

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
- ADP Payroll number _____
- 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 Zion United, Rostock Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on Nov 7/2018 and recommends a vacancy for _____ effective Jan 01/2019

Nov/18/2018
Month/Day/Year


Signature: Governing Body Designate

Todd Mulligan
Printed Name.

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

The Rostock Zion United Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on Rostock Zion and requests that Huron Perth Presbytery declare a vacancy for Rostock Zion to be effective Jan/1/19 (date).

Nov. 7 2018

Month/Day/Year



Signature: Chair of Meeting

Todd Mulligan

Printed Name (same)

Nov. 7, 2018

Month/Day/Year



Signature: Recording Secretary

Kathy Duchesne

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		
Todd Mulligan	mulligan@quadro.net	519-393-5682
Kathy Duchesne	Kathy.duchesne@gmail.com	519-273-4057

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 Rostock Zion effective 1 Jan. 2019 (date).

United Church

11/27/2018

Month/Day/Year



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: Zion United Church

Address of Local Ministry Unit: Gen Del Rostock, ON N0K 1T0

Brief Description of Local Ministry (three sentences):

Zion is a small, but tightknit church-family. Our sister church voted to close, however we are determined to stay together as long as possible, especially for our lifelong members.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
5	Discipleship	Encourage and develop spiritual gifts of members
4	Justice and Outreach	We live in a small rural community, but we all participate in food/toy drives + M+S
2	Leadership	We enjoy being challenged by a thought provoking sermon.
5	Ministry Partnerships	Encourage congregation to support local agencies that help those in need
2	Pastoral Care	We have some elderly members who are important to us.
3	Stewardship	Encourage generosity to both church and others in community
1	Worship	We love worshipping together as a church family

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

Ministry Position Description (LC PD)

Position Title: Weekend Supply Minister

Position Profile: Full-time Part-time If Part-time, hours/week 6 to 7
 Solo Team ministry If Team, # of other Ministry Personnel:

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

Prepare and deliver worship service Sunday mornings.
Select the music for worship. Pastoral care would only
be expected on a very minimal occasions. Prepare bulletins for
completion and printing by our volunteer secretary.

Autonomy in Decision-Making:

Minister has ability to plan own services, and may have support from
Worship Committee in laying out the year of services (re communion)
Principal Areas of Responsibility and Associated Duties: and special services (ie anniversary)

Weekly services, forward bulletin outline weekly to volunteer secretary
to complete

Discipleship: Recognize spiritual gifts of members and encourage them to use their gifts

Justice and Outreach: Encourage participation in community and knowledge of current world news

Leadership: Provide thought provoking and challenging messages

Ministry Partnerships: Partner with community organizations and attend events as interested

Pastoral/Spiritual Care: Stratford and area ministerial and official board to offer support

Attend East Perth Cluster
Personal Spirituality and Self Care: We are very much aware of the need for relaxation and will
be supportive of a flexible schedule, taking time off as fits this new (semi) retirement.

Stewardship: Encourage generosity to both church and community

Worship: Primary responsibility is Sunday worship. Follow lectionary
and link biblical stories to current day situations

Required Knowledge, Skills and Abilities:

Warm, friendly and works co-operatively.

Other 'Preferred' Assets:

good communicator

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? 10

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

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)

Sound System

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

No

Sanctuary holds 100 people

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

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

UCW

Are there meeting rooms? Yes No

What are they used for?

Is there a nursery? Yes No

Are the nursery toys/furniture compliant with current safety standards? Yes No N/A

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:

The meeting room, Sunday School Room and activity room are one in the same.

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

Describe it: N/A

What computers/telephones are provided at the church? N/A

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? N/A

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)

Administrative Support:

What administrative support is provided?

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

Beginning Jan 2019 - volunteer to prepare bulletins

Ministry and Personnel Committee:

How many members? 2

How often does the committee meet? 2x yr

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. -attached

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 100% Congregational Fundraising Activities N/A

Rental of building/services N/A Bequests/Reserves/Investments N/A

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

Completed
best I can as
the line #'s
don't match
statistical

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

	Line # in the Yearbook	Current year 2017	One year ago 2016	Two years ago 2015	Three years ago 2014	Four years ago 2013
Average weekly attendance Sunday	20 21	18	23	23	18	18
Identifiable givers (local)	18	40	48	48	50	40
\$ expended for pastoral charge operations	40 ? w/o salary with salary	8,145 23,771	14,115 29,919	10,232 26,701	7,446 17,526	14,415 34,266
# households under pastoral care	5	27	27	27	26	27

PART D: ABOUT OUR COMMUNITY

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

Rural Community, many related or lifelong members of our community

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

- youth moving away after University

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

www.pertheast.ca
www.perthcounty.ca

www.city.stratford.on.ca

Other faith communities represented in our community/region are:

Lutheran + Catholic

We have close ties with the following faith communities:

World Day of Prayer
- Catholic
- Lutheran

Using this Template

Position Title: Weekend/Retired Supply

Position Profile: Full-time Part-time If Part-time, hours per week 6 to 7
 Solo Team Ministry If Team, describe full ministry complement

Position Summary: (2-4 sentences that summarize the position)
- Sunday worship on a weekly basis

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?

- Any expenses outside of the regular operating expenses are approved by official Bd
- Minister selects music to compliment service

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. That's OK, too.