainment.</p>
2	Justice and Outreach	<p>In Trinity's Mission Statement we aim to reach out with love to all people. We strive to be an inclusive community through such things as: having an inclusive marriage policy; having an open communion table including children; providing pastoral care services (e.g. marriages, funerals, baptisms) beyond our church community. Our Mission and Outreach Committee is instrumental in encouraging many local outreach activities through our Benevolent Fund and other fundraising activities. Ten months of the year we offer a monthly Community Meal that is open to everyone in the Wallaceburg and Walpole Island First Nations area. We support the Salvation Army through ongoing food donations/hampers, financial support, working at their Christmas Kettle Campaign, Kraft Dinner Train Program, and Snowflake/White Gift Christmas Program. Trinity supports the local school Breakfast Programs and is the sole supporter of the Wallaceburg District Secondary School Lunch Program. We have recently begun opening our building to community groups looking for meeting space as well as for other community-based needs consistent with our church values. Trinity financially supports students participating in organized Mission trips and London Conference's annual Youth Forum. We support Habitat for Humanity, the Legion Poppy Fund, and the Fairfield Museum's growing project for the Canada Food Grains Bank. Most of our</p>

		<p>world outreach is done through the Mission and Service Fund of the United Church. Our annual commitment to this fund is always fulfilled. Minute for Mission messages are often presented during worship. Many people also support the Gift with Vision catalogue through the National office.</p>
3	Pastoral Care	<p>Our ministerial staff takes a lead role in the pastoral care of Trinity's community. Hospital visitation, funerals, baptisms, weddings, and support for congregational members are provided by our ministers to our church community and extended beyond the congregation. The Pastoral Care Committee shares responsibility with our ministerial staff for other pastoral care services such as: visitation in the retirement and nursing homes, temporary meal assistance, visitation to shut ins, and flower deliveries at Easter and Christmas. Interdenominational worship services are regularly held at the retirement and nursing homes by the ministerial staff. Funeral luncheons are catered to upon request by members of our Trinity community. The quarterly newsletter, web site, emails and cards sent on special occasions, support our pastoral care program. Communication of pastoral care needs between our ministerial staff and our community is encouraged.</p>
4	Growing and Sharing our Faith	<p>Trinity's Mission Statement states that we are to be witnesses to our faith. Trinity offers a variety of activities across all age groups to enable the growth and sharing of our faith: Regular thought provoking Sunday morning worship services, Trinity Kids, youth group, confirmation classes (as needed), and book club. We actively support Kenesserie Camp where some of our children and youth are involved. We provide a monthly community meal which is open to all. Worship services are held on a regular basis at the local nursing home and retirement residences, and we share in ecumenical services sponsored by the local ministerial. Trinity strives to be a welcoming community for newcomers by such things as having greeters Sunday mornings, user friendly bulletins, encouraging people to take 5 minutes after worship to meet someone new, sharing time at coffee hour, and by means of our outdoor sign.</p>

<p>5</p>	<p>Leadership</p>	<p>Trinity has a Church Council governance model that allows for the active participation of lay leaders which promotes shared leadership responsibility. (see Appendix A) Lay leaders chair all 8 standing committees with a Ministerial Staff represented on each committee to provide leadership as needed. In the past we have supported members going through the formal discernment process. Committee members from the Trustees, Ministry and Personnel Committee, and Trinity Kids have taken advantage of opportunities for workshops offered by Presbytery. Our youth are encouraged to develop skills through occasionally leading worship services, assisting with Trinity Kids, attending Youth Forum, London Conference, and programs at Kenesserie Camp. We are seeking an ordained minister, diaconal minister, or a designated lay minister who values a collaborative team approach and will support and empower existing staff and lay leaders. The minister will have experience across the age groups with a special interest in community outreach to meet the spiritual and religious needs of the local community while supporting the current needs of the Trinity Community. We are looking for a minister who is dynamic, vibrant, flexible and theologically progressive while respecting a community of diverse theological views.</p>
<p>6</p>	<p>Stewardship</p>	<p>The Trinity congregation is very generous and supportive of our ministry and mission through the sharing of their time, talents and financial gifts. Many volunteers work on Council committees, teach Trinity Kids, lead youth group, lead worship services, and organize fundraisers, luncheons and dinners. Musical entertainment has a strong tradition in our church. Our thirty-eight-year-old church building is accessible, functional, mortgage free and well maintained by an active Property Committee. We accommodate various community groups such as shuffleboard players, euchre players and exercise groups on a regular basis. We strive to be environmentally friendly by not using bottled water or disposable dishes, by using energy efficient lighting, and an upgraded heating system. Our operating budget is stable at this time and is monitored regularly by the Finance Committee and Council. We have healthy Trustee funds maintained in stable investments. These funds are used for capital expenses but may be used to offset operating budget shortfalls if needed. We have an annual stewardship program, “Celebrate Stewardship”, which is led by the Minister of Worship and the Finance and Stewardship committee. Our annual commitment to the Mission and Service Fund is supported through envelope giving and PAR. All committees have input</p>

		into the annual budgeting process, and the Finance Committee gives regular updates through the newsletter and occasionally during worship services.
7	Ministry Partnerships	Trinity has a Team Model of Ministry. We have a full time Minister whose main areas of responsibility include: Worship, Community Outreach, and Administration with shared responsibility for Christian Development and Pastoral Care. We have a contracted part time coordinator for pastoral care, and children and youth ministry programs. There is mutual accountability and support among the staff team. The Ministerial staff positions are accountable to Trinity's Ministry and Personnel Committee. We contract a part time Director of Music who shares in the Team Ministry. Regular team meetings are held. The staff compliment also includes a contracted part time Administrative Assistant with reduced hours in the summer, and a contracted part time Custodian. Our Minister is part of the Wallaceburg area Ministerial. This ecumenical group shares the leadership of Advent and Lenten week services as well as partnering for other community needs.

DEMOGRAPHIC, FINANCIAL & COMMUNITY PROFILE

PART A: ABOUT OUR PEOPLE:

Number of congregations: 1

Trinity United Church (Name of Congregation)	302 (# on roll)	97 (Avg. Sunday attendance)
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We think of ourselves MAINLY as: Rural Small town

Most of us live: In single-family homes

The rest of us live: In apartments; In retirement homes; In long-term care homes; On working farms; On rural retirement properties

Our congregation includes (*approximate number in each group*) –

Infants and pre-school - 3	Children (5-12) - 34	Teens (13-19) - 20
Young adults (20-30) - 36	Adults - (31-50) - 56	Young retirees (51-64) - 57
Older Retirees (65-70) - 43	Seniors (over 70) - 116	

Most of us : Grew up in this area

Many of us work in the following industries or sectors: Health or social services; Education; Manufacturing; Transportation; Agriculture and food production; Tourism/Hospitality; Retail; Information Technology; Professional Services; Petro-Chemical Industry

Our congregation is like: A medium sized church with some people very involved and others participate mostly by attending worship.

We think of our local ministry unit in the following way: Our congregation is changing and it is clear that we can no longer continue as we have been. We believe that we have a future but can't quite see it.

PART B: ABOUT OUR TANGIBLE ASSETS

Governance structure:

How many people are on your Governing Body? 14

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

Our Church Building: Our church building was built in 1980 with an addition in 1981. Our church is on one level, and fully wheelchair accessible with a wheelchair ramp, automatic door, handicapped accessible washrooms, and movable chairs to accommodate wheelchairs.

Other accessibility measures include assistive hearing devices, large print bulletins as required, words only Voice United hymn books, and a loaner wheelchair is available. We use a video projection system weekly.

The Sanctuary can accommodate 425 people and is currently set up for 256. The Sanctuary contains individual cushioned chairs, and a raised platform choir loft.

The Sanctuary is often used for concerts, funerals, weddings, recitals, community movies, choir practices, and plays.

Meeting rooms are available throughout the building and are used for committee meetings, community group meetings, social activities, fellowship, and church rentals.

There is a nursery complete with nursery toys/furniture compliant with current safety standards.

Four multipurpose Sunday School rooms are also available. In addition, there is a small gym with shuffleboard courts, a library alcove, a comfortable fellowship room, and a choir room.

The church offices are located inside the front door of the church. There is an Administrative Assistant's office with a window open to public, and 2 private offices for staff behind the Administrative Assistant's office. All offices have exterior windows, recently upgraded computers, printers, and high-speed internet service. There are landline telephones throughout the building. In addition, there is a photocopier available for use.

The church has a web page (<http://trinity.mnsi.net>) that is currently being updated and will be maintained by the administrative assistant. The administrative assistant manages the primary church email account with additional accounts available for ministerial staff.

The building is used by outside groups, including weekly fitness classes – seniors VON 1x weekly, Wallaceburg Adult Activity Centre – 1x weekly, yoga – 1x weekly; shuffleboard – 2x weekly; euchre – 1x weekly; ukulele group – 1x weekly; Envision women's addiction support group – 1x weekly; Quilts of Valour – 1x monthly; RCM exams throughout the year, concerts occasionally, and other special events.

Administrative Support:

We have a contract part-time administrative assistant at 30 hours per week with reduced hours in the summer.

Ministry and Personnel Committee:

The committee contains 5 members and meets 2-3x annually or as needed. Some members have attended M&P Committee Training.

PART C: ABOUT OUR FINANCES

Attached are the charity tax returns for 2016 and 2017. We've also included last year's budget, and the 2016-2017 financials. (See [Appendix B](#))

The word or phrase that best describes our current financial situation is that it is currently adequate but we are mindful about decreasing finances due to an aging congregation.

Our Revenue Sources are:

Congregational givings: 90.00% Congregational Fundraising Activities: 0.80%
 Rental of building/services: 1.00% Bequests/Reserves/Investments: 5.20%
 Other (tax rebates, etc.): 3.00%

Our Financial Reserves:

We have sufficient reserves in the bank that we could cover three months of expenses if we had an emergency.

Our Financial Accountability:

Our financial statements are not reviewed by external persons, but undergo a formal review by 2 church members outside of the finance committee. Their report is included in the Annual Report.

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

	Line # in the Yearbook	Current year – 2017	One year ago – 2016	Two years ago – 2015	Three years ago - 2014	Four years ago - 2013
Average weekly attendance Sunday	20	92	96	92	97	90
Identifiable givers (local)	18	156	129	127	130	130
\$ expended for pastoral charge operations	40	198245.00	189435.00	205554.00	222986.00	242262.00
# households under pastoral care	5	197	197	197	195	197

PART D: ABOUT OUR COMMUNITY

This is what we love about our community and what makes it unique:

We have a small town atmosphere (population approx. 11000) – the town rallies together for common causes; we are surrounded by abundant farmland; Sydenham River runs through town and there is close proximity to the Great Lakes and larger waterways; close to Michigan border; part of larger Chatham-Kent municipality; hospital, police, ambulance and fire services are all local; walking distance to most businesses; indoor pool and arena; culturally diverse population – Walpole Island First Nation reserve is

a close neighbour; affordable real estate; annual tourist events (WAMBO, Dragon boat races, Farmer's Market, Wallyfest, Pumpkinfest, Summer Music Concerts); local newspapers; locally owned and operated radio station

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

- lower paying service sector jobs have replaced higher paid manufacturing positions due to the closure of those facilities
- aging population combined with young adults relocating in order to find employment elsewhere
- influx of retired seniors and those receiving assistance (mental health, disability) due to a lower cost of housing and a lower cost of living

Here are several websites that offer detailed information about our community:

wallaceburgchamber.com; Chatham-kent.ca; ckxsfm.com; Thechathamdailynews.ca;
wallaceburgcourierpress.com; sydenhamcurrent.ca

Other faith communities represented in our community/region are:

Presbyterian, Roman Catholic Parrish, Anglican, Pentecostal, Christian Reformed, 3 - Baptist, Grace Congregational, Free Methodist, Living Word Assembly, Shiloh Ministries, Gathering Place, Jehovah Witness, Gospel Churches. We have close ties with the local Ministerial committee that brings all churches together for common events.