

**THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
BC CONFERENCE**



Ministry Profile and Search Report (BC 400 MPSR)

“Peninsula United Church”

Fraser Presbytery

British Columbia Conference

January 21, 2018

15639 24 Ave. Surrey V4A2J6

Recommendation:

To request BC Conference declare two vacancies for Ordained or Diaconal ministers to be filled through call.

Report prepared by Ministry Profile and Search Committee:

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Kathy Davies, BC Conference Minister, Fraser Presbytery

Supporting Documents follow:

1. Demographic, Financial and Community Profile
2. Ministry and Mission Profile
2. Ministry Position Description

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Demographic, Financial, and Community Profile

Note: For guidelines and strategies, please consult the BC Conference *Ministry Profile and Search Resource Package*.

PART A: ABOUT OUR PEOPLE:

(Multi-point Local Ministry Units will complete Part A, B and C for each congregation)

Number of congregations: 1 2 3 NA (e.g. for Outreach Ministries)

Congregation Peninsula United 400 200
(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
 Other _____

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
 Other condominiums, seniors residences.

Our congregation includes (*these numbers don't need to be exact, rather it should give an approximation*)

Infants and pre-school 5-12 Children (5-12) 5-13 Teens (13-19) 4-8

Young adults (20-35) 17 Adults - (35-50) 22 Adults- (51+) 325

Young retirees (51-64) 30 Older Retirees (65-70) 70 Seniors (over 70) 225

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 (or used to 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 Other (specify):

Our congregation is like: (choose one that best applies)

- A big family where we all know each other;
 A medium sized church where we recognize each other but may not know each other well;
 A big church with lots of staff, where small groups of people are close to one another based on common interests.
 Other description:

Our heritage as a local ministry unit : (check one that best applies):

- Has its roots as a Methodist/Congregationalist/Presbyterian congregation prior to Union in 1925;
OR, Began
 between 1925 and 1945. between 1945 and 1965. between 1965 and 2000. After 2000.

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 have some anxiety and either have a rough idea or don't know how to go forward. 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? approx. 15

How many are typically present at a meeting of your Governing Body? approx. 15

NOTE: Governance structure is in transition due to amalgamation

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.)

Or

We own 3 buildings, plus operate 1 rental space known as "ThirdSpace".

Our church building(s) are mostly: (choose one that best applies):

Bldg.1, 2756 - 127th St.: Significantly renovated in 2000, with some repairs scheduled.

Bldg.2, 15629 - 24th Ave.: Fairly major repairs need to be done.

Bldg.3, 15385 Semiahmoo Ave.: Is in a process of complete redevelopment. Will be closed for construction approx.2018/19.

Rental location, #1-1381 George St.: Is a "storefront" space, on a one year, renewable lease.

Sanctuary (127th St. site) holds 265 people with current seating configuration. It is licensed to hold 300 persons.

Are there meeting rooms? Yes No

What are they used for? Meetings, informal gatherings, CD activities.

Is there a nursery? Yes No

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

Are there Sunday Schools rooms? Yes No

How many? 4 Are they also multipurpose use? Yes No

Are there activity rooms? (ie quilting, gym, library) Yes No

Brief descriptions:

Bldg.1, 127th St.: Large sanctuary with centre aisle and wooden pews; Library/Nursery are combined, in view of the Sanctuary; offices and meeting space on the upper floor; large Lower Hall, with kitchen/servery and Sunday School rooms, in the basement. A pre-school rents the Lower Hall Monday-Friday.

Bldg.2, 24th Ave.: Sanctuary with centre aisle and chair seating; Ministers and Office Staff offices are on main floor; Lower Hall with kitchen/servery and Sunday School space, in the basement. A private day care has a stand-alone building on the property, preschool and kindergarten rents space Monday-Friday in the Lower Hall.

Bldg.3, Semiahmoo Ave.: Slated for reconstruction in 2018.

Rental location, George St.: main space is multi-purpose for drop-in, social, small gatherings; small quiet room, and small board room also available; office administration space; 3 ministers' offices.

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

Are the other buildings used by outside groups as well as ministry activities? Yes No

Brief descriptions (tenants, occasional rentals, frequency of use)

- Pre-school operators (Tiny-Y, Wind & Tide), Mon.-Fri., 2 locations
- Girl Guides of Canada, 2 evenings/wk.
- Boy Scouts, 1 evening/wk.
- Japanese education centre, 1 afternoon/wk.
- Pilates, Fri. mornings
- A.A., Al Anon, N.A. groups, daily, mornings/evenings.
- Social Justice film series, seasonal.
- Unitarian congregation, Sundays & occasional midweek meetings.
- Baptist congregation, Sundays & small office space at 3rd space.
- Occasional users are mostly concerts, either special or music teacher concerts.
- Counselling
- Kindergarten
- Preschool

Is there a photocopier in the church? Yes No

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

Is the church accessible (including for those with disabilities)? Yes Tell us how:

Bldg.1, 127th St. - entrance at ground level; elevator; accessible washrooms on all three levels.

Bldg.2, 24th Ave. – main entrance, to Sanctuary and offices, accessed by ramp; accessible washroom on main level; basement is not accessible.

Bldg.3, Semiahmoo Ave. – will be fully accessible following redevelopment.

Rental location, George St. - ThirdSpace is accessible; entrance by sloping sidewalk from street.

Administrative Support:

Is there support for administrative tasks (e.g. bulletin, scheduling, reception)?

Yes No

If yes, how many hours per week? _40__

If yes, is this paid or volunteer or other (please specify)?

Ministry and Personnel Committee:

How many members? 3 – committee to be increased.

How often does the committee meet? Minimum quarterly.

Has one or more of the committee members attended a M&P Committee Training event in the last three years? Yes No

Who takes the service when your minister is away on holidays or study leave? Multi-ministry staff share in worship planning and coverage. If all are absent at once, service can be led by visiting worship leaders, students, or members of the congregation, both lay and retired clergy.

PART C: ABOUT OUR FINANCES

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: [projected, in Amalgamation Proposal document])

Congregational givings 46% Congregational Fundraising Activities 2%
 Rental of building/services 15% Bequests/Reserves/Investments 37%

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 - In trust/investment monies. No

Our Financial Accountability:

Our financial statements are reviewed by an external person each year:

- Yes: a formal third-party review.
 No: (describe) Reviewed annually by an independent third-party, who is not a member of the Finance & Property Committee, and does not serve on the Church Council.

Our financial statements from the last three years are available upon request.

- Yes No, but available on our website No

Our consolidated (3 founding congregations) Statistics (UCC Year Book) from the last five years of submissions to the United Church of Canada show:

Line # in the Yearbook		Current year 2016	One year ago 2015	Two years ago 2014	Three years ago 2013	Four years ago 2012
20	# attending Sunday worship	293	295	280	316	350
18	# of regular givers	391	389	401	503	544
40	\$ expended for pastoral charge operations	551,789	567,461	577,439	595,711	573,519
5	# households under pastoral care	613	622	665	675	720

PART D: ABOUT OUR COMMUNITY

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

- Location – urban, some rural, close to various cities
- Sea side
- The communities

This is what we love about our Church Community

- The people, friendly, caring, supportive, fellowship
- The community, inclusive, open, like-minded
- Worship, theology, the minister(s), the message
- Outreach, social justice
- Music
- Social gatherings, Small group connections

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

- Affordable housing
- Rapid growth: impact on services including transportation, health care, amenities
- Shifting demographics: age mix of population, cultural/ethnic diversity
- White Rock tripled homeless count in last 3 years (there are multiple short term shelters)

Here are some websites that offer detailed information about our community:

- <http://www.surrey.ca/community/6804.aspx>
- <http://www.surrey.ca/business-economic-development/1417.aspx>
- <http://www.crescentunitedchurch.com>
- <http://www.firstunitedwhiterock.com>

Other faith communities represented in our community/region are:

- Alliance, Anglican, Baptist, Life Church, Lutheran, Pentecostal, Presbyterian, Roman Catholic, Salvation Army, Seventh Day Adventist, Unitarian, Buddhist, Jewish, several Community Churches, Latter Day Saints, Jehovah's Witness, Muslim

We have close ties with the following faith communities:

We rent worship and office space in our buildings to a Unitarian congregation and a Baptist congregation.

We also have connections with the White Rock Muslim Association, forged around joint sponsorship of a Syrian refugee family.

Strengthening our relationship with the Star of the Sea for Community Dinners and Shelter

ThirdSpace beginning new programs that attracts people from all faiths.



Ministry and Mission Profile

Website Address of Local Ministry Unit: www.peninsulaunited.com

Brief Description of Local Ministry: We are entering a transition as we have consolidated our three founding congregations into one unified community of faith. We imagine a vibrant United Church community on the Semiahmoo Peninsula, alive as followers of Jesus, responsive to the neighbours immediately around us and to the global search for peace and justice. We offer worship, education, and pastoral care for members and adherents, and for individuals and families living in the community. We promote and participate in local and international outreach and social justice activities.

Our Worship Style: Our current conventional, United Church style worship is informal and inclusive. We strive for accessibility, lay participation, good music and sound, engaging preaching, and relevant prayers. In this transition year we include a Sunday morning worship service, in a familiar style; a mid-week service, also in a familiar style; and an afternoon or evening alternative form of worship. We also offer a family-centred, informal and interactive Café Church at our Thirdspace location on Sunday AM's and offering centreing prayer, weekly, on Tuesday mornings at 7:30. We desire to honour the familiar, and explore the new.

Vision and Mission Statement Purpose Statement [from Amalgamation Proposal]: *We are called to follow the way of Jesus, open ourselves to the Spirit, and make known God's transforming love.*

In addition to specific goals named, every area of our congregational life will be under review in this transition. In each area we will endeavour to maintain our current profile of activities and commitments, and to reflect on and assess current activities in order to make recommendations of what to carry forward.

The Councils of the constituting congregations approved 5 working principles that would inform the process leading toward a vote regarding amalgamation. They are that we:

1. seek to consolidate and free up our energy, gifts, resources, and people for effective Christian ministry;
2. nourish and deepen the faith of those of us who are already part of the United Church community, through our worship, education, and pastoral care;
3. find ways for next generations to connect with a living faith through the United Church;
4. continue to be and become a caring community that demonstrates Christian service and concern for social justice locally and globally;
5. begin now with experiments in different ways of being church, in Worship, Governance, and Programs.

These working principles, together with the articulation of our purpose and the existing mission priorities, support and inform our collective path into God's future.

Category Title	This is who we are as a Local Ministry Unit:
Community Outreach and Social Justice	<p>We are currently doing the following in community outreach and social justice:</p> <p><u>Global</u>: relationship with Tierra Nueva, El Salvador; Habitat for Humanity: our commitment to living the United Church apology to First Nations and ongoing reconciliation; the Affirming ministries process.</p> <p><input type="checkbox"/> We do not have a specific goal related to Community Outreach and Social Justice.</p>
Church Community and Neighbourhood	<p>We are currently doing the following in the church community and neighbourhood:</p> <p><u>Community</u>: Community dinners; Extreme Weather Emergency Shelter; Healing Touch and Reike; the Hub at Oak Avenue; First United Vancouver; Sources (Food Bank); Peninsula Homeless to Housing Coalition. We also provide meeting space for Girl Guides, Boy Scouts, AA, and other community groups.</p> <p><input type="checkbox"/> We have a specific goal related to the church community and neighbourhood as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> We have established a presence at our ThirdSpace location on George St., that responds to the needs of people within and beyond the current congregation.
Faith Formation and Christian Education	<p>We are currently doing the following in faith formation and Christian education:</p> <p>Seasonal Bible study; Sunday School/children's worship; contemplative prayer; ThirdSpace/alternative worship through monthly Music and Meditation service and Café Church which focuses on families and children's development</p> <p><input type="checkbox"/> We have a specific goal related to faith formation and Christian education as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Strengthen purpose, awareness, and participation in alternative services (e.g. midweek). <input type="checkbox"/> Experiment with different styles of faith exploration and Bible study.
Leadership	<p>We are currently doing the following in Leadership:</p> <p>We operate with a Council model of governance; one governing body.</p> <p><input type="checkbox"/> We have a specific goal related to Leadership as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify and build capacity of lay leadership. <input type="checkbox"/> Free up energy of people from governance work to allow them to participate more fully in ministry. <input type="checkbox"/> Review our governance model and consider alternatives.

<p>Pastoral Care</p>	<p>We are currently doing the following in pastoral care: Pastoral care to our current congregation; newcomers table; healing ministry; prayer tree; pastoral care visitors – maintain lists of those in hospital, confined to home, and others needing visitation.</p> <p><input type="checkbox"/> We have a specific goal related to pastoral care as follows:</p> <ul style="list-style-type: none"> ○ Keep pastoral care a high priority of both the Ministry Team and the congregation. ○ Ensure Ministry Team responsibilities for pastoral care are comprehensive and coordinated. ○ Build up a pastoral care team that meets the needs of the new community of faith, mentored/facilitated by Ministry Staff.
<p>Spirituality and Self-Care within your Local Ministry Unit</p>	<p>We are currently doing the following in Spirituality and Self Care: Contemplative prayer; prayer trees; walking group; stitch and chat; Circles of Friends. ThirdSpace programs include an evening Sit and Stitch program, music and meditation evenings, and a full slate of mindfulness programs to meet the needs of a variety of client groups.</p> <p><input type="checkbox"/> We have a specific goal related to Spirituality and Self Care as follows:</p> <ul style="list-style-type: none"> ○ To experiment and broaden our understanding of spirituality; to see it in new ways.
<p>Worship</p>	<p>We are currently doing the following in Worship:</p> <p><input type="checkbox"/> We have a specific goal related to Worship as follows:</p> <ul style="list-style-type: none"> ○ <u>Preaching</u>: scripture-based preaching that provides spiritual nurture, a relevant teaching message, and challenges our thinking and spiritual understanding. ○ <u>Music</u>: maintain high standard of music ministry. ○ <u>Lay participation</u>: continue to involve and encourage lay participation in worship. ○ <u>Mission & Service</u>: maintain M&S awareness (weekly reading of Minute for Mission)



MINISTRY POSITION DESCRIPTION A

Closing Date:

Position Title: Full-Time Ordered Minister of Worship and Pastoral Care

Position Profile: X Full-time
X Team ministry (# of other Ministry Personnel): 1

Position Summary:

This position is one of two full-time positions working as equal team ministry at Peninsula United Church in White Rock/South Surrey, a newly formed congregation based on the amalgamation of three congregations. Both ordered ministers work collaboratively to serve the needs of the congregation and community. The emphasis in this position is on Worship and Pastoral Care; the second one on Worship and Emerging Spirit. Both positions will have some degree of involvement in all aspects of the church and the different emphasis is to free up the gifts each bring to the position. This position reflects the importance the congregation gives to meaningful, inspired Sunday worship.

Accountable to:

This position is accountable to the governing body of Peninsula United Church, the Church Council, through the Ministry and Personnel Committee; and to BC Conference for oversight and discipline. This position has a relationship of support and collegiality within the Ministry Team, and with members of Fraser Presbytery.

Working Hours: The workweek shall be on average 40 hours per week. [The hours and percentage of time suggested in the following Areas of Responsibility are allocated across the two ministers of the Ministry Team i.e. 80 hours per week.]

AREAS OF RESPONSIBILITY:

WORSHIP AND PREACHING: 30.0% (12 hours)

Plan and lead traditional worship and contemporary or alternative worship services in collaboration with the Worship Committee, Music Director and other Ministers on the Ministry Team.

- Prepare thoughtful and inspirational expressions of the Word through sermons or other methods on an agreed schedule of Sundays and alternative dates.
- Encourage lay participation in worship services, particularly in special services.

- Work with Worship Committee to engage guest preachers to inspire the congregation with new voices, challenging theological sermons and spirit filled worship.
- Work with the church office administrator and volunteers in the preparation of worship bulletins, materials and notices.
- Conduct weddings and administer the sacraments of Baptism and Communion

PASTORAL CARE AND COMMUNITY BUILDING: 20.0% (8 hours)

- Lead and support the new community of faith in building up its community, identity, and culture.
- Provide pastoral care to those who are grieving. Co-ordinate and officiate at memorial and funeral services on request.
- Offer pastoral care related to weddings and baptisms and memorial services.
- Provide critical, sensitive pastoral care and support, referring for counselling where appropriate.
- Promote and mentor a strong lay congregational care network to ensure pastoral programs that meet the needs of the community of faith and promote loving connections for all members.
- Create new opportunities and continue to support existing initiatives such as:
 - home visiting
 - prayer trees
 - senior teas
 - newcomer support
 - healing ministry
 - circles of friends

LEADERSHIP: 12.5% (5 hours) Provide leadership, coaching and mentorship for the congregation, lay leaders and staff.

- Work with and support the Council Chair to facilitate the work of the Council.
- Participate in Council Meetings, providing regular updates on work in progress.
- Assist in the development of an effective Stewardship Program for the church.
- Attend coaching sessions with ministry team to support effective collegial relationships

ADMINISTRATION: 12.5% (5 hours)

- Support the Council to develop guidelines and outline responsibilities to ensure a system of excellent communication amongst all staff, council, committees, congregation and the public.
- Such guidelines should avoid duplication and prevent matters from falling between the cracks and address:
 - website management
 - newsletter responsibilities
 - advertising
 - email communications
 - wider church updates

- In addition to the administrative tasks listed under “Leadership”, ensure, with the Clerk of the Roll, appropriate record management related to membership, baptisms, weddings, funerals and memorial gardens.
- Meet weekly as a Ministry Team, and monthly with all staff of the Pastoral Charge, to ensure collegial relationships, good communications, and coordination of activities.
- Contribute to church communications such as mail outs, newsletters, websites, Annual Reports, etc.
- Provide day-to-day support to the office administrator, bookkeeper and other non-ministerial staff. Work with M&P around oversight and supervision.
- With other ministers, serve as ex-officio member on selected church committees, except for Ministry and Personnel (M&P) and Ministry Profile and Search (MPS) Committees.

COMMUNITY OUTREACH AND SOCIAL JUSTICE: 5% (2 hours)

- Work with your colleague and lay leaders to educate congregants on issues of social justice and encourage them to live out their faith to redress wrongs in the local community and beyond through meaningful service.
- In keeping with the priorities set by Council, engage the congregation in the development of programs and activities that support the mission of the church.
- Be a pastoral presence to participants affiliated with mission work and respond to requests for assistance.
- Partner with other organizations and faith communities where this might support the mission priorities of the community of faith.
- To support lay leadership

FAITH FORMATION AND CHRISTIAN EDUCATION: 5% (2 hours)

In collaboration with the other minister(s), offer meaningful Christian education that nurtures and challenges people in their faith journey.

DENOMINATION AND COMMUNITIES: 5% (2 hours)

- Engage in the activities of the wider church attending Presbytery and Conference meetings as required
- Engage in Ecumenical and Interfaith activities in the community.

CONTINUING EDUCATION: 5% (2 hours)

- In consultation with M&P, engage in three weeks of continuing education to further growth that supports one’s ability to carry out the duties and responsibilities of the position with full integrity.

SELF CARE: 5% (2 hours)

- Practice self-care and be responsible for your own health, identifying pressure points to M&P, taking time for personal care;
- Engage in spiritual practice, study, and development. This may include daily devotional time as part of the minister’s schedule.

OTHER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong faith and deep theological understandings;
- Oratorical skills for effective sermons
- Visionary leadership to build up the new community of faith;
- Ability to work collaboratively as part of a Team Ministry;
- Good understanding of change, grief and loss in congregational life;
- Organizational skills with high level of competence in communications;
- Leadership and creativity to bring the gospel to future generations;
- Ability to empower, support and inspire laity;
- Ability to help newly formed community of faith to articulate its new mission;
- Ability to communicate with patience, sensitivity, and inclusivity.

TERMS OF EMPLOYMENT:

- The United Church Manual, The United Church Employment Guidelines, the original Call/Appointment Form, and any relevant Provincial Legislation shall be used as terms of employment for this position.
- Increments of salary and benefits, consistent with national United Church schedules, are to be determined by the Council, in consultation with the minister and the M&P Committee.

MINISTRY POSITION DESCRIPTION B

Closing Date:**Position Title:** Full-Time Ordered Minister of Worship and Emerging Spirit**Position Profile:** X Full-time
X Team ministry (# of other Ministry Personnel): 1**Position Summary:**

This position is one of two full-time positions working as equal team ministry at Peninsula United Church in White Rock/South Surrey, a newly formed congregation based on the amalgamation of three congregations. This position focuses on Emerging Spirit (using non-traditional programs to reach out to the un-churched) and on keeping younger families thriving and inter-generationally engaged. Both ordered ministers work collaboratively to serve the needs of the congregation and community. The other position emphasizes Worship and Pastoral Care, particularly to the senior population that makes up the bulk of the congregation. Both positions will have some degree of involvement in all aspects of the church and the different emphasis is to free up the gifts each bring to the position. This position reflects the importance the congregation gives to engaging with the local community in new and meaningful ways.

Accountable to:

This position is accountable to the governing body of Peninsula United Church, the Church Council, through the Ministry and Personnel Committee; and to BC Conference for oversight and discipline. This position has a relationship of support and collegiality within the Ministry Team, and with members of Fraser Presbytery.

Working Hours: The workweek shall be on average 40 hours per week. [The hours and percentage of time suggested in the following Areas of Responsibility are allocated across the two ministers of the Ministry Team i.e. 80 hours per week.]

AREAS OF RESPONSIBILITY:**WORSHIP AND PREACHING: 20% (8 hours)**

Plan and lead contemporary or alternative worship services in collaboration with the Worship Committee, Music Director and other Ministers on the Ministry Team.

- Prepare thoughtful and inspirational expressions of the Word through sermons or other methods on an agreed schedule of Sundays and alternative dates.
- Encourage lay participation in worship services, particularly in special services.
- Engage newcomers through accessible and spirit filled worship.

- Work with the church office administrator and volunteers in the preparation of worship bulletins, materials and notices.
- Conduct weddings and administer the sacraments of Baptism and Communion

PASTORAL CARE AND COMMUNITY BUILDING: 18% (7 hours)

- Support the new community of faith in opening and building up its community, identity, and culture.
- In collaboration with the other minister, provide pastoral care directly to those who are grieving. Co-ordinate and officiate at memorial and funeral services on request.
- Provide critical, sensitive pastoral care and support, referring for counselling where appropriate.
- Support the lay congregational care network to offer pastoral programs that meet the needs of newcomers, young families and youth and promote loving intergenerational connections.
- Offer secondary support to existing pastoral care initiatives with a particular focus on newcomers, young families, youth and children.
- In collaboration with the other ministerial staff, assume primary responsibility for some pastoral programs, e.g. Healing Ministry.

LEADERSHIP: 12.5% (5 hours)

This position has particular responsibilities related to Thirdspace program development and other non- traditional initiatives under the Emerging Spirit philosophy. Leadership is needed to help create a vision of what is possible and to inspire others to bring new ideas into fruition. Some of the hours under administration will also support Thirdspace.

- Work with and support the Thirdspace Leadership Team and other participants
- Participate in Council Meetings, providing regular updates on work in progress.
- Ensure Emerging Spirit initiatives are integrated into the life of the whole church body and not a silo ministry.
- Assist in the development of an effective Stewardship Program for the church.
- Attend with other minister, coaching sessions to support effective collegial relationship

ADMINISTRATION: 12.5% (5 hours)

- Support Council and the other minister to develop guidelines that ensure a system of excellent communication amongst all staff, council, committees, congregation and the public.
- Such guidelines should clearly outline responsibilities to avoid duplication and prevent matters from falling between the cracks. At minimum it should address:
 - website management
 - newsletter responsibilities
 - advertising
 - email communications
 - wider church updates
- Help to ensure up to date records related to membership, baptisms, weddings, funerals and memorial gardens are maintained.

- Meet weekly as a Ministry Team, and monthly with all staff of the Pastoral Charge, to ensure collegial relationships, good communications, and coordination of activities.
- Contribute to church communications such as mail outs, newsletters, websites, Annual Reports, etc.
- Work with M&P around oversight and supervision of non-ministerial staff.
- With other ministers, serve as ex-officio member on selected church committees, except for Ministry and Personnel (M&P) and Ministry Profile and Search (MPS) Committees.

COMMUNITY OUTREACH AND SOCIAL JUSTICE: 7.5% (3 hours)

- In collaboration with the other minister and lay leaders, educate congregants on issues of social justice and encourage them to live out their faith to redress wrongs in the local community and beyond through meaningful service.
- In keeping with the priorities set by Council, engage the congregation in the development of programs and activities that support the mission of the church.
- Provide support to the lay leaders involved in mission work and be a pastoral presence to participants affiliated with mission work.
- Partner with other organizations and faith communities where this might support the mission priorities of the community of faith.

FAITH FORMATION AND CHRISTIAN EDUCATION: 12.5% (5 hours)

As the minister charged with serving newcomers and younger families, this position is to offer meaningful Christian education that nurtures and challenges people in their faith journey.

DENOMINATION AND COMMUNITIES: 7.5% (3 hours)

- Engage in the activities of the wider church attending Presbytery and Conference meetings as required
- Engage in Ecumenical and Interfaith activities in the community seeking ways to work together and utilize our shared resources for the betterment of the community.

CONTINUING EDUCATION: 5% (2 hours)

- In consultation with M&P, engage in three weeks of continuing education to further growth that supports one's ability to carry out the duties and responsibilities of the position with full integrity.

SELF CARE: 5% (2 hours)

- Practice self-care and be responsible for your own health, identifying pressure points to M&P, taking time for personal care;
- Engage in spiritual practice, study, and development. This may include daily devotional time as part of the minister's schedule.

OTHER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong faith and deep theological understandings;
- Oratorical skills for effective sermons;

- Visionary leadership to build up the new community of faith;
- Ability to work collaboratively as part of a Team Ministry;
- Good understanding of change, grief and loss in congregational life;
- Organizational skills with high level of competence in communications;
- Leadership and creativity to bring the gospel to future generations;
- Ability to empower, support and inspire laity;
- Ability to help newly formed community of faith to articulate its new mission;
- Ability to communicate with patience, sensitivity, and inclusivity.

TERMS OF EMPLOYMENT:

- The United Church Manual, The United Church Employment Guidelines, the original Call/Appointment Form, and any relevant Provincial Legislation shall be used as terms of employment for this position.
- Increments of salary and benefits, consistent with national United Church schedules, are to be determined by the Council, in consultation with the minister and the M&P Committee.

Differences between position A and position B

Category	A Hours		B Hours	
Worship and Preaching	12	30%	8	20%
Pastoral Care	8	20.0%	7	18%
Leadership	5	12.5%	5	12.5%
Administration	5	12.5%	5	12.5%
Outreach and Social Justice	2	5%	3	7.5%
Faith Formation/ CE	2	5%	5	12.5%
Denomination	2	5%	3	7.5%
Continuing Ed	2	5%	2	5%
Self Care	2	5%	2	5%
Totals	40	100%	40	100%