

## ENGLEHART PASTORAL CHARGE

### JNAC REPORT

revised and approved November 2016 by the Official Board  
with Spirit Dancing Presbytery approval February 2017



## **RECOMMENDATIONS**

Revised Recommendations November 2016  
& Approved by Spirit Dancing Presbytery February 2017

**That Englehart United Church seek a part time paid accountable Minister, through Call or Appointment based on 20 hours per week, starting date July 1, 2017.**

### **Committee Members:**

- Dorothy Knight
- Sue MacDuff
- Liz Smith
- Joy Galloway (Spirit Dancing Presbytery)

## **Profile # 1: Community**

Please refer to websites: [englehart.ca](http://englehart.ca) and [charlton/dack.ca](http://charlton/dack.ca)

### **Where do church members live?**

Within 25 kms of the church.

### **What would you say are the three economic/demographic or political realities facing your area?**

- 1) Small town with many shopping amenities
- 2) Retirement community
- 3) Employment boom at the local mines
- 4) We have a state of the art, thriving oriented strand board plant at the edge of town.

### **What is unique about your community/region?**

Clean air/middle income status/friendliness/many available recreational activities/fertile farm land/lots of outdoor space, rivers, and lakes/less poverty than other areas/no slums/new arena/new medical center complete with varied professionals including physicians and a walk-in clinic/hospital/nursing home/funeral home/2 dental offices/ and a public library.

### **What other churches are represented in our community/region? Do you have close ties with neighboring churches?**

All denominations are represented in our area. We have close ties with the Anglican and Presbyterian churches. Our area has a Ministerial Association and an active choir and services.

## **PROFILE # 2**

### **MISSION STATEMENT-EMMANUEL UNITED CHURCH – ENGLEHART**

**We are Emmanuel United Church. We worship God, coming as individuals, but realizing that we part of the whole people of God. We base our faith on the life of Christ, the Bible, and the traditions of the United Church of Canada. We are called to serve God and others in family, church, community and the world. It is important to us to provide Christian education, a spiritual atmosphere , and support in times of crisis and need.**

**How would you describe the demographics of the congregation?**

We are an older congregation, mostly 50 plus with a sprinkling of grandchildren.

**Governance structure:** Official Board

**Name and contact of Board/Council chair:** Gayle Brownless

**M & P Committee:**

Four members that meet as required. Co-Chairs Liz Smith & Sue MacDuff

**What do we do well as a pastoral charge?**

Fundraising, meals, socials, worship, UCW, music, welcoming atmosphere, good communications through church bulletins

**What is our biggest challenge?**

To continue to be a vibrant, visible, happy church serving God in our little corner of paradise. Like all churches, building maintenance of our facility is an on-going concern.

**What is our dream?**

To make our church building accessible to all people. To continue growth as a central and visible presence in the community of Englehart.

**What are the four most important ministry programs we offer?**

- 1) Welcoming worship
- 2) Community involvement through UCW and stewardship programs
- 3) Nursing Home services
- 4) Bible study

**Describe the church building(s):**

Sanctuary holds 120 people with a basement but no meeting rooms. The basement is used for quilting groups, AA meetings, funeral luncheons and fundraising dinners.

**Where is the office located for the minister?**

Attached to the manse with two rooms, computer access, telephone, and that can be accessed from the manse directly or from outside.

**Is there a secretary?** No, but there is a bulletin secretary.

**Is there a photocopier in the church?** No

**Is internet provided at the church?**

No but is provided in church office.

**Is the church accessible?**

Sadly no.

**Who takes the service when your minister is away on holidays or study leave?**

Licensed Lay Worship Leaders, UCW members, M & P Committee or willing volunteers.

**Tell us about the music for Sunday worship:**

Minister with strong musical leadership, one organist/pianist, and preservice Congregational singing.

**Do you have a Pastoral Care Team in place?**

We are in the process of developing a Pastoral Care Team. Currently, we have a number of volunteers who do friendly visits.

**What areas of ministry are the congregation members currently responsible for?**

Scripture readings, preservice singing, collecting offerings, act as greeters, organizing after service socials, M & S enthusiasts, and UCW active group of 15.

**What other areas of ministry are members of the congregation currently responsible for?**

Serve on Board, M & P, Session, Pastoral Care Team. Trustees, Finance, Stewards.

### **PROFILE # 3**

**Is there a Finance Committee?** Yes

**Name and contact number of Treasurer:** Mrs. Sue MacDuff, 705-544-2083

**How many envelopes do you issue?** 33

**How many people are on PAR?** None

**How many active givers are there?** 27

**What is the annual income?** \$45,000.00 including from all units and UCW.

**What is your yearly M & S givings?** \$4,3900.00

**What are your annual fundraisers?** Dinners, catering, rummage sales, teas, yard sales.

**How much of your budget is used for the minister's salary?** 48.5 %

**What was the travel allowance last year?** \$1,200.00

**How much of money raised goes for building maintenance?** 30%

**Who does the repairs?** Volunteers and contractors

**Have you had to ask for assistance from Mission Support to cover your budget?**  
No.

**What is the maximum salary increment we are able to pay?**

Category "F" (Base \$43,720 divided by  $\frac{1}{2}$  = \$21,660 and with pension and benefits).

**Are you considering a reduction or increase in ministry personnel?** No

**Are you considering a reduction or increase in ministry personnel hours?**

No – 20 hours per week.

## **PROFILE # 4**

**Accountability statement: Our minister is accountable to the Official Board/Church through the Ministry and Personnel Committee. Ministers are also accountable to Spirit Dancing Presbytery.**

### **What do you want your minister to do:**

The Official Board has established three priorities for our minister's time and attention be established:

1. Worship that continues to energize, inspire, and give hope;
2. An integrated pastoral care strategy, using the gifts and skills offered by members of the congregation and our minister, working together;
3. Establishing a visible and regular presence by our minister in the church office three mornings per week.

The amount of time allotted to the many aspects of a minister's work is based on this priority shaping We do not anticipate the need to establish specific time allocations to each of the areas; we know that our minister will prioritize and plan so that the work is done efficiently, while keeping these priorities in mind.

**The Position Description is based on 50% time, or 20 hours per week.**

#### **Worship:**

- \*Prepare and give leadership in regular weekly worship. This is done in consultation with the Organist and Worship Committee
- \*Prepare and give leadership in special services on designated Sundays.
- \*Prepare and conduct the Sacraments in a manner consistent with the liturgies of The United Church of Canada.
- \*Give leadership in the Time for the Young and Young at Heart during regular worship services.
- \*Provide leadership and advance planning for the special seasons of the Christian calendar, in consultation with the Worship Committee.
- \*Conduct worship in community situations, by invitation. (eg. area seniors' homes, World Day of Prayer, Community Carol Services, Week of Prayer for Christian Unity)

Our minister will work with a team to create 5<sup>th</sup> Sunday services (months where there is a fifth Sunday). The worship on these days will be led by the minister and the team.

A member of the M and P committee will be responsible for communicating with guest ministers as Sunday services are co-ordinated.

### **Pastoral Care:**

Our pastoral care strategy involves two priorities:

- **Priority One: (to be done by the minister)** Illness, palliative, crisis, family changes, bereavement and other 'emergent' situations.
- **Priority Two: (Pastoral Care Team with minister's support)** A curated list of shut-ins and nursing home residents and folks in "step down" from priority one.  
The pastoral care team will be responsible for co-ordinating friendly visiting to our shut-ins. The card ministry will continue, co-ordinated by the UCW.  
The minister is to be called/consulted when the pastoral care visitors perceive a need for further follow-up.  
The congregation will be encouraged to attend and assist the minister with the Long Term Care services.  
Our minister is expected to do hospital visiting, only when specifically contacted by a member or family member requesting a visit.

### **Administration:**

- Our minister is expected to attend Session, Board meetings, Pastoral Care Committee meetings, Trustees meetings, and others as required.
- Our minister may attend other meetings, if specifically invited, in advance of the meeting.
- Our minister will assist in the correlation of data and statistics for The United Church annual Statistics forms.
- Our minister will oversee the maintenance of the church baptismal, wedding, and funeral records and historic role, in conformance with federal and provincial privacy legislation.
- Generally, our minister is expected to be present in the office on Mondays, Tuesdays and Wednesday mornings. When the minister is not able to be in the office during this time, notice will be left on the white board, outside the office. This time can be used to fulfill administrative duties, or used for service preparation, as time permits.

### **Outreach:**

- Our minister will work with the Church Board to fulfill the mandate of our mission statement.
- Our minister will provide the services of the church for weddings and funerals to non- United Church members.
- Our minister is asked to attend the monthly ministerial meetings.

### **Outside Activities:**

We expect our minister to be involved in community activities, as time permits, and in conversation with the M and P committee.

- We expect our minister to be involved in Spirit Dancing Presbytery and Manitou Conference meetings, as time permits. Our expectation is that our minister will attend all court meetings of Spirit Dancing Presbytery.

Our JNAC committee recommended that overtime hours be taken the following week, if at all possible.

Our minister is asked to submit monthly time sheets to the M and P committee, for the purpose of monitoring this reduction in hours, and as a means of ensuring that appropriate overtime be taken.

### **How would you handle overtime?**

Our minister is asked to submit monthly time sheets to the M & P Committee to ensure that overtime hours are taken the following week if at all possible.

(BUDGET appendix "A")

## **PROFILE # 5 – SKILLS**

### **What skills would the minister need to do the work?**

Have great organizational, oral and written communications skills. Be approachable, visible, maintain a sense of humor. Have the ability to empower and engage others, provide leadership and accept part time boundaries.

### **What work will your minister not be expected to do?**

Will not be expected to exceed his/her hours of work unless absolutely necessary.

### **How will this work get done?**

We are in the process of setting up a Pastoral Care Team to assist with visitation. We have an active Worship Committee. We are also recommending that the Minister work closely with these two committees.

### **What work might we have to let go of?**

The minister will focus on priority visiting. Casual visiting will be done by the Pastoral Care Visiting Team.

## **PROFILE # 6 – TERMS**

**We are seeking a part-time paid accountable Minister, through Call or appointment, based on 20 hours per week- start date July 1, 2017.**

**Salary category - up to Category “F”.**

**Continuing Education Allowance of \$687.00/year**

**Three weeks (21 days) study leave within each pastoral year (July 1 to June 30) including Sundays.**

**No less than three (3) months sabbatical after five consecutive years of service to the pastoral charge.**

**Telephone for manse (excluding personal long distance calls).**

**The Pastoral charge commits to the remuneration of the appointed personnel through the pastoral charge payroll service. (Our ADP code is TCHS).**

**Adequate Secretarial assistance as provided (bulletin preparation).**

**Travel expense reimbursement (based on the current United Church Salary and Allowance Schedule).**

**One month of holidays (5 Sundays) as per the United Church Salary and Allowance Schedule.**

**The Pastoral Charge provides a manse. A brick bungalow within**



**walking distance of downtown and the church. The church is office is located in a part of the manse separate from the living space**

**ENGLEHART PASTORAL CHARGE BUDGET 2017 – APPENDIX “A”**

<b>Expense</b>	<b>2017 Budget</b>	<b>2016 Actual</b>	<b>2016 Budget</b>
Salary	21,860.00	21,622.08	21,650.00
EI	800.00	790.32	800.00
Travel	400.00	Ø	400.00
Continuing Education	666.00	Ø	666.00
Utilities - Manse	5,240.00	5,249.00	6,000.00
Utilities - Church	4,020.00	3,938.00	4,275.00
Taxes	3,260.00	3,211.72	3,100.00
Presbytery Dues	2,000.00	1,604.00	3,100.00
Maintenance - Manse	600.00	286.00	600.00
Maintenance - Church	2,400.00	2,407.00	2,400.00
Supplies - Manse	Ø	Ø	Ø
Supplies - Church	2,000.00	1,144.00	2,000.00
Insurance - Manse/Church/Lot	4,500.00	4,412.00	4,590.00
Telephone	1,780.00	1,734.64	1,730.00
Bank/ADP Fees	523.00	670.35	730.00
Honoraria/Gift	600.00	600.00	600.00
Ministerial	200.00	200.00	200.00
Pulpit Supply	Ø	691.10	500.00
Video License	40.00	Ø	39.60
50th/Workshop	Ø	Ø	200.00
<b>Total Expenses</b>	<b>50,889.00</b>	<b>48,561.09</b>	<b>51,760.60</b>
<b>Income</b>			
Offering	33,000.00	36,113.00	38,000.00
Building Fund	Ø	1,470.00	Ø
Use of Church	3,100.00	3,150.00	2,700.00
UCW	1,200.00	Ø	1,200.00
Fundraising	Ø	1,800.00	1,500.00
Memorial	1,600.00	1,600.00	1,600.00
Rebate - utilities/from minister	252.00	504.00	504.00
Presbytery Dues	Ø	Ø	400.00
HST Rebate (every two years)		2,000.00	
<b>Total Income</b>	<b>41,652.00</b>	<b>45,237.00</b>	<b>46,354.00</b>
Balance	-9,237.00	-3,327.09	-5,406.60
Investments	36,115.00	36,115.00	35,490.00