

## 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  
*Stacey M. Kinlay - stacey - mckinlay@yahoo.ca 519-687-2952*
  - ADP Payroll number TLQB
- N/A* 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 Comber St. Andrew's United Church Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on March 22/18 and recommends a vacancy for full time effective July 1, 2018

2018-03-22

Month/Day/Year

Jeff Taylor

Signature: Governing Body Designate

Jeff Taylor

Printed Name:

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

The Comber 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 March 25, 2018 and requests that Essex Presbytery declare a vacancy for a full time ~~ordained or diaconal~~ minister to be effective July 1/18 (date).

2018-03-25  
Month/Day/Year

Jeff Taylor  
Signature: Chair of Meeting

Jeff Taylor  
Printed Name (same)

2018-03-25  
Month/Day/Year

Mauvretta Morris  
Signature: Recording Secretary

Mauvretta Morris  
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		
Mauvretta Morris	jmorrauct@wivedirect.net	519-687-2530
Jack Morris	jmorrauct@wivedirect.net	519-687-2530
Bill McCracken	Nia	519-825-4927
Cindy Massé-Chappas	chappas@explor.net.ca	226-348-2736
Laurie McConnell Berschke	lauriemab@outlook.com	519-326-4314
Stacey McKinlay	stacey_mckinlay@yahoo.ca	519-687-2952

**PART D: Presbytery Confirmation and Action:**

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

Declares a vacancy for Comber effective July 1, 2018 (date).

Apr. 19 2018  
Month/Day/Year

Susan E. Anderson  
Signature: Presbytery Secretary

Susan E. Anderson  
Printed Name:

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

**Ministry Position Description (LC PD )**

**Position Title:** Ordained or Diaconal Minister for the Congregation of Comber St. Andrew's United Church  
6425 Main St, Comber, ON N0P 1J0 .

**Position Profile:**     × Full-time      Part-time     If Part-time, hours/week \_\_\_\_\_  
                              × Solo            Team ministry If Team, # of other Ministry Personnel: \_\_

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

1. We are seeking a community minded minister who is a good communicator & listener and a compassionate caregiver.
2. Someone who is technologically competent, innovative, resourceful and has a sense of humour. –
3. Someone who is committed to ministering to people of all ages to help them grow in relationship with God, others and the world around them.

**Autonomy in Decision-Making:**

1. The minister will be expected to independently manage the full time workload and personal scheduling.
2. The minister will be a support to the official board and committees in the decision making process.
3. The minister will have the ability to call committee meetings as stated in the manual of the United Church of Canada.
4. The minister will distribute funds from the Benevolent Fund at his/her discretion.

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

**Discipleship:**

1. The minister will help in creating a welcoming environment within our church and to work with the congregation to bring in people of all ages to our church.
2. The minister will support the Christian Education and training for all ages including the Sunday School.
3. Will lead or facilitate confirmation courses, youth and adult studies.
4. Will participate in congregational activities and events.
5. Will work with committees to broaden our work in the community.
6. Consider continuing alternative worship (Messy Church) for families.

**Justice and Outreach:**

1. A minister who will continue to encourage and develop our support for various outreach projects.
2. We currently support the Downtown Mission, Tilbury and Lakeshore Community Food Banks and Help Centres, M&S, school breakfast program, Canadian Foodgrains Bank and SW Gleaners, a foster child in Central America, and various local initiatives.

**Leadership:**

1. A minister who can work with all age groups and guide us towards developing our vision and strategies to reach it.

**Ministry Partnerships:**

1. A minister who will attend and be involved in the changing church governance that will replace Essex Presbytery.

**Pastoral/Spiritual Care:**

1. A minister will serve all persons within Comber St. Andrew's church.
2. The primary responsibilities include support for families in crisis, grieving families, and conduct funeral services.
3. The minister will advise couples and conduct wedding services.
4. Hospital visits and support to those going through periods of transition (an area highlighted as a concern noted on our Congregational survey).
5. Presently a monthly service is conducted at Hudson Manor Retirement Home in Tilbury.

**Personal Spirituality and Self Care:**

1. The minister is encouraged to pursue opportunities for continuing education that is relevant to their spiritual growth and health.
2. Will be responsible for maintaining a healthy balance in their own lives in order to achieve a good state of physical, emotional and spiritual wellbeing while managing time for work, family and friends.
3. Will be aware of their personal need for spiritual growth, setting aside intentional time for rest and renewal.

**Stewardship:**

1. Will encourage the congregation to share their time and talents.
2. Support the trustees and stewards to ensure effective use of our financial resources.

**Worship:**

1. The minister will take the lead with input from the organist and the Session to co-ordinate regular and special worship services throughout the year.
2. We seek a minister who has confident preaching style that informs, challenges, engages and inspires.
3. Utilizes the audio/visual equipment to enhance the worship service.
4. A minister that will lead in creative forms of worship, administer the sacraments and officiate at funeral/memorial and wedding services.

**Required Knowledge, Skills and Abilities:**

1. To be an Ordained or Diaconal Minister with the United Church of Canada. We will consider those with years of experience as well as new graduate with fresh ideas and enthusiasm.
2. Must have knowledge and experience in preaching, pastoral care and Christian Education.
3. Must have knowledge of United Church policies and practices.
4. Must have a valid driver's license and access to a car (mandatory) with proof of insurance.
5. A police clearance as required.
6. Must be computer savvy, social networking and the use and integration of audio/visual systems.

**Other 'Preferred' Assets:**

1. Must have sense of humour, organized, creative, responsible and able to delegate.



**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.

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**Name of Local Ministry Unit:** the congregation of Comber St. Andrew’s United Church

**Address of Local Ministry Unit:** 6425 main St., P.O. Box 69, Comber, ON N0P 1J0

**Brief Description of Local Ministry (three sentences):** The Comber St. Andrew’s United Church is a small town/rural church within the Town of Lakeshore. In 2006 the two rural churches amalgamated with Comber St. Andrew’s which took us from a three point charge to one church. We have continued to grow and flourish as a welcoming church family who enjoy worshipping and working together.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
1	Worship	<ol style="list-style-type: none"> <li>1. We are blessed with a dedicated organist and choir members who provide music for each service and for special services at Christmas and Easter. We have use of a Hammond organ and a piano and the congregation generally sings from Voices United.</li> <li>2. The sound system includes a wireless lapel mic and hand and pulpit mics with stands. Wireless headsets are available to shut in members who live close by.</li> <li>3. Hearing assists and large print bulletins are also available.</li> <li>4. A computer projector, large wall screen and 2 monitors for the choir are set up for a power point presentation created</li> </ol>

		<p>by the minister for the complete service.</p> <ol style="list-style-type: none"> <li>5. Our congregation enjoys an informal, sometimes interactive sermon based on historical biblical references and relayed to today's challenges in our everyday lives.</li> <li>6. Highlights during the year are the Christmas and Easter services, our congregational nativity pageant, Dale Butler's music at a Christmas evening event and at our annual church picnic.</li> <li>7. Worship was listed as "Important" in our Congregational Survey.</li> </ol>
<b>2</b>	<b>Pastoral Care</b>	<ol style="list-style-type: none"> <li>1. Pastoral care was listed as "important" in our congregational survey. We are looking for guidance and leadership to increase pastoral care to our members in a manner that is sensitive to the needs and wishes of our congregation.</li> <li>2. The minister advises those seeking marriage and baptism, comforts the bereaved and provides spiritual guidance to those in need.</li> <li>3. We have a benevolent fund to be used at the discretion of the minister.</li> <li>4. Monthly services are currently being held at Hudson Manor Retirement Home in Tilbury where a few of our members now reside.</li> <li>5. Occasionally we've held seminars, led by the minister, most recently on Grief and Bereavement.</li> <li>6. Poinsettias at Christmas and cards throughout the year go out to shut-ins.</li> <li>7. Our UCW lunch committee provides a light lunch following funeral services.</li> <li>8. We have an active prayer shawl committee who make and deliver prayer shawls to individuals on the prayer list.</li> </ol>
<b>3</b>	<b>Leadership</b>	<ol style="list-style-type: none"> <li>1. The official board is the main governance of the congregation consisting of 21 members at present and representing the Board of Trustees, Ministry and Personnel, Stewards and Elders. The minister is an ex-officio member of the board and committees.</li> <li>2. Comber St. Andrew's has two paid staff members. The part time Office Administrator assists the minister, the congregation and its organizations with all aspects of clerical and secretarial work. Our part time organist/choir director works closely with the minister, leads the choir and provides the music for church services.</li> <li>3. The minister is the key member of our leadership. We</li> </ol>



		look to the minister for inspiration, support and leadership to guide the board and committees.
<b>4</b>	<b>Justice and Outreach</b>	<ol style="list-style-type: none"> <li>1. We contribute to M&amp;S fund</li> <li>2. We support Downtown Mission with canned goods, socks &amp; gloves at Christmas and donations.</li> <li>3. We donate canned goods each month alternately to the Tilbury Help Centre, the Community Food Pantry Program run by the Essex Community Support Centre, the Windsor Downtown Mission and the Windsor Youth Centre.</li> <li>4. We also support SW Gleaners, Canadian Foodgrains Bank and the school breakfast program at Comber Centennial Public School.</li> <li>5. We reach out to the community with an after school drop in program, community Thanksgiving dinner and Messy Church.</li> <li>6. Comber St. Andrew's responds to various local initiatives.</li> <li>7. We are looking for leadership in this area.</li> </ol>
<b>5</b>	<b>Discipleship</b>	<ol style="list-style-type: none"> <li>1. We are a very welcoming church family. Greeters meet people as they come into the sanctuary and the congregation has an enthusiastic meet and greet at the beginning of the service. This activity was rated very positive in our congregational survey.</li> <li>2. Time with the children before they go to Sunday School</li> <li>3. Innovative Sunday School class with creative lessons.</li> <li>4. Various study groups have been offered over the years.</li> </ol>
<b>6</b>	<b>Stewardship</b>	<ol style="list-style-type: none"> <li>1. Comber St. Andrew's is in a healthy financial position, although the general fund is often at or near the break even at the end of the year. Funds are held in reserve for use by the Trustees and other church needs.</li> <li>2. Since the amalgamation of our three churches we have undertaken a few major projects. The first was an addition to provide office space for the minister and secretary, new bathrooms, one of which is wheelchair accessible, new heating and cooling in the sanctuary and hall, and paving the back parking lot. We completed ongoing repairs and maintenance to our stained glass windows and are currently in the process of repairs to the bell tower, and brick repointing on the west wall. With an older building there are always places to spend money and the stewards and trustees are working towards a plan to manage this work.</li> <li>3. The bulk of our financing comes from personal donations, with fund raising events rounding out our cash flow. Members of the congregation contribute various amounts of time to carry out these projects. We are in the process of selling our manse and funds from that account will help pay for the minister's housing allowance.</li> </ol>

		4. The treasurer updates the status of the general fund monthly.
7	<b>Ministry Partnerships</b>	<ol style="list-style-type: none"><li>1. For many years our women have shared with neighbouring churches in hosting the World Day of Prayer Service each March.</li><li>2. Our congregation supports the Remembrance Day Service held at the Comber Legion cenotaph.</li><li>3. We partner with the Comber Legion on the public school program.</li></ol>

# 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

Comber St. Andrew's United Church                      384                      88  
(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	5	Children (5-12)	8	Teens (13-19)	5
Young adults (20-30)	3	Adults - (35-50)	10	Adults- (51+)	100
Young retirees (51-64)	8	Older Retirees (65-70)	7	Seniors (over 70)	85

**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):

**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: A medium sized church family in which many have a long history and family connections, along with many who have chosen to make Comber St. Andrew's their home over the last few years.

**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 and are looking for leadership.
- 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? 21

How many are typically present at a meeting of your Governing Body? 18

**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: ground floor entrances with elevator to sanctuary.

No

Is it partly accessible?  Yes Tell us how:

No

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

We provide assistive hearing devices, large print bulletins and have a wheel chair accessible washroom.

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

No

Sanctuary holds 120 people

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

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

Used occasionally for concerts such as the Dale Butler Christmas special and for movie nights.

Are there meeting rooms?  Yes  No

The church offices have been used for small committee meetings, otherwise meetings are held in the church hall.

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?

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

Brief descriptions: One large multipurpose room with one area set up for Sunday School, another area for quilting, also used for meetings, dinners and other events. Will seat approximately 100.

Where is the office located for the minister? Is it shared? Located at ground level in the new addition and accessed from the side door, shared with the office administrator.

Describe it: two adjoining offices shared with office administrator, with pocket doors between for privacy and separate entrance doors from the hallway.

What computers/telephones are provided at the church? Administrator has own desk top computer, laptop for power point is available for new minister. Each desk has a 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? Who maintains, updates them?

Facebook and web page maintained & updated by office administrator.

Is there a photocopier in the church?  Yes  No Use multi- function Epson printer.

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

Brief descriptions (tenants, occasional rentals, frequency of use) Used occasionally for family dinners and celebrations, showers, and monthly Lodge meetings.

#### **Administrative Support:**

What administrative support is provided? Part time office administrator.

How many hours per week? 14 Is this  paid or  volunteer?

Extra hours for annual reports Jan. & Feb.

#### **Ministry and Personnel Committee:**

How many members? 4

How often does the committee meet? As needed.

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

Yes  No A training event is planned for later this spring.

#### **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 77%

Congregational Fundraising Activities 22%

Rental of building/services \_\_\_\_\_

Bequests/Reserves/Investments 1%

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	88	88	84	82	80
Identifiable givers (local)	18	88	88	81	82	80
\$ expended for pastoral charge operations	40	\$146,770	\$145,186	\$135,871	\$177,217	\$157,210
# households under pastoral care	5	175 +	175 +	175 +	165 +	165 +

**PART D: ABOUT OUR COMMUNITY**

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

We love our little town of Comber! It's conveniently located just off the Hwy 401 halfway between the cities of Windsor and Chatham in the Municipality of Lakeshore. As most people commute to these cities to work, the town can be very quiet during the day. We are basically a rural community that was settled by the Scottish, Irish, English and French. We are a unique melting pot of all these cultures, and to this day retain a large Francophone population. For a small community we have lots to do.

Our town boasts the only agricultural museum in Essex County, beautiful conservation areas, (both Rowsom's Bush and Big "O" which are used by avid birdwatchers and hikers) and proximity to other amenities. We are close to Point Pelee, the Atlas Tube Athletic Centre, and Lake St. Clair, where people enjoy activities all year round. Baseball, soccer and hockey thrive in and around our community.

Our town itself is home to the Community Centre, the Legion and the Award Winning Bed and Breakfast, The Iron Kettle. Our Church participates in the Comber Fair (hosting a booth), and the town wide yard sale. There are a myriad of service clubs to join or volunteer with (IODE, Fair Board, Scouts, UCW, Senior's Exercise, the list goes on.)

The highlights in our town include a grocery store, a bank, a variety store, a post office, a drug store, a fully stocked Home Hardware, a dress and gift shop, a liquor outlet, a restaurant, an insurance broker, a library, a fire hall, a machine shop, a public school, and three farm equipment stores. We are



blessed to have an Award Winning full time Doctor, numerous clinics, and three hospitals all within a ½ hour drive.

The newest addition to our town has been the A&W and Tim Horton's that opened beside the 401. Our travel plaza is not only a great place to socialize, but they provide many teenagers in the area with part time employment.

Many people take advantage of our proximity to Windsor and Detroit, not only as travel hubs (both have an airport), but as a day trip to take in shows, professional sports teams, concerts and world class shopping.

All in all, Comber has the best of both worlds, reasonable housing prices and rural small town living with big city amenities close by.

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

Comber is like most other small towns in that there is a distinct lack of entry level jobs for new graduates. Young adults often leave to attend University and find employment in the city. This leads to an aging population. Fortunately, there has been a recent trend of returning to Comber once a career is established, because it is the ideal place to raise a family. Our surrounding community was also hit by the economic crisis of 2008. The automotive sector employed many people who lost their jobs. Fortunately, while economic growth has been in small doses, it has been consistent.

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

<http://lakeshore.ca/>

<http://www.ironkettlebb.com/>

<http://www.combermuseum.ca/home.html>

<https://www.lowerthames-conservation.on.ca/locations/big-o-conservation-area/>

**Other faith communities represented in our community/region are:**

The community of Comber is the home of the Visitation Parish Catholic Church, the Church of the Ascension Anglican Church, the Pilgrim Mennonite church, and our very own Comber St. Andrew's United Church.

**We have close ties with the following faith communities:**

Comber St. Andrew's United Church currently share Women's World Day of Prayer with the other churches in our area. While we haven't formed a partnership with another church per se, we are very supportive of each other's fund raising and community outreach, attending dinners, breakfasts, craft shows and events at each other's churches.

FINANCIAL STATEMENT FOR 2016  
 Beginning balance as of January 1, 2016.

\$ 25,719.31

**RECEIPTS**

Envelopes	93,831.82		
Donations: General Fund	10,101.36		
In Memoriam	185.00		
UCW	3,600.00		
HST Rebate	3,386.91		
IT Refund	271.44		
Dedicate a Sunday - Bulletins	625.00		
Loose	1,496.23		
Dishwasher Sale	900.00		
Hall Usage	1,265.00		
Fundraising:			
Ples (Turkey)	3,424.75		
Ples (Fruit)	3,179.50		
Quilts	2,280.25		
Cookie Sale	2,048.90		
WalkAthon	4,525.00		
Yard Sale	3,908.25		
Bakeless Bake Sale	1,561.40		
Salad Luncheon	1,920.00		
Observer	175.00		
Misc. - photocopies, Telephone, stamps	56.09	138,741.87	
Designated Funds Received:			
Robbie Burns Dinner	500.00		
Youth Group	750.00		
Street Help	150.00		
Essex Presbytery - Refugee Fund	161.85		
Downtown Mission	925.00		
National UC - Fort McMurray	710.00		
Benevolent Fund	1,032.77		
Breakfast Program	500.00		
M&S (collected thru GF)	175.00		
Romney Trinity United Church gift	34,786.77		
Building Fund - GF	24,904.80		
fundraising	6,291.20		
Memorial	4,825.00		
Auction sale	1,467.70		
Comber Fair	1,500.00		
Loose	29.95		
	<u>38,918.65</u>	<u>78,770.04</u>	<u>217,511.91</u>

**TOTAL RECEIPTS**

\$ 243,231.22

**EXPENSES:**

**Church/Building**

Union Gas	1,808.60		
Hydro/Water	3,758.15		
Telephone	991.56		
Repairs and Maintenance	254.81		
Snow Removal	2,186.59		
Lawn Care	1,932.30		
Cleaning Supplies	309.86		
Organ Delivery	615.85		
Opening Church	300.00		
Caretakers	<u>3,840.00</u>	15,997.72	
<b>Church Services</b>			
Guest Organist	\$ 229.90		
Worship Materials	\$ 146.61		
Music & Video Licensing	\$ 111.06		
National Church	\$ 33.50		
Lic. Lay Worship Leader (LLWL)	<u>\$ 1,350.00</u>	\$ 1,871.07	

continued next page

- St. Andrew's United Church Financial Reports - 2016

Office Expenses

Office Supplies	\$	416.83	
Copier Supplies	\$	1,438.73	
Bank Charges	\$	281.62	
ADP Service Charges	\$	580.17	
Treasurer Honorarium	\$	725.00	
Church Envelopes	\$	489.20	
Computer Program	\$	51.04	
Telephone	\$	1,024.43	
Internet	\$	975.81	
Projector	\$	1,135.64	
Christian Copyright	\$	132.00	
Postage	\$	<u>702.04</u>	\$ 7,952.51

Payroll and Benefits

\$ 92,859.01

Manse Expense

Insurance	\$	1,362.96	
Property Taxes	\$	2,217.20	
Repairs	\$	685.88	
Maintenance - safety bars	\$	652.74	
Snow Removal	\$	288.15	
Lawn Care	\$	1,898.40	
Hydro/Water	\$	2,829.31	
Unlon Gas	\$	<u>1,033.70</u>	10,968.34

Miscellaneous

Essex Presbytery Assessment	\$	3,960.00	
Remembrance Day Wreath	\$	45.00	
Piper for Remb. Day Service	\$	50.00	
Petty Cash	\$	100.00	
Secretary's Conference	\$	335.00	
London Conference Meals	\$	170.00	
Salad Supper Expenses	\$	211.03	
Pancake Supper Expenses	\$	28.77	
Fruit Pie Supplies	\$	1,216.24	
Turkey Pie Supplies	\$	112.10	
Observer	\$	225.00	
Mandate Subscription	\$	14.63	
Messy Church	\$	334.31	
Misc.	\$	12.05	
HST	\$	<u>516.95</u>	<u>7,331.08</u>

General Fund Disbursed Total..... \$ 136,979.73

Designated:

Romney Trinity - transfer to Trustee Acc't	\$	34,786.77	
Downtown Mission	\$	960.00	
Street Help	\$	150.00	
National Church - Ft. McMurray	\$	700.00	
Building Fund Investment	\$	36,252.71	
Building Fund Expenses			
<i>Bartlett Restoration</i>	\$	4,068.00	
<i>Dale Butler Concert</i>	\$	<u>300.00</u>	\$ 4,368.00
Breakfast Program	\$	500.00	
Youth Group	\$	750.00	
Burns Dinner Expenses	\$	500.00	
M&S Memorial Transfer	\$	175.00	
Memorial Fund Transfer	\$	140.00	
Benevolent Fund	\$	1,052.77	
Essex Presb. Refugee Fund	\$	<u>133.70</u>	\$ 80,468.95

217,448.68

**BALANCE ENDING December 31, 2016**

**\$25,782.54**

*Patty Tourangeau - Treasurer*

**GENERAL FUND FINANCIAL STATEMENT FOR 2017**

Beginning balance as of January 1, 2017 ..... \$ 25,783.54

**RECEIPTS**

Envelopes	104,236.12	
Donations: General Fund	9,417.13	
In Memoriam	4,575.45	
UCW	6,000.00	
HST Rebate	2,725.30	
Insurance Refund	157.68	
Essex Presbytery 1/2 share of Manse Inspection	169.50	
Gov't Employer refund	280.98	
Dedicate a Sunday - Bulletins	550.00	
Loose	1,454.00	
Quinn UC portion (DSM)	1,954.45	
Hall Useage	1,400.00	
Fundraising:		
Pies (Turkey)	2,326.50	
Pies (Fruit)	2,949.00	
Quilts	1,406.75	
Cookie Sale	1,711.00	
WalkAthon	3,583.85	
Yard Sale	4,595.20	
Bakeless Bake Sale	1,445.00	
Salad Luncheon	1,875.00	
Value Village	386.40	
Seder Meal	135.00	20,413.70

**Designated Funds Received:**

Observer	175.00	
Downtown Mission	705.00	
Choir - Jewellery Sale, and givings	655.90	
Youth Group	500.00	
Street Help	50.00	
Essex Presbytery - 1st Nations campaign	20.00	
School Breakfast program	510.00	
Sunday School	55.00	
Benevolent Fund	1,245.00	3,915.90

**Building Fund**

General Fund	12,232.00	
Fundraising	4,164.00	
Memorial	385.00	
Transfer from Investm. Acc't	12,500.00	29,281.00
		186,532.01

TOTAL RECEIPTS ..... \$ 212,315.55

**EXPENSES:**

**Church/Building**

Unlon Gas	2,319.46
Hydro/Water	3,109.14
Repairs - Toilet	20.32
carpet	146.09
slnk	316.93
Maintenance - Jake's Fire Safety	44.07
furnace	14.11
Security Camera office	298.30
Telephone	979.88
Cleaning	3,120.00
Church opening	300.00
Snow Removal	2,462.35
Grass Cutting	3,390.00
Piano Tuning	107.35
Organ Maintenance	200.00
Eleavator License	100.00
Cholr Monitors	276.10

17,204.04 continued on next page

Comber - St. Andrew's United Church Financial Reports - 2017

**Church Services**

Guests (Dale Butler)	200.00	
Worship Materials	326.98	
Music & Video Licensing	119.59	
National Church	33.50	
Lic. Lay Worship Leader (LLWL)	<u>1,800.00</u>	2,480.07

**Office Expenses**

Office Supplies	816.28	
Copier Supplies	1,684.32	
Bank Charges	289.93	
Treasurer Honorarium	725.00	
Computer Program	32.54	
Telephone	1,001.41	
Internet	1,060.04	
Cleaning Supplies	142.32	
Christian Copyright	132.00	
Postage	<u>777.90</u>	6,661.74

**Miscellaneous**

Essex Presbytery Assessment	4,486.59	
Remembrance Day Wreath	45.00	
Secretary's Conference	300.00	
London Conference Meals	237.59	
Salad Supper Expenses	206.28	
United Church Year book & Stats report	46.01	
Fruit Pie Supplies	1,339.55	
Turkey Pie Supplies	119.69	
Mandate Subscription	11.24	
Messy Church	209.43	
Picnic Supplies	116.00	
HST	<u>198.38</u>	7,315.76

**Manse Expense**

Insurance	1,499.04	
Property Taxes	2,287.63	
Repairs & Air Conditioner	3,057.00	
House Inspection	339.00	
Snow Removal	79.10	
Lawn Care	1,723.25	
Hydro/Water	2,227.62	
Union Gas	<u>1,340.96</u>	12,553.60

**Designated:**

Observer	225.00	
Downtown Mission	730.00	
Street Help	50.00	
Building Fund Investment	7,742.00	
Peter Goertzen	19,500.00	
Memorial Fund	1,790.00	
Building Fund Expense	344.40	
Breakfast Program School	500.00	
Youth Group	500.00	
Benevolent Fund	<u>\$ 1,245.00</u>	\$ 32,626.40
<b>Payroll and Benefits</b>		<u><b>93,602.73</b></u>

TOTAL EXPENSES

\$ 172,444.34

Bank Balance as of December 31, 2017

\$ 39,871.34

Patty Tourangeau - Treasurer

**NOTE: Balance includes the following Designated Funds not yet transferred...**

\$2,805.45 of Memorial Funds to be invested

\$1,624.60 of Building Funds to be invested

\$55.00 of Sunday School money to be transferred

\$10.00 of Breakfast Program money

\$20.00 for First Nations Campaign

Total ..... \$4,515.00

Comber St. Andrew's United Church - 2018 Proposed Budget

2018 PROPOSED BUDGET AS PRESENTED BY STEWARDS & BUDGET COMMITTEE

		2015	2016	2017	2017	2018
		Actual	Actual	Budget	Actual	Budget
<b>REVENUE:</b>						
Envelopes						
GF Loose, Bulletins, Etc.						
Fundraising						
Misc. H.S.T./ UCW, Etc.						
<b>TOTAL REVENUE</b>		141,774	137,778	130,000	153,467	131,050
<b>EXPENSES:</b>						
Salaries and Benefits		88,147	90,159	95,500	91,025	62,000
Church Building		16,918	15,382	19,200	16,662	19,060
Church - Services		1,622	3,660	2,920	3,427	7,950
Office Expenses		6,508	5,592	6,300	6,005	7,000
Manse Expenses		9,696	12,069	17,150	13,131	14,500
Miscellaneous		10,976	7,790	10,320	9,425	9,395
<b>Total Expenses</b>		133,867	134,652	151,390	139,675	119,905

**Comber St. Andrew's United Church**  
**The United Church of Canada**  
**Congregational Meeting – March 25, 2018**

The Congregation of Comber St. Andrew's United Church held a special meeting to receive the report of the Ministry and Mission Profile Committee on Sunday, March 25 at 12:30 pm in St. Andrew's United Church Hall, Comber, following morning worship and a pot luck lunch.

**Pastoral Relations Presbytery Rep** – Rev. Murray Rounding and forty four members and adherents were present at the meeting. **Chairman** – Jeff Taylor, members – Bob & Alwilda Renwick, Pat Priestly, Bette Brooker, Bill McCracken, Geraldine McAlorum, Dorothy Dalglish, Rayburn Dietrich, Kathy McKeen, Bud & Elfa Coulter, Jack & Mauretta Morris, Marge Anderson, Stacey McKinlay, Mark & Linda McKinlay, Jim & Betty Wright, Don & Jean Earle, Cheryl and Zara Townsend, Cindy Masse Chappus, Janet McConnell, Laurie McConnell Borschke, Bob & Ruth Anne Waites, Monica Taylor, Cam & Conrad Callihoo, Nancy Schrade, Tom & Elaine McLean, Velma Nussey, David Hodges, David & Betty Wharram, Betty Washburn, Dorothy Wright, Susan Platsko, Harold Douglas, Patty Tourangeau.

Chairman Jeff Taylor welcomed everyone & called the meeting to order.  
Regrets: Sue Anderson, Bill Pearson.

Copies of the Ministry and Mission Profile Report were distributed and the report was displayed on a power point. Mark McKinlay and members of the committee reviewed the entire report with the board members. Nancy Schrade thanked the committee for their work in completing the profile.

**Motion:** M/S to approve the Ministry and Mission Profile Report. Carried.

**Motion:** M/S to send the Ministry & Mission Profile report to Essex Presbytery. Carried.

**Motion:** M/S to request that a vacancy for a full time ordained or diaconal minister be declared for Comber St. Andrew's United Church effective July 1, 2018. Carried.

**Motion:** M/S to disband the Ministry and Mission Profile Committee. Carried.

The floor was then opened for nominations for the Search Committee.

After discussion by members and with input from Rev. Rounding, the following members volunteered to stand for the search committee. Jack Morris, Bill McCracken, Stacey McKinlay, Laurie McConnell Borschke, Cindy Masse Chappus, Mark McKinlay, Mauretta Morris. Rev. Rounding ruled that only members of Comber St. Andrew's United Church could serve on the search committee and so Mark McKinlay stepped aside until such time as his membership transfer could be completed.

It was M/S that nominations close.

**Motion:** M/S that the search committee be made up of Jack Morris, Bill McCracken, Stacey McKinlay, Laurie McConnell Borschke, Cindy Masse Chappus, Mauretta Morris with the availability of adding a 7<sup>th</sup> at a later date. Carried.

**Motion:** M/S that the congregation approve the budget recommended by the official board of \$2,000.00 for the search committee. Carried.

The chairman thanked Rev. Rounding for his guidance and declared the meeting adjourned.

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Jeff Taylor – chair

  
Mauretta Morris – recording steward