

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
Doug Burt burts@sympatico.ca 519-252-7382
 - ADP Payroll number _____
- IF APPLICABLE: An up-to-date Manse Information Summary Sheet (PR 435 MI) is attached.

*Sent to Conference
on April 21/17*

PART B: RECOMMENDATION of GOVERNING BODY

The Governing Body of Westminster Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on June 1, 2016 and recommends a vacancy for Westminster effective July 1, 2016

04/23/17
Month/Day/Year

Jeanne A. Stocks
Signature: Governing Body Designate

Jeanne A. Stocks
Printed Name:

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

The Westminster Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on June 19, 2016 and requests that Essex Presbytery declare a vacancy for Westminster to be effective July 11, 2016 (date).

04/23/17
Month/Day/Year

Jeanne A. Stocks
Signature: Chair of Meeting

Jeanne A. Stocks
Printed Name (same)

04/23/17
Month/Day/Year

Rosemary Barkhouse
Signature: Recording Secretary

Rosemary Barkhouse
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		
<u>Marion Overholt</u> ^{Ext. 214} <u>256-7831</u>	<u>marion.overholt@gmail.com</u>	
<u>Julie Swettenham</u> -	<u>julieswettenham@gmail.com</u>	
<u>Sandi McDonald</u> <u>258-6987</u>	<u>smedonald374@yahoo.ca</u>	
<u>Janet Brown</u> <u>254-8738</u>	<u>jebwrites@gmail.com</u>	
<u>Jean Lowden</u> <u>733-5808</u>	<u>jel09@bell.net</u>	
<u>Norm Barnoff</u> -	<u>norm.barnoff@gmail.com</u>	

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 Y2 Time Ministry effective May 1, 2017 (date).

Apr. 23/2017
Month/Day/Year

Susan E. Anderson
Signature: Presbytery Secretary (INTERIM)

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 Minister

Position Profile: Full-time Part-time If Part-time, hours/week 20
 Solo Team ministry If Team, # of other Ministry Personnel:

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

We are seeking a minister who will act as a spiritual leader and mentor for our congregation. This individual is someone who is a good communicator, an engaged listener, a compassionate caregiver; someone who is technologically competent, innovative and resourceful, and has a sense of humor; and someone who is committed to ministering to people of all ages. He or she will encourage, develop and challenge growth and understanding to deepen our faith.

Autonomy in Decision-Making:

This position is accountable to:

- the Westminster Church Council through the Ministry and Personnel Committee (for local support and accountability related to the position description) and expected to attend Council meetings and any Committee meetings, as requested.*
- Essex Presbytery (for support and collegiality) – expected to attend all meetings as he/she is able.*
- London Conference (for oversight and discipline) – expected to attend the Annual General Meeting and other events as able or required.*

In our ministry unit:

- 1. The minister works in collaboration with the worship team and music director in planning and conducting worship.*
- 2. The Worship Team shares the responsibility for arranging pulpit supply during vacation and study leave, and assisting the minister in recruiting volunteers to serve communion, welcome and greet, collect the offering and be lay readers.*
- 3. The minister has complete responsibility for conducting funerals, preparing sermons, offering prayers, meeting the pastoral care needs as required, and juggling daily work duties.*
- 4. The minister brings recommendations to the Council for baptisms and weddings.*
- 5. Selection of music is at the discretion of the minister in order to fit the service theme, although consultation and collaboration with the Music Director is strongly recommended and has worked well in all former working arrangements.*
- 6. The minister directs the volunteer office staff, as needed, when it comes to preparation of the weekly bulletin and any worship materials required.*
- 7. The minister has access to financial information and is expected to seek approval from the Board for any necessary expenditures, unless these involve amounts already budgeted.*

Principal Areas of Responsibility and Associated Duties:

Discipleship:

- *Develop and support a variety of Christian education and faith formation programs for adults using contemporary theology and secular wisdom.*
- *Relate the gospel to the everyday experience of people.*
- *Communicate the theology, history and traditions of The United Church of Canada.*
- *Explore the call of God to be a progressive church involved in the community.*

Worship:

- *Lead and enable the exploration and celebration of God's presence through relevant preaching, liturgy, prayer, music, video, and other means.*
- *Collaborate with worship team and music director.*
- *Inspire, strengthen and challenge the people of God.*
- *Encourage and support lay participation and leadership in worship.*
- *Celebrate God's grace and help the community to recognize God's presence in the church and the wider community and world.*
- *Relate the good news of our faith to everyday experience.*
- *Heighten the awareness of world events and invite the congregation to appropriate response.*
- *Conduct special worship services when necessary (Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunrise, Christmas Eve, weddings, funerals. etc.)*
- *Administer the sacraments of communion and baptism.*
- *We generally use a less formal worship format (i.e. speaking from the floor rather than the pulpit, vestments not required)*

Justice and Outreach:

- *Promote and encourage involvement in social justice issues and outreach programs based on individual talents, interest and skills.*
- *Engage the congregation with a vision of gospel that recognizes and responds to needs beyond their own needs.*
- *Participate in local nursing home worship leaders rotation.*

Pastoral/Spiritual Care:

- *Set aside time weekly for personal visits and/or telephone contact with the sick, the elderly and those others who are unable to attend regular services.*
- *Offer communion to shut-ins, when requested.*
- *Provide spiritual care on personal matters when necessary, but also be informed to refer individuals to other agencies and professionals, when another could serve their needs better.*
- *Encourage and support, through mentoring, those interested in participating in Lay Leadership Programs or those already licensed as Lay Leaders.*

Leadership:

- *Lead through involvement.*
- *Encourage and support all members of the congregation to participate fully in the life of the church, taking responsibility for seeing that some church related tasks are completed (but not necessarily doing the work her/himself).*
- *Model openness to new possibilities and have courage to try new things while being sensitive to the needs of the congregation.*

- *Share leadership appropriately, often acting as a facilitator, mentor or coach.*
- *Attend conferences and workshops as necessary to stay up to date on church activities.*
- *Provide strong leadership to encourage and motivate people to share their gifts for ministry in relation to the vision of Westminster United Church.*

Stewardship:

- *Support existing community outreach programs (Downtown Mission, Windsor Youth Centre, etc.) and participate in Westminster United Church fund raising activities, as needed and as available.*
- *Help to raise stewardship awareness by fostering a deeper sense of living one's faith through recognition and promotion of individual gifts of time and talents, moving beyond just financial resources.*

Ministry Partnerships:

- *Honour the organization, governance, and policies of The United Church of Canada.*
- *Participate in the courts of the church, as set out in The Manual of The United Church of Canada – Local Council, Essex Presbytery, London Conference and General Council.*
- *Represent Westminster United Church at various ministerial meetings, community related gatherings, and special events.*
- *Maintain existing connections and seek new opportunities, when available, to serve alongside others.*

Personal Spirituality and Self Care:

- *It is the understanding of the congregation that it is important to allow time needed for spiritual growth and self care.*

Required Knowledge, Skills and Abilities:

- *Excellent skills in preaching and worship leadership*
- *Ability to relate the Bible to today's society*
- *A strong interest and an appreciation of music*
- *Welcoming to all generations*
- *Comfortable working with all ages and abilities*
- *A team player*
- *Creativity in all aspects of ministry*
- *Openness to new possibilities*
- *Skill in facilitating small groups and also in mentoring lay leaders*
- *Must have a valid drivers' license and reliable transportation*
- *Computer literate and comfortable with changing technology*
- *Current criminal background check*

Other 'Preferred' Assets:

- *A Sense of humour*
- *Pleasant singing voice*
- *Flexible*
- *Build Westminster's "on-line" presence*

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: Westminster United Church

Address of Local Ministry Unit: 1680 Dougall Ave, Windsor, ON N8X 1S3

Brief Description of Local Ministry (three sentences):

“An open Christian community for the spiritually curious where all are welcome ... enabling the Creator’s dream through participation in God’s passion for this world”. This is our mission statement. We are a friendly inner-city faith family where our worship service follows an informal contemporary style which is still respectful of traditions.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
#2	Discipleship	Our Sunday Worship Service includes a “NOW” Testament. This is a contemporary reading relevant to the challenge of living faithfully in today's world, as expressed by a renowned author. We enjoy Adult Study through video presentations and discussions, through our “Dine ‘n’ Discover” monthly potluck study where we share a community meal and discuss themes relevant to our spiritual growth and the first Sunday of the month is time for “Church Chat”, a 30 minute gathering, prior to worship, with coffee available, to discuss some topic of interest to those who attend. We have a hospitality area at the back of the sanctuary which includes a sofa.

#5	Justice and Outreach	<p>We support the Windsor Downtown Mission through fundraising, food donations and volunteering to prepare the meals monthly.</p> <p>We support the Windsor Youth Centre, the Iona College Food Bank, Street Help, Hiatus House, Iris House and the Welcome Centre for Women through our Can Share program and seasonal collections.</p> <p>We support individuals with Food Vouchers purchased with our Benevolent Fund donations.</p> <p>We provide space for meetings and training programs for groups such as NA, AA, TOPS, Teen Health Centre.</p> <p>We provide service to our community through our "Good Stuff" Sale and Roast Beef Dinners. Our neighbours are always telling us how wonderful the sense of community and family atmosphere are at Westminster.</p> <p>We look to pursue multi cultural/ multi faith relationships with our Muslim neighbours.</p>
#4	Leadership	<p>We need someone who is comfortable in a collaborative work environment ~ someone who is forward thinking and outward thinking and who supports the ministry of the congregation into the community.</p>
#7	Ministry Partnerships	<p>We work with other centre-city United Churches during special seasons. We have shared services on Ash Wednesday and throughout Holy Week for the past few years.</p> <p>We celebrate with the other United Churches the anniversary of the birth of the United Church of Canada in a joint worship service and picnic.</p> <p>We have established a relationship with the Windsor Refugee Office sponsored by the Roman Catholic Archdiocese of London.</p>
#3	Pastoral Care	<p>We are a closely knit yet open community who support each other. We have a greeting card ministry, casual visiting and telephone calls to keep in contact with shut-ins, etc.</p> <p>We have had ministers who visited those in hospital, shut-ins and those in nursing homes, and also participated in a rotation of area Nursing home worship services. We maintain a prayer ministry.</p>
#6	Stewardship	<p>Finances are reviewed at each meeting of the church council. Our finance chair does a full disclosure of assets, liabilities, revenue and expenses, keeping everything transparent and everyone informed.</p> <p>We could describe our financial situation as struggling at times but meeting the need. Sometimes it appears our expenses are exceeding revenue however if a request is brought forth there is a response to the need.</p> <p>We have a talented bunch of volunteers.</p>
#1	Worship	<p>Music is a key part of worship here.</p> <p>We appreciate uplifting worship.</p> <p>We are a progressive congregation and find value in the use of audio/visual enhancements. We make use of audio/visual equipment not only to display words for hymns but for video clips which enhance the worship.</p>

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

Westminster United Church 153 40
(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	<u>4</u>	Children (5-12)	<u>2</u>	Teens (13-19)	<u>4</u>
Young adults (20-30)	<u>4</u>	Adults - (35-50)	<u>10</u>	Adults- (51+)	<u>10</u>
Young retirees (51-64)	<u>1</u>	Older Retirees (65-70)	<u>10</u>	Seniors (over 70)	<u>45</u>

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)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Health or social services | <input checked="" type="checkbox"/> Education | <input checked="" type="checkbox"/> Manufacturing | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Agriculture and food production | <input type="checkbox"/> Tourism/Hospitality | <input checked="" type="checkbox"/> Retail | |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Mining/Forestry | <input type="checkbox"/> Information Technology | |
| <input checked="" type="checkbox"/> Government | <input checked="" type="checkbox"/> Professional Services | <input type="checkbox"/> 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? 13

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? (Mostly accessible) Yes Tell us how: *Elevator Lift and Ramps*

No

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

Hearing Device Large Print Bulletin Projection Screen Sound System

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

No (The main areas of use are all accessible.)

Sanctuary holds 300 people

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

Pews, a Sofa, Some wider rows to allow space for wheel chairs and walkers, Choir Loft

Is the sanctuary used other than for Sunday Worship? *Occasionally*

If so, how? *Concerts, Rehearsals, Recitals*

Are there meeting rooms? Yes No

What are they used for? *Men's Coffee Group Study Groups TOPS meetings*

Narcotics Anonymous Training Community Dinners Quilters Groups

Music Rehearsals Council Meetings

Is there a nursery? Yes No

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

Are there Sunday School rooms? Yes No

How many? *9 rooms* Are they also multipurpose use? *Yes*

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

Brief descriptions: *See above uses.*

Where is the office located for the minister? *Private office on Main Floor*

Is it shared? *No*

Describe it: *Good size with two windows, air-conditioned, built in bookcases, file cabinets, desk, ornamental fireplace, sitting area with sofa and chairs*

What computers/telephones are provided at the church?

Phones in Minister's Study, Church Office and Kitchen (total 3)

Desk top Computers in Minister's Study and Church Office plus WiFi

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

What Social Media accounts and Webpages does the church hold?

Facebook: WestminsterUnited Church

Website: www.westminsterunited.org

Who maintains, updates them? *Church Member Volunteer*

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)

2 Narcotics Anonymous Group each 1 evening per week

TOPS (Take Off Pounds Sensibly) one evening per week

Music Express Band one evening per week

Helping Hands Quilting Group once per month

Administrative Support:

What administrative support is provided? *Office and Custodial*

How many hours per week? 30 Is this paid or volunteer?

Ministry and Personnel Committee:

How many members? 2

How often does the committee meet? *as necessary*

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 80% Congregational Fundraising Activities 10%

Rental of building/services 5% 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.

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

	Line # in the Yearbook	Current year 2015	One year ago 2014	Two years ago 2013	Three years ago 2012	Four years ago 2011
Average weekly attendance Sunday	20	40	40	45	45	53
Identifiable givers (local)	18	57	53	51	60	58
\$ expended for pastoral charge operations	40	86,490.90	100,454	131,080	136,166	131,576
# households under pastoral care	5	79	80	51	109	106

PART D: ABOUT OUR COMMUNITY

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

Climate, rich in local produce, friendly border (Canada/USA), established and growing Cultural & Arts Community, world-renowned Symphony Orchestra, University, Community College, Trade Schools, active social justice community, well developed labour community, small town feel with amenities of a larger community, Craft Breweries & Wineries

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

High unemployment, especially in youth.

Exodus of youth seeking work.

No government representation in leading party.

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

www.citywindsor.ca <http://visitwindsorsex.com> www.windsorpubliclibrary.com
www.uwindsor.ca www.stclaircollege.ca

Other faith communities represented in our community/region are:

This is a very diverse community with most faith groups represented.

We have close ties with the following faith communities:

We do not currently have what we consider close ties with other faith communities outside the United Church.