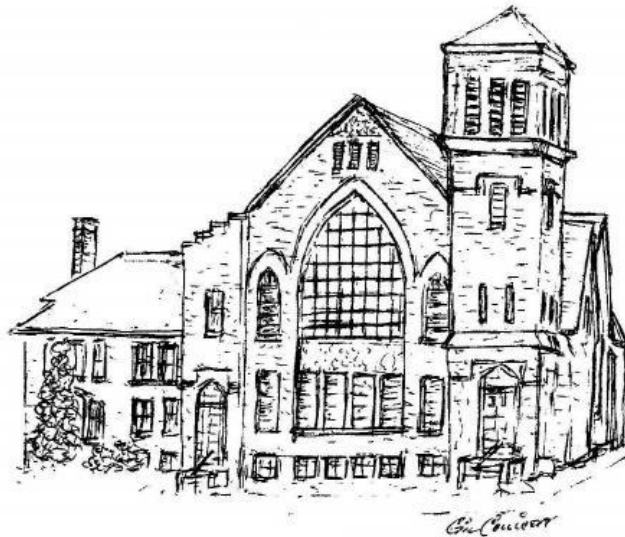


# Trinity - St. Stephen's United Church

Amherst, Nova Scotia



## Community of Faith Profile

May 2021

P. O. Box 413, 1 Ratchford Street, Amherst, NS B4H 3Z5 (902) 667-8483 [www.tssuc.com](http://www.tssuc.com)

# **INTRODUCTION**

## **Mission Statement**

"To provide the opportunity to come to know Christ and one another, to grow spiritually and to become involved with Christian concerns within as well as beyond the congregation."

Note: We are in the process of discussing becoming an Affirming Ministry, which will include a new mission statement.

The members of the Community of Faith Profile Committee are as follows:

Beth Dickinson  
Sandy Fairbanks  
Karen Hatcher  
Kathy Naylor  
Gary Wilkie

Ruth Gamble (Region 15 Liaison person)

## **Terms of Reference and Scope of Work:**

To review, edit, and update the Joint Needs Assessment Report, June 8, 2017, in accordance with Region 15 protocol for Communities of Faith.

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## **PART A: GEOGRAPHIC COMMUNITY LINKAGES**

### **The Charge and Broader Community:**

The Trinity St. Stephen's United Pastoral Charge, (<http://www.tssuc.com>) and (<facebook.com/tssuc>) is located in downtown Amherst, Nova Scotia, at 1 Ratchford St. Amherst is the second largest town, (9413 population in the 2016 Census) in Nova Scotia. ([www.amherst.ca](http://www.amherst.ca)). We have other faith denominations including: Holy Family Roman Catholic, First Baptist, Christ Church Anglican, Amherst Gospel Hall, Church of Jesus Christ of Latter Day Saints, Amherst Wesleyan, Revival Centre Faith Pentecostal and Amherst Open Bible.

The town, situated on TCH 104, is a few minutes from the NS/New Brunswick border and 40 minutes away from the Confederation Bridge leading to Prince Edward Island. The Greater Moncton International Airport ([www.cygm.ca](http://www.cygm.ca)) is 40 minutes away and the Halifax Stanfield International Airport ([www.flyhalifax.com](http://www.flyhalifax.com)) is 100 minutes from Amherst.

Region 15 Office, The United Church of Canada, is located in Sackville, NB, <https://ucceast.ca/regional-council-15/>.

Schools consist of: Two Elementary (Spring Street Academy and West Highlands), one Junior High (E.B. Chandler) and one High School (Amherst Regional), all described at: <http://www.ccrsb.ca>. The Nova Scotia Community College (Amherst Learning Centre) is a satellite campus in Amherst (<https://www.nsc.ca>) while the top-ranked Mount Allison University (<http://www.mta.ca>) is 15 minutes away, in nearby Sackville, NB.

The Cumberland Regional Health Care Centre, provides quality health care services. (<http://www.cha.nshealth.ca>)

The Cumberland YMCA ([ymcaofcumberland.com](http://ymcaofcumberland.com)) provides aquatic programs, strength and conditioning programs, fitness studio classes such as dance, yoga, and cycle fitness, gymnasium sports, child and youth programs along with social programs for seniors, health and wellness education and women's programs.

There are two funeral homes in Amherst, Jones Family Furlong Centre, <https://www.jonesfamilyfuneralcentre.ca/> and Campbell's Funeral Home, [www.campbellsamherst.ca](http://www.campbellsamherst.ca).

A non - denominational, Youth Group is organized and led by the First Baptist Church Minister of Christian Education.

## Part B: Our Faith Connections to the Community

Many gifts given by our congregation, are as follows:

- **Backpacks for homeless youth.** Backpacks containing toiletries & clothing for homeless youth are delivered to the Police, YMCA and local schools for distribution as needed.
- **Benevolent Fund.** Three volunteers conduct monthly interviews and distribute to those requiring emergency funds for heating oil, food, rent, etc.
- **Berwick Camp** – United Church camp located in Berwick, Nova Scotia; it meets one week a year.
- **Camp Ta-Wa-Si** (United Church Camp, located in Johnson’s Point New Brunswick). Sponsorships are provided for children to attend Camp Ta-Wa-Si each summer.
- **Christmas Cheer.** In partnership with other local churches, Christmas Cheer food boxes are delivered to families in need within our community. Also included are mittens, hats and scarves knit by congregation members.
- **Coldest Night of the Year.** Congregation members participate in this event organized by the Cumberland YMCA. Teams walk a designated route during a night in February. Funds raised are used to provide assistance to homeless people in our community.
- **Cumberland County Museum and Archives.** Active leadership
- **Cumberland Homelessness and Housing Support Association.** Active volunteers. The association provides affordable housing for homeless individuals.
- **Cumberland Wilderness.** Active volunteers. Cumberland Wilderness (CW) is a citizens’ group established in 2005 to advance wilderness protection in Cumberland County, Nova Scotia.
- **Curling Club.** Active volunteering at Amherst Curling Club.
- **Food Bank.** Volunteers work on a rotating basis at the (AFANA) Food Bank, every Monday in February, April, June, August, October and December. Workers/drivers are provided for the Spring and Fall town-wide Food Drive, organized by the Cumberland YMCA Service Club
- **Fund Raising Committee.** Volunteers lead various fundraising activities, such as a Yard Sale & Bazaar, Bethlehem Market, Silent Auctions, October Yard Sale and catering events throughout the year.
- **Habitat for Humanity.** Active personal leadership is provided in building homes in Oxford, NS. Financial aid is also provided.
- **Highland Fling.** Volunteers and financial support is provided to the Highland Fling which supports the Cumberland Regional Health Care facility.
- **Hospice/Palliative Care.** Active personal leadership is provided to the Palliative Care Hospice Fund, for the building of the Cumberland County Hospice, which is to be built in West Amherst. Financial assistance also provided.

- **IODE/Salvation Army Thrift Store.** Volunteers work at IODE and Salvation Army Thrift Store.
- **Music at Trinity.** A committee researches and procures the musical services of exceptional local, national and international performers that present concerts in our sanctuary. This is both a community outreach and raises funds for church operations.
- **Pastoral Care.** Pastoral care is provided to congregation members in long-term care homes, hospital, and to those who live at home but have limited mobility. Trinity-St. Stephen's United Church has congregants in various long-term care facilities in Amherst. A core group has overall responsibility for visiting. This group is supplemented by a team of others who assume specific responsibilities, such as bulletin delivery, palliative care, and other special visitation (i.e. Birthdays).
- **Recording of Sunday Service.** Sunday church services are recorded by a dedicated volunteer and are broadcast the following Sunday, on local television/radio stations and posted to YouTube. (much appreciated by shut-ins).
- **Refugee Project.** Active personal leadership supports the local Refugee project, which provides new Syrian families in Amherst with ongoing assistance (Church financial contribution).
- **Rotary Club.** Active personal leadership in the Amherst Rotary Club executive.
- **United Church Women (UCW).** The UCW meets monthly and organize events such as the, Rummage Sale, Funeral receptions, knitting Prayer shawls, Bethlehem Market, and Souper Sundays.

## Our Pastoral Charge's Faith Connections

Members of our congregation offer their services in numerous ways:

- inviting other churches (Christ Church, First Baptist and Holy Family) to a May Muffin and Music morning
- our traditional connection with First Baptist Church during the months of July and August: Shared services, with five in their church and five in our church - both congregations together at the same time also share Maundy Thursday/Good Friday services.
- setting up our Godly Play program through assistance by Sackville United Church
- host church for Biennial Rally for the United Church Men (Maritimes). 90 attended the one-day event in 2018. The 2020 event was cancelled and no decision made yet for 2022.
- active involvement in Amherst Ministerial Association

**During the current Covid-19 situation, most activities and worship are modified or are on hold.**

## Church Statistics

A Table of Ministry Data: Trinity-St. Stephen's United Church

Item	2017	2018	2019
Households under pastoral charge	310	250	250
Average Sunday Attendance		80	
Envelops and PAR donors	187	169	155
Baptisms	2	0	0
Marriages	1	1	0
Funerals	6	3	8
Attendance at Sunday School	7	12	19

## **PART C: Prevailing Theology and Expressions of Theology**

We envision a ministry that pursues the official doctrine of the United Church as it is outlined in the founding Twenty Articles of Faith and in the three new faith statements of Doctrine approved by General Council "41" in August 2012. We have a Marriage Policy that is all inclusive.

### **Setting and Style of Worship:**

- Sunday worship is at 10:30 am. Services are lectionary based (Traditional and /or Contemporary).
- Traditional bulletins are unavailable due to COV-id. Service and hymns are projected on screen.
- Worship Committee presents dramas on occasion
- Minister may post on church Facebook site during the week

### **Ministry of Music:**

- Senior Choir: Led by our Music Director.
- Hymn Books: Voices United and More Voices
- Guest musicians perform at various times throughout the year.
- Grand Piano and Pipe Organ

### **Hospitality and Fellowship:**

- **Sunday Service Fellowship.** The congregation meets in Hartz Hall after the service for a time of fellowship. Coffee, tea and juice are provided.
- **Open Circle Drop-In.** Meets on site on Thursday afternoons and is open to all seniors in the community. It provided a time of fellowship while playing various games. Funds raised financially support the local food bank, Habitat for Humanity and SCAW (Sleeping Children Around the World)
- **Friends Unlimited:** is open to all adults in our community and meets the last Saturday of each month (except during the summer months) at 6PM for a time of food, fellowship and fun. "Friends" has supported the Food Bank and the purchase of an AED.
- **Men's Group:** The men of the congregation meet once a month to have dinner and fellowship at a local restaurant.
- **Souper Sunday:** takes place monthly from September - June. Soup, rolls, sweets, tea, coffee provided after the church service. Donations accepted for the lunch.

### **Church School Program:**

- Curriculum: Godly Play, weekly.



- Size: 8 children registered, 1 multi age group.
- Volunteers: 2 teachers, 1 spare, 1 treasurer.
- Nursery: available upon request
- .

**Adult Study:**

- Scheduled by the Minister at various times during the year. Discussion led by Minister

## PART D: RESOURCES

### Paid Staff

- Clergy - full time, 40 hours per week
- Music Director / Organist ≈ 18 hours per week
- Office Administrator - full time, 35 hours per week
- Custodian - full time, 35 hours per week

The Ministry and Personnel Committee meets yearly with staff to conduct reviews.

### Organization of the Governance Structure

The **Congregation** is the leading governing body of Trinity-St. Stephen's United Church.

Our governance model is **The Council of Elders** and was formed in September 2016. The structure is composed of a Chair, Secretary, Treasurer and six Elders, working collaboratively, with the minister providing oversight.

The Elders are responsible for conducting, implementing, and supervising each of the six areas of ministry identified by the congregation. These areas called **Circles of Faith and Service** are:

- *Worship & Faith Formation*
- *Social Justice & Outreach*
- *Pastoral Care*
- *Property/Maintenance*
- *Stewardship / Finance*
- *Communication*

The **Standing Committees** are: **Board of Trustees/Property, Ministry and Personnel, Christian Education and Worship**. Other committees and groups also work in conjunction with the Circles of Faith and Service.

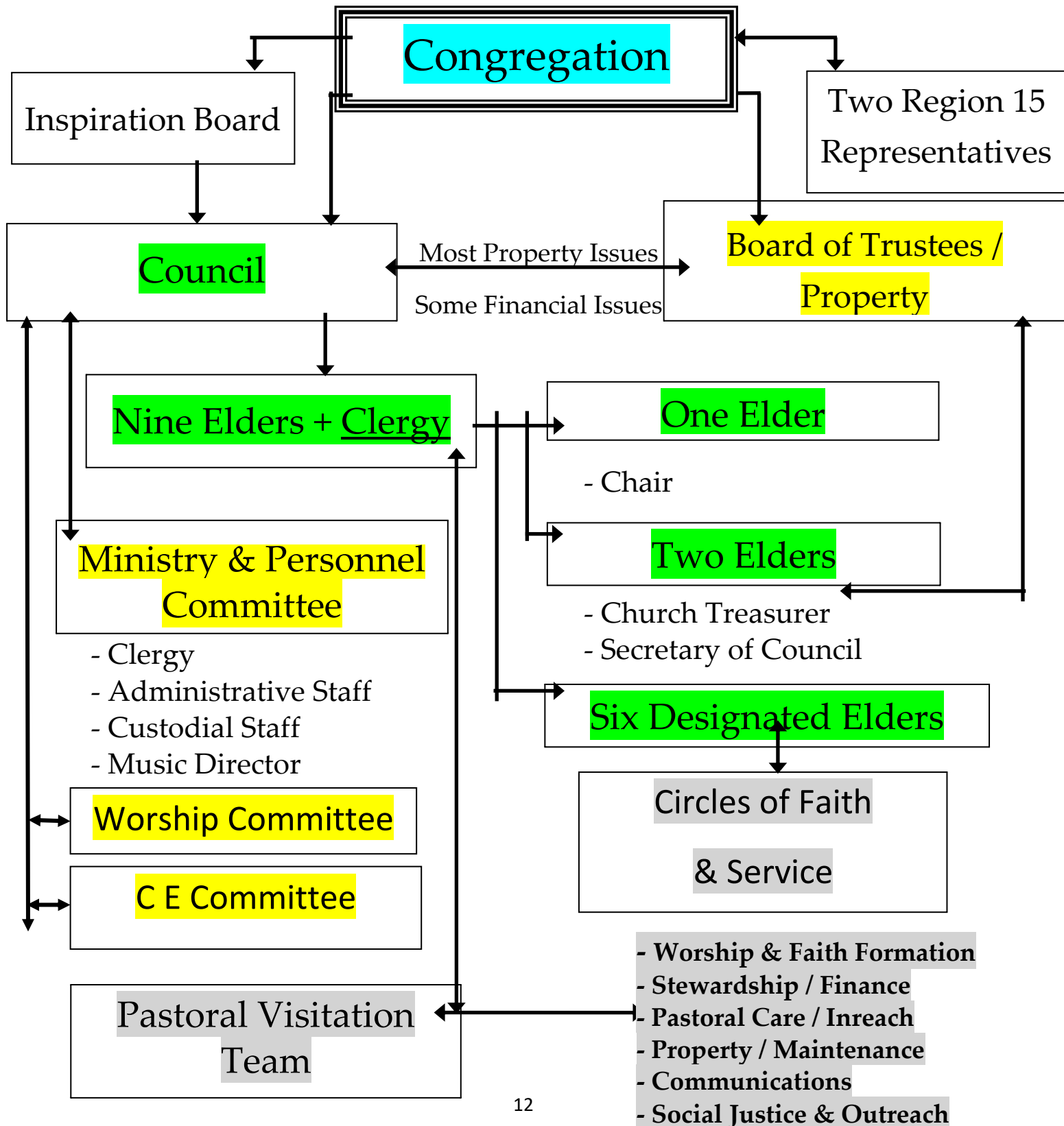
The Council of Elders meets every month, except December, July and August, to cover administrative issues touching on the various Ministry and Service Areas. The Chair shall remain in that position for no longer than three years. Any member of the Council of Elders shall serve a maximum of two – three-year terms (6 years combined) before taking a break of at least one year. Typically, members of the Standing Committees and other various elected representatives will serve no more than six consecutive years.

Terms shall begin after the annual meeting, serving from June to June.

Two congregational meetings are held each year following Sunday worship, in February and in June. The February meeting deals with previous calendar year financial review and the annual Church Operations and the Mission and Service budgets. The June meeting consists of annual reports, including church statistics and program activity reports from committees. This meeting also includes the nominations/elections of Elders and Standing Committee members.

One communication tool is the "Inspiration Board" in Burgess Hall, upon which any congregant can post ideas, requests for volunteers, suggestions for action, etc., with the

overall aim of supporting and maintaining the ministry of the Church. Other forms of communication are: "Church Service" bulletins, Email Notices, Online Website, YouTube, written mail-outs, Weekly Announcements (by email), Trinity-St. Stephen's United Church (Facebook), East Link TV, Ch. 10 and CFTA Radio (107.9 FM).



## The Building

The Church was constructed in 1907 of local red sandstone and brick veneers.

## Sanctuary

- Will seat 800 people (main and balcony)
- Soundboard for microphones and speakers
- 3 manual Casavant Frères organ upgraded in 1995
- Yamaha concert grand piano (2013)
- Many fine stained-glass windows
- Belltron digital carillon system
- Pulpit platform can be expanded to accommodate large groups

## Burgess Hall

- Stage area with storage underneath
- Adjoining the hall a Nursery and Custodian room
- Tables and chairs for meetings
- Second story has 1 meeting room and a storage room
- AED (defibrillator)

## Sanctuary & Burgess Hall Basement

- Games room (bowling alley, shuffleboard, ping pong table and pool table)
- Two storage rooms
- Natural gas furnace room
- Washrooms

## Adjoining Hartz Hall (was constructed in 1961 of brick veneer) - Main Floor

- Minister's Office
- Administration Office (walk-in vault, file cabinets, 2021 photocopier)
- Large kitchen
- Pre-school room
- Kimball Lounge

- Washrooms
- Each room is suitably furnished
- 

#### Second Floor

- Library
- Music Director's office
- Washrooms
- 3 meeting rooms
- Sunday school room
- Tables and chairs for each room

#### Basement

- Large yard sale area
- Tables for displays

\*Burgess Hall is available for rental by outside community agencies.

\*Main floor is wheelchair accessible

\*The capital materials of TSSUC include the sanctuary, Burgess Hall, and Hartz Hall; a parking lot on the south side of the building; and the Fort Lawrence Cemetery.



## Part E - FINANCIAL

Trinity St.-Stephen's United Church has **General Endowment** and **Designated Endowment Funds** which are administered by the Board of Trustees. Most investment income from the General Endowment is transferred to supplement the operational budget of the church.

### During 2020:

- 1) **A total of \$181,567 was transferred from General Endowment Fund**, which included \$81,567 for church insurance, property expenses and heating and the remaining \$100,000 for other administration costs.
- 2) **Income (interest & dividends) from the Designated Endowment Fund totaled \$62,805** and was distributed in accordance with donor wishes. The church Operating Account received \$44,285, the M & S Account \$13,235 and smaller amounts given to support various church activities, such as UCW, CE Committee and our Capital Reserve Account.
- 3) A third account, the **Capital Reserve**, mainly funded through General Endowment income and donations, is held in cash and short-term investments for the purpose of major Church building repairs. The account contained **\$69,347** on Dec. 31/20. Funds from this account covered the re-shingling of the Church Roof in 2016, at a total cost of \$122,437. Normally this account is maintained at \$100,000.
- 4) A fourth account is for the **Fort Lawrence Cemetery** maintenance. Annual costs of approx. \$1,000 are covered from the interest. This Fund balance was **\$20,248** on Dec. 31/20.

Other significant income for the operational budget was received from our UCW, Fund Raising Group, Music at Trinity and room rentals; totaled \$15,043 for 2020. (A decrease of \$9,000 from 2019 due to the Covid-19 Pandemic).

Currently (Dec. 31/20) our General Endowment Fund is valued at \$3,945,234 and the Designated Endowment Fund is \$1,398,837, for a total of \$5,344,071. While this is a significant financial resource, each year (2020 shown) our Receipts from Envelopes (\$92,618) and Loose Offerings (\$880) continues to decline.



**Trinity-St. Stephen's United Church**  
**Operating Budget 2021**

	Actual 2019	Budget 2020	Actual 2020	Budget 2021
<b><u>Receipts</u></b>				
Envelopes & Cheques	\$54,542	\$105,000	\$48,780	\$46,000
Par Contributions	47,000		43,838	42,000
Summer Student	4,042	0	0	0
Loose Offerings	1,352	1,500	880	1,000
Broadview	0	0	575	550
Payroll Rebate-COVID	0	0	5,048	3,000
Room Rentals	11,071	11,000	5,320	3,000
Bulletin Dedication	625	1,000	100	0
Fund Raising Income	11,215	5,000	723	0
Music At Trinity	6,000	5,000	6,000	0
United Church Women	3,438	3,000	3,000	0
Designated Estate Income	48,244	40,000	44,285	42,000
Trustees-Pay Extra Expenses	35,000	77,290	100,000	117,543
Trustees-Pay Heat	27,867	28,000	23,074	25,000
Trustees-Pay Property Expense	39,624	30,000	48,680	30,000
Trustees-Pay Insurance	9,094	9,500	9,813	11,000
From Memorial Fund	435	500	860	500
<b>Total Receipts</b>	<b>\$299,549</b>	<b>\$316,790</b>	<b>\$340,976</b>	<b>\$321,593</b>
<b><u>Operating Expense</u></b>				
Administration -Salaries	\$149,215	\$157,100	\$155,935	\$158,000
Student				
Summer	5,239	0	0	0
Travel	6,092	5,000	3,750	5,000

Staff Benefits	27,569	30,000	33,224	34,000
Education	762	2,000	599	2,000
Christian Education Committee	112	2,500	-11	2,500
Outreach	745	800	110	800
Outreach-Food Bank	1,505	1,500	1,500	1,500
Outreach- Benevolent	2,500	2,500	2,500	2,500
Outreach- Broadview	0	0	550	550
Amherst & Area Ministerial	200	200	200	200
Stewardship-Lights	8,950	9,000	5,955	7,000
Stewardship-Phone	2,961	2,700	2,842	3,000
Accounting Services	4,945	5,000	4,945	5,000
Bank Charges	1,835	2,000	1,392	1,500
UCC Assessment	12,990	12,990	9,094	15,843
Sundry	1,039	1,000	830	1,000
Atlantic School of Theology	500	500	500	500
Water/sewer	646	700	639	700
Office	7,147	7,500	9,060	8,000
Worship	4,758	6,300	1,831	6,000
Property Expense	\$39,624	\$30,000	\$48,680	\$30,000
Church Heat	\$27,867	\$28,000	\$23,074	\$25,000
Insurance	\$9,094	\$9,500	\$10,008	\$11,000
<b><u>Total Expense</u></b>	<b>\$316,295</b>	<b>\$316,790</b>	<b>\$317,207</b>	<b>\$321,593</b>
Surplus/Deficit	<b>-\$16,746</b>	0	\$23,769	\$0

**Trinity-St. Stephen's United Church**

**M & S Budget 2021**

	Actual 2019	Budget 2020	Actual 2020	<u>Budget 2021</u>
<b><u>Receipts -Mission &amp; Service</u></b>				
Envelopes & Sunday School	\$10,664	\$20,000	\$7,078	\$5,000
Par Contributions	9,405		8,822	8,500
United Church Women	2,282	2,000	2,284	0
Designated Estate Income	14,118	12,000	12,735	12,000
Lenten Project	459	0	0	0
<b>Total M &amp; S</b>	<b>\$36,928</b>	<b>\$34,000</b>	<b>\$30,919</b>	<b>\$25,500</b>
<b><u>Receipts -World Development</u></b>				
Envelopes & Sunday School	\$294	\$500	\$188	\$200
Par Contributions	460	480	603	500
Designated Estate Income	500	500	500	500
Lenten Project	0	0	0	0
Cyclone Relief	325	0	0	0
United Church Women	362	0	0	0
<b>Total M &amp; S and World Development</b>	<b>\$38,869</b>	<b>\$35,480</b>	<b>\$32,210</b>	<b>\$26,700</b>

TRINITY ST.-STEPHEN'S UNITED CHURCH  
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN FUND BALANCES  
YEAR ENDED DECEMBER 31, 2020

	Operating Fund		Special Purpose	Endowm't	Capital	2020	2019
	Budget	Actual	Funds	Funds	Fund	Total	Total
			(Page 10)	(Page 11)			
<b>Revenue</b>							
Envelopes and named envelopes	\$ 105,000	\$ 93,359	-	-	-	\$ 93,359	\$ 102,818
Loose offerings	\$ 1,500	\$ 880	-	-	-	\$ 880	\$ 1,352
United Church Women	\$ 3,000	\$ 3,000	-	-	-	\$ 3,000	\$ 3,438
Room rental and bulletins	\$ 12,000	\$ 5,420	-	-	-	\$ 5,420	\$ 11,696
Fund raising	\$ 5,000	\$ 723	-	-	-	\$ 723	\$ 11,215
Observer	-	\$ 575	-	-	-	\$ 575	-
Music at Trinity - net	\$ 5,000	\$ 6,000	-	-	-	\$ 6,000	\$ 6,000
Designated Endowm't Fund-income	\$ 40,000	\$ 44,285	\$ 16,684	-	-	\$ 60,969	\$ 66,619
Investment income - net	-	-	\$ 2,168	\$ 162,731	-	\$ 164,899	\$ 127,346
Donations and other sources	-	\$ 120	\$ 25,534	\$ 21,712	-	\$ 47,246	\$ 37,868
Government wage subsidy	-	\$ 5,050	-	-	-	\$ 5,050	-
	<u>\$ 171,500</u>	<u>\$ 159,412</u>	<u>\$ 44,386</u>	<u>\$ 184,443</u>	<u>-</u>	<u>\$ 388,241</u>	<u>\$ 368,352</u>
<b>Expenses</b>							
Administrative (Page 4)	\$ 314,290	\$ 313,794	-	-	-	\$ 313,794	\$ 312,947
Special Purpose	-	-	\$ 41,094	-	-	\$ 41,094	\$ 59,707
Endowment Fund	-	-	-	\$ 200	-	\$ 200	\$ 3,464
Depreciation	-	-	-	-	\$ 17,532	\$ 17,532	\$ 17,532
<b>Total Expenses</b>	<u>\$ 314,290</u>	<u>\$ 313,794</u>	<u>\$ 41,094</u>	<u>\$ 200</u>	<u>\$ 17,532</u>	<u>\$ 372,620</u>	<u>\$ 393,650</u>
Excess (deficiency) of revenue over expenses	\$ (142,790)	(154,382)	3,292	184,243	(17,532)	15,621	(25,298)
Unrealized gain on investments		-	-	45,450	-	45,450	351,140
<b>Fund balance, beginning of year</b>		29,942	139,823	5,220,153	597,465	5,987,383	5,661,541
Interfund transfers (Note 5)		<u>179,067</u>	<u>(32,500)</u>	<u>(146,567)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund balances, end of year</b>		<u>\$ 54,627</u>	<u>\$ 110,615</u>	<u>\$ 5,303,279</u>	<u>\$ 579,933</u>	<u>\$ 6,048,454</u>	<u>\$ 5,987,383</u>

## Part F: Congregational Survey

Members / adherents of Trinity- St. Stephen's United Church were asked to participate in a survey in May 2021, to define the future ministry in our Pastoral Charge. 57 surveys were completed, (11 families, and 46 individuals).

Common themes named in the survey included:

- People enjoy attending church for the fellowship and the Sunday experience.
- People felt the minister should focus most of their time on Sunday services and pastoral care.
- Congregants felt the ministry would be compassionate, empathetic, good listener, a team leader with strong leadership qualities, compatible with staff and have an ability to relate to all ages. It would be helpful to be a good speaker with a voice that projects well.
- Congregants liked traditional worship with visual aids and prompts. A wide variety of music was mentioned. Themes based on the liturgical calendar and social issues were ranked high on our scale.
- Our community of faith is doing well at recording our services for broadcasts, music program, using technology to reach out, celebrating as a family -birthdays and prayers.
- Our community of faith could improve on reaching the younger generation and making good first impressions.
- Overall, we felt we were a welcoming church, but we do need some improvement. We need to focus on making sure that we are a welcoming, inclusive community of faith to everyone, especially when people visit for the first time.
- The majority of those who replied were interested in becoming an Affirming Community of Faith (We are in that educational process at the current time.)
- We felt we are a fairly accessible church -with a few exceptions noted – need closer parking, and possibly an elevator.
- Our Community of Faith needs to improve on communication skills with those not on computer. We will need to update the website.
- We have a need for younger people and more members to create a healthy, diverse membership.

## Part G: POSITION PROFILE

The characteristics outlined in the Position Profile are those the Community of Faith believes should be evident in the successful applicant.

General Responsibilities:

### 1. Worship

- Plan and deliver weekly worship service and special services as required
- Administer the sacraments of baptism and communion
- Collaborate weekly with the Music Director in the selection of service music
- Plan and deliver wedding and funeral services as requested
- Collaborate with the Worship Team
- Provide direction to laity participation in services

### 2. Pastoral Care

- Visitation, with timely response to urgent situations
- Collaborate with the Pastoral Care and Visitation Group regarding visitation for church members/adherents in hospital; long term care facilities, those who are unable to leave their home.
- Visits/phone calls to members of the congregation
- Keep Pastoral Care records
- Provide spiritual guidance and emotional support to members of the congregation
- 

### 3. Faith Formation

- Support the growth of Sunday School, youth, and adult study programs
- Prepare and lead baptismal and confirmation classes
- Offer relevant and thoughtful marriage preparation

### 4. Outreach and Social Justice

- Work with the congregation on local and global issues, particularly those of concern to the National Church
- Support local advocacy in implementing social justice actions
- Participate in the local ecumenical ministerial association and keep informed of ecumenical initiatives in the community
- Explore the possibility of becoming an Affirming Ministry.

### 5. Administration

- Attend meetings of Church Council and the Board of Trustees as appropriate and/or required plus other meetings such as Congregational meetings, the Amherst Ministerial and Region 15.
- Regular two-way communication is expected between the minister and the Council.

## Time Allocation Worksheet

		Items /year	Monthly hours	Annual Hours	Annual percentage of hours
Worship	Regular Services	43	48	576	32%
	Long-term care services	4	2	24	1.3%
	Funeral	15	15	180	10%
	Wedding	2	2	24	1.3%
	Special	5	5	60	3%
	Worship Team	6	6	72	4%
Subtotal		75	78	936	52%
Pastoral Visitation	Hospital	52	9	104	5%
	Long Term Care Facilities	12	2	24	1%
	Congregant's Homes	30	6	75	4%
Subtotal		94	17	203	11%
Faith Formation	Bible Study	30	8	60	3%
	Other Adult Study	12	4	48	2%
	Confirmation Preparation	1		4	0.2%
	Baptism Preparation	1		4	0.2%
	Marriage Preparation	2		8	0.4%
	Adult Library	4	1	12	0.6%
Subtotal		50	13	136	8%
Outreach and Social Justice	Educate Congregation	8	1.5	24	1%
	Support local Advocacy	8	1.5	24	1%
	Ministerial Association	8	2	16	0.8%
	Newspaper Articles	4	1	12	0.6%
Subtotal		28	6	76	4%
Administration	Attend Council Meetings	10	5	60	3%
	General Council and Region	19	6	74	4%
	15		1	12	0.6%
	Congregational Meetings Office (email/phone)	2	16	300	16%
Subtotal		31	28	446	24%

Total Workload: 1797; Standard Workload 1800. Variance: 3 (0.1%)

Please note: The workload analysis is based on a 40-hour work week, and should be flexible. Depending on circumstances, the Clergy's time will vary from day to day, week to week. For example, the number of funerals in a week would greatly impact time available to carry out other responsibilities. The time allocation provides a starting point for the needs of the Pastoral Charge. It is not intended to be a job description for the incoming Clergy.



## Skills Profile

Education	Appropriate education with previous experience in a pastoral charge
Leadership	Ability to inspire, support and develop lay leadership Strong in adaptive leadership Ability to direct teams and manage conflicts
Worship	Ability to balance diverse ministry styles Good understanding of various spiritual points of view
Communications	Effective and concise oral and written communication skills Ability to communicate with all ages using empathy and understanding Work well in a team environment Excellent listening skills
Personal Work Ethics	Good time management skills Ability to meet deadlines
Management	Aware of the United Church of Canada policies and procedures
Office	Computer skills in word processing and Presentation software Skilled in the use of social media in ministry
Other	Have reliable means of transportation Maintain work/ life balance

## Terms and Conditions of Employment

This will be for one full time (40 hours per week) Ministry position.

- **Salary:** As per the current United Church of Canada published minimum guidelines.
- **Benefits:** According to the United Church of Canada Ministry and Employment Policies and Services Pension and Benefits information data.
- **Continuing Education and Learning Resources:** \$1474.00 annually - receipts to be provided.
- **Vacation:** One month, including five Sundays. (to be taken in July or August, allowing for shared services at the First Baptist Church)
- **Study Leave:** Three weeks, including three Sundays.
- **Travel:** Logged travel set annually by the Executive of the General Council (currently \$.41). Updated as deemed by the General Council.
- **Moving Costs:** Reasonable and agreed upon moving costs are the responsibility of the receiving pastoral charge.
- **Administrative Assistance:** Full time, 35 hours per week.
- **Telephone / Internet:** The Church Office provides basic telephone service and high-speed internet. Basic cell phone service negotiable.

## **PART H: RECOMMENDATIONS**

The Community of Faith Profile Committee of Trinity-St. Stephen's United Church recommends that:

1. The Community of Faith Profile Report, dated June 2021 be accepted.
2. A vacancy be declared in the pastoral charge effective July 1, 2021
3. The congregation accepts the recommendation to seek full-time ministry personnel.
4. Region 15 authorizes the formation of a Community of Faith Search Committee, naming appropriate oversight.
5. Trinity-St. Stephen's United Church name 5-7 people to serve on the Community of Faith Search Committee. (For continuity, it is suggested that at least 2 people from the Community of Faith Profile Report be named)
6. There be a plan to review and update the Community of Faith Profile Report annually and to make recommendations to the annual meeting of the governing structure.
7. The existing Community of Faith Profile Committee be disbanded, with thanks.