

JNAC REPORT FOR TRINITY UNITED CHURCH - SEPTEMBER 2011

Profile #1: Community

List two or three web sites that offer detailed information about you community:

1. www.discoverkl.ca
2. wikipedia.org/wiki/Kirkland_Lake
3. www12.statscan.gc.ca

Where do church members live?

Our members are from all over the area around Kirkland Lake. Some members who have moved away continue to monetarily support this church. Members live in all varieties of housing.

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

Population:

1. Statistics Canada- most recent population figures (2011) indicate 8,130 slightly down from the last census in 2006. Other sources indicate 7340.

Economic:

Kirkland Lake is a boom or bust Northern mining Community and right now we're booming which translates into lack of housing, and increased optimism. Presently house prices are rising and it is hard to find an apartment due to the many miners who need lodging. Many miners work 7 days on, 7 days off and return to other communities on their days off to rejoin their families.

Top Employers (approximations)

Mining (over 2000 workers) -Kirkland Lake Gold, Queenston (Upper Beaver, Northgate Minerals, Young Davidson(near Matachewan); St.Andrew's Goldfields (Holloway-Holt Gold Mine Complex, near Matheson)

Education - 300

Government - over 300

Healthcare - 400

Police/law - 51

Forestry -100

Grocery - 75

What is unique about your community/region:

1. Plenty of activities for those that want them - strong seniors group(Encore Club), Good activities base with strong soccer, hockey and ball organizations. Arts activities in art, music, dance, drama are available.

Lots of free outdoor activities - lakes, swimming, hiking, hunting, fishing, snowmobiling, ATVing, strong Arts club and Horticultural Society, aquatic activities, Kinross walking trails, many other clubs.

2. Winters are cold, often snowy.

3. We lack a good inexpensive public transportation system - no local bus, no wheelchair taxis making it hard for Seniors and people with lower incomes to get out to activities such as church. We do have the C-trip van which runs from 9 a.m. to 4:00 p.m weekdays for people with disabilities.

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

There are 15 other churches in our community:

St. Peter's Anglican Church - Phenlan Scanlon

First Baptist(Tower Street) Church (Pastor Peter Panabaker))

Brethren In Christ Church-Pastor Carl Mathews (someone new now)

Assumption Catholic Church (French)

Catholic Church of Larder Lake

Holy Name of Jesus Catholic Church- Father Wayne Mills

Jehovah's Witnesses

St. Andrew's Presbyterian (Pastor Harvey Delport)

St. Paul's Lutheran Church

Kirkland Lake Bible Chapel

St. Vladimir's Ukrainian Catholic Church

Pentecostal - Living Faith Assembly (Pastor Rob Slote)

Salvation Army (Captains George and Darlene Hastings)

Riverside Community Church(Wesleyan) (Pastor Peter Naylor)

Northern Lights Wesleyan Church, Larder Lake

Our co-chair is now attending Ministerial Association meetings so that we may participate in joint activities. We have traditionally shared summer services with St. Andrew's Presbyterian Church.

Profile #2 Pastoral Charge

What is the Mission Statement of your pastoral charge?

Trinity United Church believes it is called to:

- Nurture Christian Growth
- Provide a warm, welcoming place to facilitate spiritual and social activities for children, youth and adults
- Work cooperatively with others to be responsive to the needs of people locally and around the world

How would you describe the demographics of the congregation (Aging, mix of old and young, grandmothers and grandchildren, etc.)?

The majority of our regular attenders are senior.

We do have a small group of 5 children who sporadically attend Sunday school.

Average attendance is about 25 per service.

Governance Structure: Official Board Council

Name and contact of Board /Council Chair: Beverley McChesney-Rumble

Home-705-642-3060

Cell - 705-668-1821

Deana MacDonald

Home: 705-567-1817

Church:705-567-7722

Ministry and Personnel Committee

3 members

How often does the committee meet?

Monthly or for emergencies additional

Name and contact of M and P chair: Council co-chair Bev Rumble

What do we do well as a pastoral charge?

Sunday service has many good components. We bring our service once a month (more or less) to Teck Pioneer Residence. We provide meeting space for community outreach, AA, Weight Watchers, Girl Guides levels, and a storage space for VON as well as Smokeytrail mission camp on Dorothy Lake and clothing/toy donations organized by Harvey Delport, pastor of St. Andrew's Presbyterian. (Presbyterians do not have a church building any longer.)

What is our biggest challenge?

Attracting more congregation members, retaining them, being a relevant, meaningful part of their lives.

What is our dream?

To be a dynamic active member of the religious community in Kirkland Lake. To provide spiritual guidance and a meaningful spiritual experience for our congregation members and to reach out to those for whom church will be a positive experience in their lives. To make a meaningful contribution to improving the economic well-being and dignity of our community members at large.

What are the three most important ministry programmes we offer?

1. Regular Sunday church services
2. Sunday School
3. Services monthly at Teck Pioneer Residence and other outreach.

Describe the church buildings:

Sanctuary holds: 200

Is there a basement? Yes

Are there meeting rooms? What are they used for?

Yes:

Church basement- coffee, lunches, pot luck after church, AA meetings 3 times a week (Tuesday, Friday, Sundays), Weight Watchers Wednesday evenings,

Pathfinders/Guides/Rangers/Brownies- Monday and Thursday evenings

Sunday school room in basement Sunday school during church service, and weight watchers on Wednesday evenings)

Upstairs in the Sanctuary - Sunday services, special services and concerts, weddings, funerals, ordinations

Federal chapel - council and church business meetings

Where is the office located for the minister?

Just off the sanctuary and the Federal Chapel : (2 desks, computer, printer, answering machine, phone, photocopier, filing cabinet, storage for records, office supplies, trolley with proxima, sound equipment (cordless microphone), answering machine which needs to be updated so that messages can be accessed from offsite), two comfortable office chairs. This office is multi-user at the present time for secretary, minister and other council members attending to church business. We do not have regular office hours at the present time.

Is there a secretary?

Yes - Deana MacDonald - Deana works on a salary (12 to 15 hours per week). She also works at the Royal Bank and does much of her typing and emailing from home for the church.

Is there a photocopier in the church? Yes**Is internet provided in the church? Yes**

Is the church accessible? No. We did have a functioning elevator, but to re-outfit it to make it work would cost about \$40,000.00. We would like to apply for a grant which we just found out about through Manitou Conference (due date for application is October 5) - to construct a ramp at the front entrance. We also have to install a donated older stair lift to the basement or to the sanctuary.

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

Congregation members take turns doing the services when our two retired ministers, Kitty Miller or Bill Jones are not available. Pastor Harvey Delport and minister in training Steven Cochrane as well as Rev. David Bould have filled in as well.

Tell us about the music for Sunday worship.

Our organist/choir master/music director is David Gillett. Presently the choir has been rehearsing just before the Sunday service. We need to get more members into our choir again.

Do you have a Pastoral Care Team in place? (Are there volunteers who help with the hospital, shut-in and member visitations?)

We do not have a formalized team in place at the present time. Our secretary/co-chair sends cards to members who are shut-ins for special occasions. This is something we need to address and formalize again.

What areas of ministry are the congregation members currently responsible for:

Worship Committee, Sunday School, some services preparation and delivery as required, Proxima preparations showing hymns' words, programme order and visual enhancements for services, preparations for Communion, Bible readings, choir

What other areas of ministry are members of the congregation currently responsible for (ex. Leading bible/faith studies, leading nursing home services.)

We take our Sunday service to Teck Pioneer Residence, the 1st Sunday of the month. On occasion this service is lead by a congregation member.

Profile #3 – Resources

Is there a finance committee? Yes - The council is also the Finance Committee.

How many envelopes do you issue?

56 members use envelopes.

How many people are on PAR?

We have 11 people on PAR (pre-authorized remittance)

How many active givers are there?

Approximately 63 regular contributors

What is the annual income?

Total revenue (not including fund-raising specifically raised for other causes) for example Camp Lorraine or the Food Bank) was \$59,210.03 in 2011.

What is your yearly M&S giving?

\$1,942.00 in 2011

What are your annual fundraisers?(2011)Into General Funds

Bakeless Bake Sale - \$1050.00(U.C.W.)

Annual Hymn Sing - \$3374.00

\$4424.00

Annual Fundraisers donated elsewhere:

KL Food bank - regular contribution of non-perishable food items and \$217.00

Leprosy Mission -\$455.00

Camp Lorraine - \$475.00

How much of your budget is used for the minister's salary (including housing if applicable and benefits)What was the travel allowance last year?

Sermons/guest preachers/service leaders in 2011 - \$4640.00

Mileage \$3390.82

\$8030.82

Total expenses for Trinity in 2011 were \$56,666.07

14% of our budget was used for the minister's salary and mileage in 2011

How much of the money raised goes for building maintenance?(2011)

Heating \$7,610.10

Electricity \$2,340.79

Water \$ 752.92

Insurance \$6,280.92

Maintenance \$2,801.87

Total \$19,786.60

Who does the repairs? Our Property Chairperson has done many of the repairs. Professional contractors are hired when required (fixed heat problem in foyer and repaired organ in this past year; recently replaced windows in manse and repaired roof over church hall.)

Have you had to ask assistance from Mission Support to cover your budget?

No

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

33% time in category B or C (Details of actual costs are below in this report.) We have some flexibility.

Using the chart provided by JNAC, base salary for paid accountable ministry would be

approximately \$11,653.62

In addition they are entitled to a **housing allowance** under Federal income tax legislation which is equal to or greater than 20% of their salary as per United Church of Canada guidelines. Based upon one-third of our current monthly manse rental, we would pay approximately \$300.00 per month, for a total of \$3,600.00 per year. 20% of salary paid would be \$3589.31. The housing cost factor may vary dependent upon whether we are sharing a minister presently living in a manse or acquiring a minister with other housing.

In addition to salary and housing, ministry personnel receive monetary support for **continuing education and learning**, telephone, travel, and moving if applicable, as -7- part of their compensation package. Minimum amount for full-time continuing education compensation is \$1300.00. 33% of this would be **\$435.00**.

33% of **phone costs** would be approximately $(\$45.00 \times 12 \times .33) = \mathbf{\$178.20}$.

In addition to these costs are **travel costs**. Where the work of a ministry unit requires ministry personnel to use a car, the minimum kilometre rate approved by the General Council Executive is **\$0.41**. This amount could vary considerably. We are estimating travel costs of **\$2460.00** per year. If we go the route of shared ministry this cost would be shared.

All ministry personnel are required to participate in the United Church pension and group benefits plan if they are paid for an average of 14 or more hours per week. 33% of 40 hours is 13.2 hours per week.

Total estimated costs for paid accountable ministry around category (B) or © at a 33% time table based on figures above:

(Base) \$11,653.62

Salary with Benefits (includes base above) \$17,946.57

Housing Allowance: 3,600.00

Continuing Education: 435.00

Telephone: 178.20

\$22,159.77

Plus estimated mileage + 2,460.00

\$24,619.77

If we are sharing mileage with another church, \$2460.00 divided by 2 = \$1230.00 for mileage, reducing the total to \$23,389.77 .

Are you considering a reduction or increase in Ministry personnel?

We currently are using pulpit supply for service preparation and delivery only and have been assigned a Prebytery supervisor for council and congregational meetings.

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

Increase

Current budget - 5 year projection - very hard to project and is dependant upon our ability to get new members and retain them. We will probably show a drop of revenues on a gradual basis over the next five years, possibly around \$1000.00 per year unless we gain at least 2 new members per year. See attached Annual report for 2011. We are basing our proposal on the knowledge that we have \$50,000.00 in investments set aside for a rainy day. Perhaps this is the rainy day. We also have had significant contributions to the organ fund which will eliminate the need to tap into our general

funds for organ/music ministry expenses. Consistent ministry presence may be one important factor resulting in increased attendance at Trinity by bringing back or increasing attendance of some previous members and encouraging some new members who may perceive Trinity United Church to be taking back on their role as a spiritual leader in this community and a church that has more to offer to their families spiritual well-being and involvement.

Profile #4

Related to position description: Are you considering full-time or part-time ministry?

At present we will continue with the services of Bill Jones (retired) and Kitty Miller (retired) as much as they are available.

Ideally we need part-time ministry - 33% of full-time table -really depends upon who is available -could be shared ministry with another church. If we cannot find anyone to be our consistent leader we will continue with pulpit supply and retired ministry and seek licensed Lay Worship Leaders.

As a congregation, what are your expectations of your minister?

Work 13.2 hours per week X 4 = 52.8 hours per 4 week period (hours transferable between weeks as dictated by priority of needs as they arise). 12 hours X 3 will be allowed for the preparation and delivery of 3 Sunday services (including consultation with musical director) within a 4 week period (36 hours) leaving approximately 16.8 hours in a four week period for other duties as follows:

We would like enough increase or reallocation of ministry personnel hours to be able to offer a consistent ministerial presence for our congregation for consultation and presiding at funerals, weddings, baptisms, and communion and for pastoral care and visitations, and representation at ministerial meetings. We expect that our minister will attend Presbytery meetings. We could do this by doing some service preparation ourselves as a congregation (perhaps one per month) so that about 16.8 hours a month of a minister's timetable could go to these other areas of ministry.

If the minister works overtime, they may take time off in lieu in consultation with the Ministry and Personnel Committee. It is recommended that a three person Ministry and Personnel Committee be formed to deal with issues when they arise and report to council.

Accountability Statement:

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

In naming your priorities , how do they affect and impact ministry?

Our ministry would have more consistency (same minister for 3 out of 4 services) and be expanded to include shut ins visitations on a rotating schedule. Our congregation will know that we will have a minister available to do funerals, weddings, baptisms and communion, provide pastoral care and representation as our minister in this community for meetings and outreach run through the ministerial association. The limited extra other than service hours that we can afford, impact ministry in that, in order for this to be effective, the minister will need to be able to count on the congregation to be supportive and fill in the gaps. (for example, congregation doing one of the services each month)

What areas of ministry are the congregational members capable and willing to take responsibility for?

Congregational members can assist in preparing and delivering services to fill in as required, work in the choir's area of ministry, assist on committees, read bible readings for services, prepare coffee hour after church and social occasions, visit shut-ins, teach Sunday School, prepare for communion and baptism services, promote use of outside instrumentalists or singers occasionally for service music and prepare and deliver announcements during services about upcoming events, to acknowledge special moments in the congregations' lives - birthdays, anniversaries), Mission and Service information moments, etc..

Profile # 5, Skills Profile

In a survey recently completed by our congregation the top priorities of the congregation for qualities our clergy should have were as follows:

#1 - Be approachable and have a sense of humour

#2 - Inspiring sermon, content and delivery (skill with public speaking, technology would be helpful for delivery)

#3 - Able to work well with volunteers and staff

#4 - Effective communication skills

and - #5 - Promote congregational involvement in worship

and - #5 - Support and participate in attracting new members

#6 - Strong organizational skills

#7 - Strong pastoral care skills

General comments spoke to seeking clergy who were "down to earth", who had vision, yet a sense of reality, and who were compassionate, caring and dependable. The congregation commented on a need for more community involvement utilizing our proposed music nights and craft groups to attract families. We would like our minister to develop his /her community profile by being present and visible at some of these events.

What work will the minister not be expected to do?

The minister will not be expected to have regular office hours. Instead counseling times in the office for pre-marriage or pre-baptism or for funerals can be set up at mutually convenient times. Visitation to shut-ins in our nursing homes, Teck Pioneer Residence and Extendicare Kirkland Lake as well as to other shut-ins can be done instead of "office" hours to maximize travel dollars and provide the best opportunities to make pastoral care available. The minister does not have to be in the office for service preparation but should be aware that there is a working computer, printer, fax and xerox machine available for use in the office. The minister is not expected to duplicate and collate the weekly bulletin. The minister will not have to do one service in every 4, but will be required to keep a log of the use of the 16.8 hours available every 4 week period for pastoral and outreach duties. This is necessary to validate overtime (time in lieu requests) and to track how well we are reaching our goal of outreach and involvement with our congregation and community.

How will this work get done?

Our church secretary works on a flexible time table to look after correspondence, filing, and communication of various aspects of "running" the church, 12 to 15 hours per week. She will type, collate and run-off the weekly service bulletin as required and keeps the

records for offerings and bills along with our treasurer. The Finance chair person and committee prepare the annual budget.

What work might we have to let go of?

This will vary depending on the requirements of the season, and how many funerals, weddings, and ministerial outreach commitments arise which will vary from one week to the next. We cannot be rigid in time allotments for different commitments of the church. The key will be to be flexible and just make sure the essential requirements get done - Sunday services and as much outreach to the congregation as is possible given time restraints.

Profile #6 – TERMS

Part-time Position based on 33% of full-time (13.2 hours per week) seeking anyone of the following list who is available:

Ordained Minister
Retired Ordained Minister
Diaconal Minister
Retired Diaconal Minister
Designated Lay Minister

Ordained /Diaconal/ and Designated Lay Ministers can do weddings. Upon request they will be issued a license number from Conference. Diaconal and Ordained ministry can do baptisms and communion. Any of these ministers can do funerals.

Through Call (X) Settlement Appointment(X)

(Without a time limit) (Retired ordained, retired diaconal, time limited that must be renewed every year.)

Start date: As soon as possible

Salary/Category: (including benefits) Approximate, within category B or C, but we are flexible - depends who is available-depends on how much mileage we have to pay. For more details, refer to Profile #3 -Resources, page 7 of this JNAC report.

Housing Allowance: (Taxable housing) 20% of salary, approximately \$300.00 per month to a total of \$3,600.00 per year.

Continuing Education Allowance:

2013: 33% of \$1300.00 (divided by 12) X months employed
approximately \$345.00 annually

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

No less than 3 months of sabbatical after five consecutive years of service to the pastoral charge

33% of basic telephone for home (excluding long distance personal calls) or approximately \$178.20 per year

Vacation of at least one month in each pastoral year. (In Manitou Conference this is considered to be 5 Sundays.)

Moving expenses (where applicable)

he pastoral charge commits to the remuneration of the appointed ministry personnel through the Pastoral Charge Payroll Service (ADP code: _____)

Adequate secretarial service defined as 12 to 15 hours per week.

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

Additional terms:

Work 13.2 hours per week X 4 = 52.8 hours per 4 week period (hours transferable between weeks as dictated by priority of needs as they arise). 12 hours X 3 will be allowed for the preparation and delivery of 3 Sunday services within a 4 week period (36 hours) leaving approximately 16.8 hours in a four week period for other duties as follows:

Ministerial presence for our congregation for funerals, weddings, baptisms, and communion, pastoral care and visitations, and representation at ministerial meetings. If the minister works overtime, they may take time off in lieu in consultation with the Ministry and Personnel Committee.

Recommendations: (to be voted on by council, to be voted on by congregation at congregational meeting if passed by council)

Request Presbytery to declare a part-time (33%) vacancy and that it be filled by call or appointment.

That we initiate conversations on shared ministry with the Englehart Pastoral Charge and also seek ministry from other resources of the United Church of Canada. We will continue with pulpit supply until such time as we have filled the vacancy.

That council set up a separate Ministry and Personnel Committee, to be established by 2013 (3 people). The M&P Committee is the "go-between" between Ministry and Church Council and between churches in a shared ministry.

That the Joint Needs Assessment Committee be disbanded with thanks after approval by Prebytery.

(*Note: Catherine Somerville (Presbytery JNAC supervisor) will do the training of the M&P Committee.)