

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:
 - o Workplace Violence and Harassment Policy (Bill 168);
 - o Name and contact information for the Chair of the Ministry and Personnel Committee
Don Brunk email: teddybear@cyg.net phone: 519-595-4513
 - o ADP Payroll number 32RV
- 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 Hampstead 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 Sept. 28, 2017 and recommends a vacancy for 14 hours/wk effective immediately.

09/28/17

Month/Day/Year

Julie Erb

Signature: Governing Body Designate

Julie Erb

Printed Name:

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

The Congregation of Hamstead United Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on Oct. 15, 2017 and requests that Huron Perth Presbytery declare a vacancy for 14 hours to be effective immediately (date).

10/15/17
Month/Day/Year

Julie Erb
Signature: Chair of Meeting

Julie Erb
Printed Name (same)

10/15/17
Month/Day/Year

Sandra Kuttis
Signature: Recording Secretary

SANDRA KUTTIS
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		
Erik Kuttis	ekuttis@tlcpetfood.com	519-588-2929
Dan Burton	angiecburton@gmail.com	519-465-0159
Denise Ditty	denise.ditty@gmail.com	519-656-2941
Jean Veldman	jeanveldman@gmail.com	519-475-6143
Elaine MacMillan	elainebillmac@gmail.com	519-656-2939

PART D: Presbytery Confirmation and Action:

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

Declares a vacancy for Hamstead United effective Oct. 24, 2017 (date).

October 24, 2017
Month/Day/Year

Margaret Bakker
Signature: Presbytery Secretary

Margaret Bakker
Printed Name:

Millbank/Hampstead Pastoral Charge Profile Summary

As the Church, we like to think of ourselves as small but mighty. We strive to follow our mission statement not only in relation to the church but in our daily lives. Facing similar challenges to most rural churches, this charge has continued to thrive in spirituality and mission work. Our strong UCW and committed membership works to help those in our community, around the country and throughout the world. One of the central tenants of this Charge is to spread the word through our actions and deeds.

Our church building is located in the small hamlet of Hampstead. We are situated close to Kitchener-Waterloo, Stratford, and London. Nearby available sports include hockey, figure skating, baseball, soccer, curling, and bowling. Active service clubs include Lions, Optimists, Rotaries, Kiwanis, Kinsmen, etc. High schools are situated in Stratford, Listowel and Baden. Universities and community colleges are head-quartered in Kitchener-Waterloo and London. Local medical centers include Milverton and Wellesley, with hospitals in Listowel, Kitchener, and Stratford, for normal patient care. Nearby nursing and retirement homes are in Milverton, Brunner, and Wellesley.

Our time with our previous minister has taught us many valuable lessons. We are always able to step up when necessary and provide leadership during service when required. We are committed to insuring that our Minister's time is honored and all members will assist where necessary. By closing during the summer months, and on long weekends, we are able to give our minister a better balance of their time as well. Our commitment is to Ministry that works for everyone.

We feel that our Charge has a lot to offer and are hopeful for future growth. With the help of our new Minister, we are ready to implement a strategy for growth not only for new members, but also spiritually within. Although our Sunday school numbers are small, the surrounding communities are growing and we feel that our charge is at a prime stage for growth. Pastoral care is important as well. Along with our Minister, we want to continue to support and provide Pastoral care for those within our churches and community that require it.

We are excited about welcoming a new minister and for the changes and opportunity it will bring.

WE ARE FROM

We are from sweet, tangy bean salad
and warm, comforting casseroles.

We are from 160 years of Christianity and worship.

We are from a highway, a quiet intersection
and a farmer's field.

We are from believing "that our purpose is to worship God,
and offer life-giving support and love
to people of all ages."

We are from a beautiful old upright piano,
tuned every year to perfection.

We are from the tropical country of Nicaragua
where we helped to build a school
and a community centre.

We are from fluffy pancakes after our "dramatic"
Sunrise Service on Easter morning.

We are from laughing out loud and staying after
Sunday service to chat.

We are from visits to the nursing home and
playing a role in our Christmas pageants.

We are from Ladies Aid, Women's Missionary Society
and over 50 years of UCW.

We are from enthusiastic children who have
become involved members of our congregation.

We are from community involvement and
rolling up our sleeves to get the job done.

We are from growing in faith, reaching out
and working together.

MINISTRY & MISSION PROFILE
THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
LONDON CONFERENCE



Local Ministry Unit – Telling Our Story: Who We Are Now
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: *Hampstead United Church*

Address of Local Ministry Unit: *2208 Line 47, R.R. #1 Gadshill*

Brief Description of Local Ministry (three sentences): *We are a small rural church in the hamlet of Hampstead who strive to carry out our mission statement: We, as the congregation of Hampstead United Church believe that our purpose is to worship God, and offer life-giving support and love to all people of all ages. We will encourage others to live and grow in faith by reaching out, working together, and sharing leadership in Jesus’ name.*

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
3	Discipleship	<i>Sunday School, confirmation/youth group, UCW</i>
5	Justice and Outreach	<i>M&S fund support, Nicaragua mission trips, support local food bank</i>
4	Leadership	<i>Current lay leadership who share with many member groups, (UCW, youth, M&P committee)</i>
7	Ministry Partnerships	<i>Community partnerships in past with Milverton Ministerial Association, active UCW conference participation, Huron-Perth Presbytery and the National church</i>
2	Pastoral Care	<i>Visiting shut-ins, funerals, weddings</i>
6	Stewardship	<i>Seldom campaign to meet expenses, 95% congregational giving</i>
1	Worship	<i>Historically a traditional service with a variety of hymns accompanied by piano, congregants read scripture and occasionally provide drama, occasionally special music, lay people lead worship and service</i>

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

Hampstead United Church
 (Name of Congregation)

77

20

(# 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 _____

Children (5-12) **3**

Teens (13-19) **10**

Young adults (20-30) **2**

Adults - (35-50) **12**

Adults- (51+) _____

Young retirees (51-64) _____

Older Retirees (65-70) _____

Seniors (over 70) **30**

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): small business

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? **10**

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: **Accessible door and washroom upstairs, no basement accessibility**

No

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

Loud speaker

Do you have plans for improving accessibility? Yes Tell us how: No

Sanctuary holds **75 people**

Seating/set up in sanctuary (pews, chairs, choir loft etc.): **Pews**

Is the sanctuary used other than for Sunday Worship? : **No** If so, how?

Are there meeting rooms? Yes No **A large open basement used for meetings and social events**

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? **We use partitions to separate Sunday school**

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

Brief descriptions:

Where is the office located for the minister? Is it shared? Describe it:

There is a desk and filing cabinet in a small room behind sanctuary for the minister. No phone lines or computer. We have contributed to cell phone for minister.

What computers/telephones are provided at the church? **None**

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? **None**

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)

Weddings, family functions 1-2/year

Administrative Support:

What administrative support is provided? *Our bulletins are printed by members of congregation.*

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

Ministry and Personnel Committee:

How many members? **3**

How often does the committee meet? *Minimum 4 times/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.

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 **2%**

Rental of building/services _____ Bequests/Reserves/Investments **3%**

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. *Reviewed by members*

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

****Note: identifiable givers category was interpreted differently four years ago than other years****

	Line # in the Yearbook	Current year	One year ago	Two years ago	Three years ago	Four years ago
Average weekly attendance Sunday	20	20	25	25	25	25
Identifiable givers (local)	18	30	39	37	45	53
\$ expended for pastoral charge operations	40	=~ 30 K	32 876	38 829	38 351	31 287
# households under pastoral care	5	73	73	76	71	82

PART D: ABOUT OUR COMMUNITY

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

The people of Hampstead are like a big family. We love our beautiful building and enjoy having fun through drama and social time. We are pleased to generously support M&S, the local food bank, and our mission trips. We are active participants in service and through our UCW. We are proud of our 160 year long history at our quiet rural intersection, and our ability to work together.

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

Challenges include dwindling numbers in a rural farming community as well as our aging congregation.

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

We are twenty minutes west of Waterloo and twenty minutes east of Stratford. Wellesley is a small village just a five minute drive away. We are in the township of Perth East. Google them!

Other faith communities represented in our community/region are:

All walks of faith in the KW area, as well as Mennonite, Lutheran and Anglican in Wellesley and Milverton.

We have close ties with the following faith communities:

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

Ministry Position Description (LC 425a PD)

Position Title: Minister

Position Profile: Part-time: 14 hours/week (56 hours/month)

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

You will lead in theological matters, provide inspirational, concise worship services and be an approachable effective communicator with our members. You will nurture our human gifts, build relationships, delegate and share leadership appropriately, display and enjoy a good sense of humour, and help us continue to grow in faith.

Autonomy in Decision-Making:

You will have independence in all theological matters, including choosing hymns and from which hymn book. You will choose your own professional development courses.

Principal Areas of Responsibility and Associated Duties:

See chart below:

<p>Approximate time value in hours/month (based on 56 hrs/month)</p>	<p>Ministry Position Description Principal Areas of Responsibility and Associated Duties</p>
<p>Worship: 30 hrs/month</p>	<p>Worship leadership, sermons/reflections succinct and relevant in today's world, a variety of hymns, children's stories (congregants read scripture and occasionally provide service leadership through drama), no worship preparation one Sunday per month (attendance optional), no services or sermon preparation during summer months</p>
<p>Pastoral/Spiritual Care: 9 hrs/month</p>	<p>Lead funerals for members and community members, ask congregants for direction for visiting shut-ins</p>
<p>Discipleship: 4 hrs/month</p>	<p>Provide support to Sunday School and youth group when asked, lead confirmation and baptism if warranted, perform weddings with council approval, attend UCW if desired, not mandatory</p>
<p>Leadership: 4 hrs/month</p>	<p>Inspiring ministerial leadership with vision, support lay leadership planning by attending quarterly Council meeting and M&P meetings, all expenditures in budget and submitted in timely manner, effective communication with all</p>
<p>Justice and Outreach: 1 hrs/month</p>	<p>Twice yearly promote the M&S fund during service, promote and support our Nicaragua mission trip through prayer</p>

Stewardship: 1 hr/month	Seek to grow the church, be a motivational speaker, be a consensus builder, support and encourage financial stewardship and nurture congregants human gifts
Ministry Partnerships: 1 hr/month local church + 5 hrs/month Presbytery	Participate in any Community partnerships of your choosing, (i.e. Milverton Ministerial Association), build relationships with local ministers for support to offer pulpit exchanges once or twice a year, attend and support Presbytery meetings
Personal Spirituality and Self Care: 1 hr/month	Participate in any self-care, spirituality soothing classes or rituals of your choice. Besides book allowance, council approval for any extra expenditure not in budget.

Required Knowledge, Skills and Abilities: You must have a valid drivers' license and vehicle to work with us in Hampstead.

Other "Preferred" Assets: See position summary

Gifts desirable in prospective Ministers

- Ability to convey the spiritual message succinctly
- Ability to communicate: speak/write/listen
- Ability to plan and lead worship sensitive to Congregational needs
- Ability to work with different ages
- Ability to work in a team
- Administration/organizational ability
- Enthusiasm for outreach/social action
- Enthusiasm for visitation
- Willing and able for personal counseling
- Enthusiasm for personal/professional development
- Ability to develop/support Christian Education in all ages
- Enthusiasm for evangelism