Shubenacadie Pastoral Charge

Joint Needs Assessment

February 2012
Shubenacadie Pastoral Charge

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Welcome to Udderly Beautiful Shubenacadie

Shubenacadie is a warm and friendly rural community surrounded by rich fertile soil and the Shubenacadie River, located approximately in the geographical centre of the province. Our history is rich in the traditional occupations of farming, lumbering and mining. Currently, we are mainly a farming and bedroom community for the more urban areas of Truro and Halifax. Shubenacadie has a diverse population and is located next to a large First Nations Community. Other religious affiliations of the area are Anglican, Roman Catholic, Christian Reform, Jehovah’s Witnesses, Baptist and Lighthouse Ministries.

Shubenacadie is located 2 km from Highway 102 making an easy commute to Halifax and Truro. The community has three medical centres with five doctors, two drug stores, a registered rest home, denturist and a Foot Clinic. Shubenacadie is home to the East Hants Wellness and Fitness Centre which includes orthotics, massage therapy and chiropractic clinic. We also have a Post Office, two beauty salons and a barber shop, funeral home, several convenience stores, Home Hardware Building Centre, two service stations, a restaurant, a bakery, volunteer fire brigade, Royal Bank, Court House, law and accountant offices, a Royal Canadian Legion, Rebekah Lodge, Laundromat, seniors citizens complex, Shumilacke Community Food Bank, Lions Club and Recovery Group (AA). Most major shopping and service needs can be met in nearby communities such as Milford, Stewiacke and Elmsdale all within 12 km.

The Shubenacadie District Elementary School (P-Gr.5) is located approximately 1 km from the church. The Riverside Education Centre (Grades 6,7 &8) and Hants East Rural High School (Grades 9-12) are within 5km of the church. Major universities are located in Halifax (60km). The Nova Scotia Agricultural College and a Community College are located in Truro (30km). Day care and after school care are also offered. Hospitals are located in both Halifax and Truro.

Some of the local points of interest include the Shubenacadie Wildlife Park, Shubenacadie Tin Smith Museum, MacInnis Walking Trail and river rafting. Recreational facilities and activities include golfing (two courses), swimming at the pool, hockey, tennis, softball, karate and soccer. There is also a children’s playground.

Plans for a subdivision have been submitted for approval and will include a nursing home, a seniors residence and housing, as well as three hundred and fifty building lots for sale.

We feel our community offers a variety of activities and interest groups for all ages.
Profile 2. **Pastoral Charge Profile**

**Mission Statement:**
We are called to build a community through
- enthusiastic worship
- a growing spirituality
- and caring for the people and the world around us.

**Structure:**
The Shubenacadie Pastoral Charge is a two point charge, consisting of Shubenacadie and MacPhee’s Corner congregations. This relationship has been renegotiated.
Shubenacadie United Church serves 175 families with an average attendance of 75 people. Services are held every Sunday at 10am.
MacPhee’s Corner United Church (13 km from Shubenacadie United Church) serves 15 families. There are four services held here each year, Christmas Carol, Easter Sunrise, Anniversary and Summer. Each service averages 25-30 people. The congregation is experiencing a revitalized lease on life. The community is working towards a greater level of activity in the pastoral charge.

**Administration:**
Shubenacadie Pastoral Charge operates under the “Official Board/ Stewards/Session and Board of Trustees: style of governance. Official Board meetings are held quarterly and Session meets bi-monthly.

**Life and Work:**
Several group and organizations are involved in our pastoral charge:
-- UCW Shalom Unit
-- Sunday School
-- Choir
-- Scouts Canada
-- Craft Group
-- Drama Group
Shubenacadie Pastoral Charge undertakes a number of fund-raising events throughout the year—UCW Pie Day, Canada Day events, Spring and Fall Dinners, Musical Jam Sessions as well as an annual Gala Dinner.

Shubenacadie Pastoral Charge has developed a number of policies and guiding documents to facilitate the working of the church—wedding, funeral, archiving, memorial donations, congregational directory/membership role, finances, and M&S envelopes. These are available upon request.

Our Choir have acquired “More Voices” and are introducing new music on a regular basis to our congregation.

The Church library offers on loan a large number of magazines, books and videos, including a children’s section.

Going Green—our church has been taking great steps toward lessening our carbon footprint. A new furnace was recently installed and more upgrades are being accomplished such as doors and windows. A recycling program has been implemented. Bins have been put in place and everyone is doing their part to sort our waste. We are now using china cups rather than Styrofoam.

Shubenacadie United Church presents a Welcome Table most Sundays—offering snacks and beverages, including “Breaking the Silence” fairly traded coffee following the service. We support the local food bank, women’s shelters and Brunswick Street Mission.

We share our faith with other churches in the community—World Day of Prayer, a special Christmas service at the local elementary school, Holy Thursday and Remembrance Day. Monthly services are held at Sunnybrook Manor Seniors home and The Willows Nursing Home.

Ministry to seniors is considered very important for our congregation. We have established a team that visits Colchester Regional Hospital on a regularly scheduled basis.

We are an open congregation that appreciates a liberal theology.
Profile 3. **Resources Profile**

**Annual Budget:** in 2011 for revenue and expenses is $102,000.00. Results for the 2010 year end was Expenses $92,000.00 and revenue of $102,361.00.

**Revenue:** for 2010 would be broken down as follows:
- General giving $67,250.00
- Fund Raising 17,790.00
- Interest Income 21.35
- Other 5,823.00
- Renovations Account (elevator) 11,468.00

**Expenses:** for 2010
- M&P and Personnel $40,032.00
- Church Expense 23,189.00
- Manse Expense 14,871.00
- All other 13,914.00

**Debt Free**

**M&S Report:** for 2010 $11,995.00

Shubenacadie United is a large brick structure, on a treed lot, built in 1959. Two parking lots are on the north and south sides of the structure. There is a furnished private office for the Minister. There is an office with a copier and computer for the volunteer secretarial support. We have remodeled a meeting room. It has been dedicated “MacPhee’s Corner Room”. It is now used for UCW, Stewards and Session.

The basement is utilized for Scouts, church suppers, fundraisers, Sunday School, Kindermusik and exercises. We also have a modern equipped kitchen.

MacPhee’s Corner United Church is a wood frame building of simple lines measuring 32 by 24 feet. Spreading hardwood trees shelters the structure and the interior is sheathed with wood. The church reed organ came from Estey Organ Factory in Battleboro, Vermont and was installed in 1917.

The Annual report is available upon request.
Profile 4. **Position Profile**

Job outline for the Minister Shubenacadie Pastoral Charge

**Reporting to:** The Official Board of the Pastoral Charge including the Ministry and Personnel Committee.

**Key Responsibilities:**

**a. Worship:**
   a) develops services for the Pastoral Charge and conducts regular Sunday morning worship service in Shubenacadie United Church. Also celebratory and special worship services included at MacPhee’s Corner United.
   b) promotes lay involvement in worship services throughout the year including commemorative services of community and church groups.
   c) conducts all baptisms, weddings and funeral services in accordance with established procedures.

**b. Visitation and Pastoral Care:**
   a) Visits persons from the charge who are hospitalized in Halifax, Dartmouth, Truro and Middle Musquodoboit as required.
   b) Takes the lead on congregational visits while being assisted by members of Session. Ie illness, grief and general family visits.
   c) Supports members of Session in regular family visitation to shut-ins, persons in nursing homes and those who are sick at home.
   d) Provides leadership role in the continued need for ministry to seniors in conjunction with our Senior Ministry Team.

**c. Christian Education and Training:**
   a) acts as a professional resource person to all Christian Education groups of the charge through periodic attendance at meetings.
   b) Acts as a professional resource to Sunday School on matters of curriculum and teacher training.
   c) Develops and conducts additional Christian Education programs, such as prayer and Bible Study, confirmation in accordance with the needs identified by the Session.
   d) Assists in the development and presentation of training programs for volunteer committees and board on the charge.
d. **Administration:**
   a) assists the Session to maintain accurate records on all households of the charge.
   b) Must be present at meeting of the Official Board and Session—but not necessarily the chair.
   c) Promotes good stewardship through attendance at meetings of the Stewards as requested and at least once a year.
   d) Supports those who maintain the charge office and files while also overseeing the regular correspondence on behalf of the Charge.
   e) Prepares appropriate reports, bulletins and other printed materials as approved by the Official Board in cooperation with secretarial help provided by the charge to the degree such help is available.

e. **Presbytery and Conference:**
   a) Attends meetings of Presbytery and Conference.
   b) Provides additional support to committees of Presbytery.

f. **Pastoral Counselling:**
   provides pastoral counselling to individuals, couples and families as requested.

g. **Community:**
   a) Works in close cooperation with other local clergy to promote Christian fellowship and cooperative efforts in the area.
   b) Maintains contact with community groups and services in furtherance of the work of Christian Ministry.

h. **Social Action and Evangelism:**
   Provides leadership in helping the faith community to best respond by social action to the needs of the large community and the world in response to God’s call to the Ministry of Jesus Christ.

i. **Personal Growth and Development:**
   a) We are a charge who encourages and expects our Minister to make full use of their continuing education allotment in consultation with Ministry and Personnel Committee.
   b) Our charge recognizes that the minister needs to maintain a healthy balance in his/her own life.

j. **Performance Evaluation:**
   a) Participates in evaluations in accordance with the M&P handbook.
   b) Meets with M&P Committee to discuss objectives and set goals for the coming year. 6.
Profile 5. **Skills Profile:**

The following skills are important to our pastoral charge. We are looking for someone who:

a) Has the ability to develop a current and relevant worship experience.
b) Has the ability to encourage and develop leadership through lay participation.
c) Has enthusiasm for visiting and working with seniors. This person would need to be skilled in giving support during times of illness, grief and bereavement.
d) Has the ability to teach and facilitate Christian Education programing to a variety of ages.
e) Has basic organizational and time management skills, a working knowledge of United Church processes and procedures (priority setting, goal setting, record keeping).
f) Has basic computer skills (ie Microsoft word, email).
g) Is interested and committed to the wider work of the church (ie presbytery involvement, concern for M&S, conference annual meeting attendance).
h) Has basic counseling and visioning skills.
i) Has the ability to work ecumenically and cooperatively with other organizations in the community.
j) Is a lifelong learner.
Profile 6. **Terms Profile**

This position is a full time position, based on 40 hours per week. It is open to ordained, diaconal or DLM.

a) 3 week study leave (21 days including Sunday).

b) Sabbatical leave according to the practice of the United Church—3 consecutive months after 5 consecutive years of service).

c) Vacation of a least 1 month within each pastoral year including 5 Sundays (negotiable).

d) Moving expenses based on reasonable estimated and receipts.

e) Salary and benefits according to United Church salary schedules and processed through United Church payroll services.

f) Some secretarial services provided.

g) Basic telephone excluding long distance, and basic internet provided.

h) Housing allowance provided as per United Church guidelines.

i) Financial support for continuing education and book allowance as per United Church guidelines.
Recommendation:

That the Joint Needs Assessment Report:

-- be accepted,

-- a vacancy be declared as of July 1, 2012 and

-- a Joint Search committee be appointed.