

APPENDIX VII – REQUEST TO DECLARE A MINISTRY POSITION

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
JANET REINHARDT 705-356-0618
 - ADP Payroll number 31EZ PA# 132406688 RP001
- IF APPLICABLE: An up-to-date Manse Information Summary Sheet (PR 435 MI) is attached. NOT APPLICABLE.

PART B: RECOMMENDATION of GOVERNING BODY

The Governing Body of St Andrews 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 Apr 5, 2017 and recommends a vacancy for 3/3 Minister effective June 1, 2017

Apr 5, 2017

Month/Day/Year

J. McWhinnie

Signature: Governing Body Designate

F. McWhinnie

Printed Name:

LONDON CONFERENCE of THE UNITED CHURCH OF CANADA
Handbook for Discerning and Declaring Ministry Vacancies

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

The St. Andrew's United Church Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on April 9, 2017 and requests that Algoma Presbytery declare a vacancy for St. Andrews to be effective May 31/17 (date).

04/09/17
Month/Day/Year

[Signature]
Signature: Chair of Meeting

Frank McWhinnie
Printed Name (same)

04/09/17
Month/Day/Year

[Signature]
Signature: Recording Secretary

Marilu Horton
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		
Tom Shreeve	sdp178.3@gmail.com	705-542-9493
Don Mitchell	donmitchell705@gmail.com	705-356-7107
Tim Christilaw	tim.d.christilaw@gmail.com	705-356-7600
Lois Harrop	melbharrop@gmail.com	705-356-0909
Marilu Horton	mariluhorton59@gmail.com	705-356-1955

PART D: Presbytery Confirmation and Action:

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

Declares a vacancy for 2nd time minister effective June 1/17 (date).

April 21/17
Month/Day/Year

[Signature]
Signature: Presbytery Secretary

Ailsa Hanson
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: ST. ANDREW’S UNITED CHURCH

Address of Local Ministry Unit: 25 CENTRE STREET, BLIND RIVER, ONTARIO P0R 1B0

Brief Description of Local Ministry (three sentences): We are a small town church in Northern Ontario that currently has an older and welcoming congregation with traditional United Church values. Our main focus is our Sunday Worship followed by coffee and fellowship. In the summer, our attendance increases with cottagers and returning “Snowbirds”. Other activities include weekly bible study, book clubs, and coffee hour. Our monthly soup/sandwich luncheon draws in members of the community and other church families.

Our Mission Statement: We are of family of God who worship and work together to celebrate God’s love. We do this through our communal worship, fellowship, learning, nurturing and reaching out into our community.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
1	Worship	Choir/Organist Special Instrumental/Vocal Music Lay readers for scriptures Make suggestions for input into service from time
2	Pastoral Care	Birthday/Sympathy/Anniversary etc. Cards sent out to people in the congregation

		<p>Grumpy Old Men's Group- weekly coffee or lunch</p> <p>Ladies Who Lunch/Dinner from time to time</p> <p>Funeral Lunches</p>
3	Discipleship	<p>Bible Study participation</p> <p>Book Club participation</p> <p>Coffee/Fellowship after church</p>
4	Leadership	<p>Act as lay readers</p> <p>Take part in special services</p> <p>Choir development</p> <p>Organist solos</p> <p>Training for committee members as may be required or recommended</p> <p>Planning events ahead</p> <p>Planning for snacks/coffee after service</p>
5	Stewardship	<p>Monthly Luncheons- organize and serve</p> <p>Special fundraising campaigns- ie: t shirts for Camp McDougall</p> <p>Maintenance of church building</p>
6	Justice and Outreach	<p>Mission & Service donations</p> <p>Food Bank, White Gift, Christmas Baskets donations</p> <p>Special Appeals- local/overseas donations</p> <p>United Church Observer is available</p>
7	Ministry Partnerships	<p>Inter-church Council representatives 6-8 times a year</p> <p>Facilitate the use of church hall by community groups</p>

Leadership: Planning events in upcoming months with church committees
Arrange Lay Readers weekly
Invite participants for special services
Coordinate with organist for hymn selection

Stewardship: Attend monthly luncheons and visit at tables
Attend Church Council meetings quarterly
Attend committee meetings as requested/required

Justice and Outreach: Speaks weekly to Mission & Service and as an insert in bulletin
Organize Food Bank collection, White Gift & Christmas Baskets collection
Special Appeals- local/overseas

Ministry Partnerships: Church Council participant 6-8 times/year
Golden Birches Visitation (weekly) and condensed Services monthly (long term care facility)
Christian Horizons weekly except July/August (bible study and life/social skills)
Inter-church council participant
World Day of Prayer participant
Assist in facilitating the use of the church hall

Personal Spirituality and Self Care: Hobbies and recreational activities encouraged
Regular personal devotions
Continuing education as outlined by the National Church

Required Knowledge, Skills and Abilities:

- Ordained Minister/Diaconal Minister/Designated Lay Minister- would consider someone on the path to any of these or other possibilities
- Sound biblical knowledge
- Clarity in speaking skills, personable, ambassador of the church in the community
- Valid driver's license and vehicle
- Current criminal record check

Other 'Preferred' Assets:

- strong musical voice that can assist in leading his/her selected hymns in partnership with the organist and/or choir would be an asset.
- ability to relate to the elderly
- ability to work cooperatively with committee members and volunteers
- willingness to be part of the community

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: x 1 2 3 Other

St. Andrew's United Church

102

28-35

(Name of Congregation)

(# on roll)

(Avg. Sunday attendance)

We think of ourselves MAINLY as: Rural Remote x Small town Suburban

Urban Inner City Other _____

Most of us live (check only one):

In apartments x 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):

x In apartments In single-family homes

In retirement homes In long-term care homes

On working farms x On rural retirement properties

Our congregation includes (approx. number in each group)

Infants and pre-school _____

Children (5-12) _____

Teens (13-19) _____

Young adults (20-30)

Adults - (35-50) _____

Adults- (51+) 15

Young retirees (51- 64) 16

Older Retirees (65-70) 15

Seniors (over 70) 56

Most of us...: (choose one)

½ Grew up in this area

½ Moved to this area for work

Moved here to be close to family or other resources

Moved here for other reasons

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

Health or social services

Education

Manufacturing

Transportation

Agriculture and food production

Tourism/Hospitality

Retail

Environment

Mining/Forestry

Information Technology

Government

Professional Services

Other (specify):

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

A family where we all know each other, many members are related to each other.

A SMALL 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 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 HOPE TO ATTRACT NEW MEMBERS.

We see that the ministry within this community is probably winding down after many positive and productive years of faithful ministry, mission and service; we want to celebrate what we have been as we intentionally and graciously end this ministry.

PART B: ABOUT OUR TANGIBLE ASSETS

Governance structure:

How many people are on your Governing Body? 9

How many are typically present at a meeting of your Governing Body? 7-8

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: OUTSIDE RAMP TO CHURCH HALL, ONE LEVEL (NO STAIRS OR STEPS) THROUGH TO SANCTUARY, WASHROOM IS ACCESSIBLE OFF CHURCH HALL, DESIGNATED HANDICAPPED PARKING SPOT AT BASE OF RAMP OUTSIDE CHURCH HALL

No

Is it partly accessible? Yes Tell us how: ONE WASHROOM IS LARGER ALLOWING EXTRA SPACE TO ACCOMMODATE WHEELCHAIR, HAS WALL MOUNTED GRAB BAR, AND RIGHT HEIGHT TOILET

No

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

SOUND SYSTEM WITH MICROPHONES AT PULPIT AND LECTURN

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

No

Sanctuary holds 110 people

Seating/set up in sanctuary (pews, chairs, choir loft etc) PEWS, CHAIRS IN CHOIR LOFT

Is the sanctuary used other than for Sunday Worship? If so, how? NO

Are there meeting rooms? Yes No CHURCH HALL WITH SEATING FOR 60-70

What are they used for? GROUPS USING CHURCH, CHURCH 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? Are they also multipurpose use?

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

Brief descriptions:

A FULLY OPERATIONAL KITCHEN SUPPORTS WEEKLY FELLOWSHIP AFTER SERVICE AND MONTHLY LUNCHEONS

Where is the office located for the minister? OFF THE CHURCH HALL Is it shared? YES WITH TREASURER (AFTER SERVICE WEEKLY), SECRETARY (2-3 hours/week)

Describe it: 2 DESKS, COMPUTER, PRINTER/COPIER, ADEQUATE SPACE, 2 WINDOWS, AND 1 DOOR TO EXTERIOR OF BUILDING

What computers/telephones are provided at the church? ONE COMPUTER, ONE TELEPHONE

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

What Social Media accounts and Webpages does the church hold? NONE HOWEVER INFORMATION IS ON PRESBYTERY WEBSITE Who maintains, updates them? PRESBYTERY

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) CHRISTIAN HORIZONS- WEEKLY; MENTAL HEALTH GROUP -MONTHLY; DIABETIC SOCIETY- MONTHLY; OCCASIONAL RENTALS FOR BIRTHDAYS, SPECIAL EVENTS....

Administrative Support:

What administrative support is provided? SECRETARY

How many hours per week? 2-3 Is this paid or volunteer? HONOURARIUM

Ministry and Personnel Committee:

How many members? 5

How often does the committee meet? 4 TIMES A YEAR

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. 2017

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 95

Congregational Fundraising Activities 5

Rental of building/services 0

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.

Yes No

Our Financial Accountability:

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

Yes: a formal third-party review.

No.

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

	Line # in the Yearbook	Current year	One year ago	Two years ago	Three years ago	Four years ago
Average weekly attendance Sunday	20	28-35	46	42	45	30
Identifiable givers (local)	18	45	45	45	45	45
\$ expended for pastoral charge operations	40	33,000	35,000	30,000	30,000	30,000
# households under pastoral care	5	95	95	95	95	95

PART D: ABOUT OUR COMMUNITY

This is what we love about our community. This is what makes it unique. OUR ENVIRONMENT- OUTDOORS, NATURE, WINTER AND SUMMER OUTDOOR ACTIVITIES, WATER ACTIVITIES, MARINA - ACCESS TO 2 LARGER CENTRES (within a two hour drive), SMALL BILINGUAL COMMUNITY WITH MANY COMMUNITY ACTIVITIES, RELAXED ATMOSPHERE, NEWER MODERN HOSPITAL AND FAMILY HEALTH CENTRE, AFFORDABLE HOUSING AND COST OF LIVING, 3 ELEMENTARY SCHOOLS AND 2 HIGH SCHOOLS

The three economic, demographic or political challenges facing our area are: DECLINING JOBS AVAILABLE FOR YOUNG FAMILIES (many breadwinners work out of town or face long commutes), SLIGHTLY DECLINING POPULATION, LACK OF PRIME INDUSTRY

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

www.blindriver.ca

<https://www.algomacountry.com>

Other faith communities represented in our community/region are: CATHOLIC, BAPTIST, ANGLICAN, PENTECOSTAL, EVANGELICAL, JEHOVAH'S WITNESS

We have close ties with the following faith communities:

INTER-CHURCH COUNCIL