

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
- SHARON OTTERBEIN 519-271-5113 keith.shor@notmail.com
- or ADP Payroll number TRVU
- 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 FORDWICH 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 MAY 28, 2017 and recommends a vacancy for PART-TIME effective JUNE 30, 2018
MINISTER

MAY 29, 2017
Month/Day/Year

Keith Otterbein
Signature: Governing Body Designate

KEITH OTTERBEIN
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 FORDWICH 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 MAY 29, 2017 and requests that HURON-PERTH Presbytery declare a vacancy for PART-TIME MINISTER to be effective JUNE 30 (date).
2018

MAY 29, 2017
Month/Day/Year

Keith Otterlein
Signature: Chair of Meeting

KEITH OTTERLEIN
Printed Name (same)

MAY 29, 2017
Month/Day/Year

Susan L. Fatt
Signature: Recording Secretary

SUSAN FATT
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		
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<u>ELEANOR MACLEWEN</u>	<u>Maclewen Eleanor@hotmail.com</u>	<u>519-335-3055</u>

PART D: Presbytery Confirmation and Action:

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

Declares a vacancy for Fordwich United effective June 30, 2018 (date).
Pastoral Change

June 13, 2017
Month/Day/Year

Margaret Bakker
Signature: Presbytery Secretary

Margaret Bakker
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: Fordwich United Church

Address of Local Ministry Unit: Box 181, 3080 Patrick St, Fordwich ON, NOG 1X0

Brief Description of Local Ministry (three sentences): Fordwich United Church congregation is mainly a retired fellowship of farmers and blue collar workers. Approximately 75% of us are over 75 years of age. We are seeking younger members so we can remain faithful to our mission statement. We currently employ one part-time minister.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
2	Discipleship	We practice discipleship through regular worship, occasional study groups, Sunday school, Vacation Bible School, UCW. We have specific goals related to discipleship as follows: 1: To have better equipped, more effective and actively engaged volunteer leadership through offering encouragement, mentorship and skills. 2: to develop additional small group ministries around specific needs i.e. computer competence: study groups for working folks: support for younger families and

		<p>youth.</p> <p>3: to continue to involve young families and youth in worship, learning and service opportunities.</p>
4	Justice and Outreach	<p>We currently offer occasional worship services at the local nursing home.</p> <p>We support the local food bank, and the Christmas bureau in our community. Our Sunday School supports a foster child. The UCW makes quilts that are given to people in need.</p> <p>We have a specific goal related to Justice and Outreach as follows:</p> <ol style="list-style-type: none"> 1: To be more visible to people passing through the community 2: To have more intentional partnerships for justice work. 3: Consider having an Outreach & Justice Committee.
3	Leadership	<p>Current Leadership consists of one part-time minister and many volunteers in both worship and committees of the church.</p> <p>We have a specific goal related to Leadership as follows:</p> <ol style="list-style-type: none"> 1: To have more participants in worship services 2: To maintain a ministry position that meets the congregational needs. 3: To continue to encourage lay leaders and work with them to foster their skills, and provide opportunities for learning and service. <p>The objective of our goals is to re-balance the use of our human resources and use these resources more effectively.</p>
7	Ministry Partnerships	<p>There is a joint community worship service at the fall fair in which we participate in annually. Members of our congregation have travelled to Nicaragua for mission work.</p> <p>We support our church and minister's active engagement in community, Presbytery and Conference activities.</p>
2A	Pastoral Care	<p>Currently we strive to support people in need through both our minister and members of our congregation who visit them.</p> <p>We have a specific goal related to Pastoral Care as follows:</p> <p>To provide training to lay persons interested in expanding their understanding and skills related to the position of Pastoral Care. The goal is that any lay member of the church be offered Pastoral Care training to expand their skills related to pastoral care. The outcome of this training would be decided by those participating in the training. i.e. committee development or be a lay pastoral care provider in connection with the minister or simply a stronger</p>

		congregational member to provide member to member emotional and spiritual support in challenging times
5	Stewardship	<p>Stewardship in this community consists of supporting our M&S goals. Fundraising through church suppers, music concerts, coffee hours and lunches after Sunday Worship, Bakeless Bake Sales, Shrinking Dinner Parties, and various other events.</p> <p>We have specific goals related to Stewardship as follows:</p> <ol style="list-style-type: none"> 1: To educate ourselves on stewardship resources from the United Church in order to plan annual stewardship campaigns 2: To develop “smart work” habits by alternating duties, using team principals and finding ways to thank people for their work. 3: To further engage 40-60 year olds in stewardship activities 4: To increase the use of communication technology in stewardship activities
1	Worship	<p>Currently we use traditional, lectionary based worship with hymns, prayers, scriptures and sermons. (with occasional special services)</p> <p>We have specific goals for Worship as follows:</p> <ol style="list-style-type: none"> 1: To have coffee time before and after church once a month 2: To make our worship space more accessible. 3: To experiment with different worship formats.

Pastoral/Spiritual Care: The minister is expected to be available for: pastoral visitation to homes and health care facilities; funeral officiating; social events of the church (as time allows); lay leadership training/guidance in pastoral care; phone calls and/or messages for support; premarital and family support (as qualified); provide leadership and pastoral ministry to young families and youth; and other requests of the congregation which fall within the purview of pastoral care.

Personal Spirituality and Self Care: The minister is expected to provide a personal example of healthy spirituality and positive health care habits. The minister is also encouraged to provide the congregation with opportunities to develop their confidence in becoming a more welcoming and inclusive faith community. The minister is also expected to mentor the congregation in conflict resolution skills and interpersonal relationship skills, as the need arises.

Stewardship: The minister is expected to identify and encourage healthy stewardship practices, which include; educating the congregation about stewardship resources available through the United Church; and to work with the stewardship committee on fulfilling their goals as outlined in the Ministry And Mission Profile.

Worship: The minister is expected to provide; participation in and enhance a welcome worship space in collaboration with the worship committee and the congregation; provide regular Sunday morning worship services and additional services related to the Christian year, such as Good Friday, Christmas Eve; participate in community church services; such as Remembrance Day, Community Church Service at the Fall Fair etc; utilize a variety of forms of prayer, liturgy, music and preaching styles; include a theological approach which connects modern life to the biblical story; use experimental forms of worship and outreach that are also engaged in by the congregation; and be creative with the use of technology in worship formats.

Required Knowledge, Skills and Abilities:

- Appropriate ministry designation by the United Church
- The skill to engage and inspire people to feel welcomed and comfortable within the church community
- The ability to provide spiritual guidance and inspiration to a variety of people and to foster their knowledge and spiritual growth based on their individual needs and experiences.
- The ability to understand and empathize with the needs and concerns of our senior population which is the majority of our current membership.
- The ability to collaborate with others and to work with committees.
- Management, organizational and communication skills for administrative and Board duties.
- Proficiency with technology in worship, communication and office work
- Knowledge and demonstrated skill in pastoral care.

Other 'Preferred' Assets:

Current Drivers License with use of personal vehicle

WE attempt to be an inclusive group of God's people who are non-discriminatory in regard to the selection of applicants. At this time our church building is not an accessible building for the disabled. ..

Using this Template

Position Title: _____

Position Profile: Full-time Part-time If Part-time, hours per week

 Solo Team Ministry If Team, describe full ministry complement

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

Autonomy in Decision-Making: What decisions will Ministry Personnel make independently (without consulting others) and what types of decisions will require consultation, and with whom. This list does not need to be exhaustive but should indicate what types and amounts of expenditures can be authorized by the Ministry Personnel, as well as the relationships among other paid staff, e.g. Who has decision-making role in music?

Principal Areas of Responsibility and Associated Duties:

General Instructions:

1. Use the **Ministry and Mission Profile** to guide how you complete these categories, which can be ordered by priorities and the amount of time, energy and skill required to fulfill them. (In the Handbook they are ordered alphabetically; which is fine too!)
2. For each 'principal area' define the duties that are associated with the area. As much as possible, indicate the frequency of the duties (e.g. daily, weekly, monthly, occasionally or yearly if applicable). BE HONEST. Don't say something is 'as needed' when you really mean 'daily.'
3. Start by being specific and including EVERYTHING. Then go back and delete the things that don't really belong. The position description, in most cases, will be between 3-5 pages.
4. Involvement in Presbytery and Conference is not optional but rather a key component of each Ministry Personnel's vocation. A Local Ministry Unit cannot choose to eliminate this as an expectation.

Required Knowledge, Skills and Abilities:

This section identifies the absolute requirements of the position (not the 'nice to have but not essential'). Include: expected level of education; certifications required; driver's license and access to car (if required); areas of specialization, if any; computer and technological expertise (if required); etc.

Other 'Preferred' Assets:

This is where you can indicate skills, credentials or abilities that aren't required but that are 'preferred.' These may be areas that you help the Ministry Personnel to develop over time, e.g. if this ministry position includes maintenance of a website, then website maintenance may be a 'preferred' skill, or if it involves working in a shelter or other type of outreach ministry, perhaps a preferred skill is 'experience in scheduling volunteers.' On the other hand, you may have no 'preferred' assets or skills for the Ministry Personnel.

Young adults (20-30) 10 Adults - (35-50) 25 Adults- (51+) 100

Young retirees (51-64) 8 Older Retirees (65-70) 6 Seniors (over 70)
75

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:

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? ____10

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:

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)

Assistive Hearing Devices, Large Print Bulletins

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

No

Sanctuary holds __190____ people

Seating/set up in sanctuary (pews, chairs, choir loft etc) Pews, chairs, Choir Loft

Is the sanctuary used other than for Sunday Worship? If so, how? YES Funerals, Weddings & Concerts.

Are there meeting rooms? Yes No

What are they used for? Sunday School, UCW, Council, AA, 4H, Sewing, Receptions, Dinners

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? 4 Yes

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

Brief descriptions: Small Library

Large kitchen. Small room off meeting room. Area in in kitchen for meetings

Sunday School room under narthex

Where is the office located for the minister? Is it shared? Beside Choir loft. Not shared.

Describe it: Small with shelves, Two filing cabinets, desk & bulletin board.

What computers/telephones are provided at the church? Lap top computer & Phone

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?
Church Email Account. FaceBook Official Board maintains.

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) AA, sewing, 4H Club, Birthdays & other occasions. Used Weekly

Administrative Support:

What administrative support is provided?

How many hours per week? 5 Is this paid or volunteer?

Ministry and Personnel Committee:

How many members? 5

How often does the committee meet? 1 Yearly & when necessary _____

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

Yes x No

PART C: ABOUT OUR FINANCES

Attach the previous two years financial information, including:

- Balance Sheets (assets and liabilities)
- Revenues and Expenditures
- Charity Tax Returns (T3013)

Also include the current year's budget.

The word or phrase that best describes our current financial situation is:

Abundant Adequate Not meeting expenses but optimistic

Not meeting expenses and relying on bequests and reserves to fund operating budget.

Other (describe) Use Over Draft for most of the year but usually end up with a small Balance at the end of the Financial Year.

Our Revenue Sources are (please indicate approximate percentage of your current operating budget that comes from each source:

Congregational givings __85%

Congregational Fundraising Activities ___8%

Rental of building/services __2%

Bequests/Reserves/Investments ____5%

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. We have congregational members who are Chartered Accountants

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	40	38	45	40	51
Identifiable givers (local)	18	59	58	67	57	62
\$ expended for pastoral charge operations	40	JAN - MAY 22187	73200	88424	91662	90872
# households under pastoral care	5	60	57	60	63	63

PART D: ABOUT OUR COMMUNITY

This is what we love about our community. This is what makes it unique. Small town. Close-knit Community. Concern for others. Active senior group. Howick Community Centre. Arena. Library. Riding Stables. Hockey & Soccer. Located in rural area.

The three economic, demographic or political challenges facing our area are: Smaller farms are being sold to larger farmers so child base is decreasing. Fewer younger families in the community are attending church. Graduates moving to jobs outside the area.

Here are two or three websites that offer detailed information about our community: Howick news.ca en.wikipedia.org/wiki/Howick._Ontario

Other faith communities represented in our community/region are: . Brethren in Christ, Mennonite, . Gorrie Bible Chapel.

We have close ties with the following faith communities: ., Brethren in Christ.