



*"Where the Spirit Soars and the Heart Finds a Home"*

**JOINT NEEDS ASSESSMENT COMMITTEE  
REPORT**

April 2008

## Committee Members

### **Maple Grove United Church**

- Joanna Diorio (Co-Chair)
- Janice Lawson (Co-Chair)
- Judy Bridges (Secretary)
- Judy Arndt
- Geoff Bagnall
- Ron Dodge
- Tracy Kitch
- Judy Lilly

### **Halton Presbytery**

- Wendy Cranston – Applewood United Church
- Amber Ing – Mississauga Chinese United Church

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## **Executive Summary**

In the fall of 2007 Bonnee Ware, Staff Associate of Maple Grove United Church, gave formal notice to the Ministry and Personnel Committee of the Church Council of her plan to retire in June, 2008. As a result, a Joint Needs Assessment Committee (JNAC) was established in November, 2007. The purpose of the committee is to consider and make recommendations to the Pastoral Relations Committee of Halton Presbytery on the ministerial needs of Maple Grove United Church.

The JNAC report encompasses the committee's comprehensive review of the following key items: Maple Grove's community profile, the church's current resources both financial and property, and an in-depth analysis of Maple Grove's current staff positions as a Pastoral Charge. The committee report was informed by reaching out to a broad number of stakeholders in the congregation through interviews and questionnaires. Feedback was solicited from Council committees, current staff, and the congregation at large.

The JNAC report identifies a direction for future ministerial needs of Maple Grove United Church. This JNAC requests Presbytery to change the terms of the existing pastoral relationship. In doing this, the committee wishes to preserve the many remarkable contributions and responsibilities of the current Staff Associate position and to identify proposed changes to the job description that will serve the current and future needs of the congregation.

The members of the Joint Needs Assessment Committee sincerely thank all members and adherents of Maple Grove United Church who took part in this assessment to provide invaluable input to this activity.

## **Profile I: Community Description**

### **The Town of Oakville**

The Town of Oakville is a growing community of approximately 166,000 residents, located in the Greater Toronto Area (GTA). Oakville is just a short drive west of the City of Toronto, allowing it to maintain its small town ambiance while providing the advantages of a well-serviced urban community.

As Oakville continues to grow, Town Council focuses on topics such as sustainable transportation networks, minimizing the ecological footprint, and encouraging preservation of the Town's historic character to ensure that Oakville maintains its traditional character in current and emerging neighbourhoods.

### **Population and Employment**

The town is located within the Greater Toronto Area which is home to 15% of Canada's businesses and 16% of the nation's workforce. Almost 60% of residents have post-secondary education (approximately 40% higher than provincial averages). Of the 4,500 employers in the GTA, more than 260 are national and international corporate head offices representing the automotive, technology, business service, aerospace, pharmaceutical and tourism sectors. Also, a large number of Oakville residents are entrepreneurs or self-employed professionals. Not surprisingly, Oakville boasts an extremely low unemployment rate (4.5%). In a recent survey of residents, 86% said Oakville is a better place to live than anywhere else in the GTA.

### **Education**

Elementary and secondary schools in Oakville are a mix of private and public institutions, with one of the highest ratios of private schools to student population in the country. The Halton District School Board and Halton Catholic District School Board administer Oakville's primary and secondary public schools. Within a one-hour drive, residents of Oakville have access to eight universities and eight technical colleges. Oakville itself is home to Sheridan College of Applied Arts and Technology, a renowned animation and business studies institute.

### **Medical**

Halton Healthcare Services (Oakville Trafalgar Memorial Hospital) is a full-service acute care community hospital, offering a range of services. Currently, the hospital is located within the catchment area of Maple Grove United Church. A new 50-acre site located at Third Line and Dundas Street West will offer an expansion and enhancement of existing services and ensure that the hospital has the capacity to grow with the community in future years. Construction on the new hospital is planned to begin in 2010, with occupancy expected in 2013. The new hospital plans to increase the number of beds (currently 333 beds), reflecting the demand that is created by the rapid growth of Oakville and the surrounding communities.

### **Recreation and Culture**

The Oakville community is a proud supporter of the arts, enjoying many art galleries, the Oakville Museum, and the Oakville Centre for the Performing Arts. Annual festivals throughout the year draw large crowds to the downtown core.

Oakville has over 2,400 acres of parkland, 140 kilometres of hiking and biking trails, a provincial park for camping and day use, and eight golf courses including Glen Abbey Golf

Course the former home of the Canadian Open. The downtown of Oakville is home to one of two local harbours on Lake Ontario.

A very large number of sporting organizations are represented in Oakville. Many families in our church are involved in sporting teams, including various levels of hockey, curling, lawn bowling, tennis, soccer, swimming, etc, etc.

### **Volunteer Opportunities**

Activities in Oakville both benefit from and offer opportunities to volunteers. Volunteer Halton is an organization that links individuals wanting to volunteer with organizations in need. Maple Grove United Church has an extensive Outreach program, offering members and adherents of the congregation opportunities to volunteer with a number of organizations such as Kerr Street Ministries (a local group providing holistic support and care for children, youth, and low-income families) and Habitat for Humanity.

### **Transportation**

Oakville Transit provides bus services to the Town of Oakville. Maple Grove United Church is within walking distance of a number of bus stops. Busses operate daily and connect with Burlington Transit, Mississauga Transit, and GO Transit. GO Transit is Ontario's only inter-regional public transit system, linking Toronto with surrounding regions of the GTA. Passengers can access the extensive network of train and bus services at a number of stops throughout Oakville. VIA Rail also has a station stop in Oakville.

### **Sources and Useful Sites for Additional Information**

1. Town of Oakville Site: <http://www.oakville.ca>
2. Community Information Service of The Oakville Public Library: <http://www.opl.on.ca/InformationOakville.php>
3. Halton Community Services Database: <http://search.hipinfor.info/start.asp>
4. Halton Healthcare: <http://www.haltonhealthcare.com>
5. Oakville Economic Development: <http://www.oakville.ca/economicdevelopment/>
6. Volunteer Halton: <http://www.volunteerhalton.ca>
7. Stats Canada (Search Oakville Community Profile): <http://www.statscan.ca>

## **Profile II: Ministry of the Pastoral Charge**

***Our mission as the congregation of Maple Grove United Church is to be a vital, active, caring Christian community, growing in faith by celebrating God's love.***

### **Our Congregation**

We have approximately 400 households in our congregation with up to 50 children who attend Sunday school, which we call LIGHT Connection (Learning In God's House Together). Children gather with their parents in the sanctuary and leave for their classes following the children's story at the 10:30 a.m. service. Classes are provided for children between two to thirteen years of age, and nursery care is available for infants.

The true measure of a great church is not the opulence of its bricks and mortar or the size of its budget. Like a great person, a church becomes great only through the strength of its heart and soul.

### **Worship**

Worship is an important source of our energy and the organizing centre of our life. In worship, we discover that our individual stories can be woven into the Christian story. From preaching, we discover simple, day-to-day ways to live our lives creatively. In music, we express our faith and let our spirits soar.

Doctrine is less important to us than living out our faith. We are practical Christians who love God and live out the Golden Rule with the help of Christ's teaching and example: 'Do unto others as you would have them do unto you'.

We have many options for our congregation to worship both from our pews and as active participants. The following is a sample:

- Two worship services Sunday morning (from September to June)
- Lay minister involvement, with members speaking throughout the summer
- Sermons available on the Internet
- Three vocal choirs and a ladies hand bell choir
- Communion once per month
- Vacation Bible School (VBS) for one week each summer
- Confirmation program for those in grade nine and above that runs the entire year
- LIGHT Connection (Sunday school) provided for infants to 13 years of age
- Many special services such as: Advent, Maundy Thursday and Good Friday services, family communion services, intergenerational services and gospel services
- Services conducted at the Regional hospital, Oakville site by our minister.

### **Children and Youth**

Children and youth have many opportunities at Maple Grove to grow as leaders: learning to speak in public; becoming responsible citizens of the world by helping to respond to the needs of others; and developing their spiritual selves positively. The Confirmation class takes specific duties throughout the year including involvement in the Maundy Thursday evening service. There is an intergenerational tie that binds this class to their sponsors, (members of the congregation who have been previously confirmed). Through planned and impromptu meetings with their sponsors, confirmands are able to explore their faith in their day-to-day lives. Many

youth are also involved in various jobs around the church including class room and special event set-up as well as teaching in the Sunday school.

### **Pastoral Care, Adult Education and Social Opportunities**

We provide a wide range of activities in pastoral care, adult education and social opportunities such as:

- New member gatherings and preparation with the minister
- Coffee time every Sunday, after the second service
- Men's (monthly) Breakfast Group
- Women's social events and Women of Influence series
- Maple Grove Mixers – a dinner series offering members of our congregation an informal way to network and make new friends
- A Caring Team that is available day and night as need arises
- Prayer groups including Centering Prayer, Pastoral Care and Daily Prayer for Peace
- Youth Activities
- Adult educational events, such as Bible studies, memoir writing and learning about other faiths
- Christmas Caroling
- Book Club
- "MMM" = Midweek Mingling of the Minds
- CGIT / Explorers
- Scouts
- Seniors Luncheons
- Funeral receptions

### **Outreach**

Over \$50,000 was donated to the Mission and Service ministry in the current fiscal year, an all-time high. We are blessed at MGUC with so many people who heed the Christian call to offer prayers and support for those in need. We have many members who quietly reach beyond our doors and offer support, material goods, monetary aid, advocacy, care and concern for others – sometimes in big ways and sometimes in quiet, small ways. Here are just a few examples:

- sponsoring the Nxumalo family in Pietermaritzburg, South Africa, as part of our Action for Aids project
- raising funds for Sleeping Children Around the World to provide bedding and other necessities
- supporting the Canada Foodgrains Bank program
- preparing and serving meals at Kerr Street Ministries in Oakville and the Out of the Cold program in Toronto to those in need
- providing goods for Christmas hampers and helping to regularly stock the shelves at the Oakville FareShare Foodbank and Kerr Street Ministries
- supporting Alternative Grounds, co-op bean growers in Latin America who seek fair trade opportunities, by selling and serving their coffee at the church
- helping artisans and crafters in developing countries and cooperative projects through our Third World Craft Sale each holiday season

In addition to the above-mentioned Outreach projects, there is an extensive list of ad hoc groups that are organized by members of the congregation but not necessarily affiliated

with any official committee. Examples of groups inspired by our Outreach message include knitting hundreds of teddy bears for Teddies for Tragedies, a program to help children facing hardship and catastrophe around the world, a group of individuals who contribute in many ways to the Kerr St. Ministries, a local organization which provides holistic support for low income families in Oakville.

## **Profile III: Resources of Maple Grove United Church**

### **Vibrant & Diverse Congregation**

Now celebrating its fiftieth anniversary, Maple Grove United Church currently has a congregation of approximately 1,000 individual members and adherents, of which about 170 are children and youth (infancy to Grade XII age). An average of one baptism per month typically takes place at the church each year (September to June). The number of weddings each year exceeds the number of funerals (2006/07: 14 weddings, 10 funerals). Sunday school enrolments have declined somewhat over the past four years, from about eighty children in 2004/05 to about fifty this year, but the Maple Grove Sunday school (LIGHT Connection) continues to be active and important. An ongoing Youth Ministry program offers a broad range of youth activities at Maple Grove, although it has not attracted large numbers of teen participants for several years. This year's Confirmation class has 17 young people enrolled, fewer than some previous years but not generally out of line. Seniors are not a majority group in the Maple Grove congregation, although the proportion of seniors has increased over the past decade and will continue to do so.

### **Property and Development**

Five years ago, facing an estimated \$2.5 million cost to update/upgrade its neither well-designed nor well-constructed building, an offer of \$1.5 million from a local developer for Maple Grove's residential property, and the chance to purchase a comparable nearby commercial site for about \$0.6 million, the congregation held a 'renovate or relocate' vote. A majority (62%) of voters opted to remain at the church's present location. Capital fundraising began, and about \$850,000 has been amassed to date. A project was undertaken to investigate development and potentially construction of a seniors' residence at the rear of the Maple Grove lot to generate both initial capital and long-term income, enabling renovation of the church to commence with the funds raised to date. The congregation will be asked to decide about proceeding with this project in the near future.

### **Financial Resources**

The operating budget of the church was significantly increased five years ago to bring staff position classifications, salaries, and benefits fully into line with United Church of Canada guidelines, and to enable doing unavoidable capital repairs and improvements (e.g. fixing and insulating a leaking sanctuary roof, improving the roof and air conditioning of the gymnasium, upgrading sanctuary lighting, doing general electrical upgrades, etc.). Increases in annual contributions by members and adherents were sought for these purposes and were achieved (for 2007 offerings totalled \$273,805). During the intervening years, despite the concurrent capital fundraising program and an ongoing project (now completed) to replace all sanctuary windows with memorial stained-glass original art, the church has been able fully to cover its operating expenses from annual contributions and maintain small but not insignificant operating surpluses each year.

The church is in good financial standing. For the year ended June 30, 2007, the operation of the church (exclusive of fund raising) resulted in an excess of revenues over expenses of \$38,611, which was transferred to the Building Fund. The church has an operating surplus carried forward of \$134,344 plus a Designated Stabilization Fund of \$11,201. The church receives revenue from the rental of its facility to various groups in the community. Rental revenues totalled \$114,628 in 2007. In terms of expenses, personnel make up the largest portion, totalling \$261,021 in 2007. The budget for 2008 included in this report includes

comparative data for 2007. Over and above offerings, the congregation and friends contributed \$132,333 to the Building Fund and other Special Purpose Funds in the year ended June 30, 2007.

**MAPLE GROVE UNITED CHURCH-BUDGET FOR THE YEAR ENDING JUNE 30,2008**

	YTD 3 MO. 09/30/07	YTD 6 MO. 12/30/07	YTD 9 MO. 3/31/08	TOTAL YR 6/30/08	LAST YRS ACTUAL
<b><u>REVENUE</u></b>					
Offerings	60,000	140,000	210,000	280,000	273,805
Rent	28,000	55,000	84,000	110,000	114,628
Interest	6,900	13,800	20,700	27,600	24,417
Other Income	350	650	1,000	1,400	1,190
Christian Education	500	900	1,000	1,000	950
Renovation-Fundraising	-	25,000	30,000	50,000	50,112
<b><u>TOTAL REVENUE</u></b>	<b>95,750</b>	<b>235,350</b>	<b>346,700</b>	<b>470,000</b>	<b>465,102</b>
<b><u>EXPENSES</u></b>					
<b>Personnel</b>	66,185	134,375	201,560	268,750	261,021
<b>Property and Maintenance</b>					
Manse	2,210	2,550	4,060	5,150	2,008
Church-indoor	22,270	45,880	63,330	78,280	67,282
Church-outdoor	3,700	4,720	7,800	9,700	8,597
Capital Asset Additions-computers	3,500	3,500	3,500	3,500	-
<b>Finance and Administration</b>					
Office Supplies, Equipment	1,500	4,200	6,000	8,000	8,203
Fiftieth Anniversary	500	1,750	2,800	3,550	-
Stewardship	630	1,070	1,130	1,330	860
Presbytery	1,900	3,800	5,700	7,600	7,643
Service Charges	300	600	900	1,200	975
GST and PST	1,000	2,000	3,500	5,000	4,512
<b>Ministry</b>					
Worship and Music, Altar Guild	1,250	3,650	5,300	5,800	4,259
Christian Education	1,400	2,220	4,130	5,800	2,895
Pastoral Care, Memb. Devel.	200	500	750	1,000	695
Outreach	-	-	-	500	-
Youth Ministry	250	(40)	20	900	1,212
Membership	250	250	500	500	206
Communication,Advertising	1,330	2,780	5,000	6,500	6,011
<b><u>TOTAL EXPENSES</u></b>	<b>108,375</b>	<b>213,805</b>	<b>315,980</b>	<b>413,060</b>	<b>376,379</b>
<b><u>EXCESS REVENUE OVER EXPENSES</u></b>	<b>(12,625)</b>	<b>21,545</b>	<b>30,720</b>	<b>56,940</b>	<b>88,723</b>
<b><u>TRANS TO RENOVATION ACCOUNT</u></b>	<b>-</b>	<b>(25,000)</b>	<b>(30,000)</b>	<b>(50,000)</b>	<b>(50,112)</b>
<b><u>NET EXCESS REV. OVER EXPENSES</u></b>	<b>(12,625)</b>	<b>(3,455)</b>	<b>720</b>	<b>6,940</b>	<b>38,611</b>

Revised Sept 20,2007

Prepared by- Dorothy Gartshore

**Music**

Maple Grove United Church has an active music program, involving two children's choirs (Cherubs and Koinonias), a youth vocal group (Joyful Noise), an award-winning ladies' hand bell choir, and a thirty-six-member Chancel choir, all of which regularly participate in Sunday services. In addition, the adult and youth groups perform each year in a 'Christmas Festival of Song', a February 'Valentine's Dinner' for families, and a Spring Music Concert, all of which are well supported and enjoyed by the congregation.

**Staff**

A tremendously important Maple Grove resource is its superb staff, beginning with its respected ordained minister, lay minister, and its office administrator, its part-time staff including its music director, its organist and children's choir leader, and its bookkeeper. In addition, there are countless volunteers who serve as Sunday school teachers, youth leaders, accompanists, and members of the church's governing council, chairs and members of standing and ad hoc church committees.

## **Profiles IV: Position Description – Minister of Christian Education and Pastoral Care (Position to be filled)**

### **Minister of Christian Education and Pastoral Care**

#### **THE CHURCH**

In 1955, under the sponsorship of St. John's United Church, Oakville, Maple Grove United Church ("MGUC") was formed as a new congregation of 170 people.

Today Maple Grove United Church treasures the active participation of more than 500 adults and 400 children and young people. MGUC has a growing Sunday school, four choirs, dynamic outreach, and groups that deepen spirituality and broaden fellowship.

To continue to enhance our ministry and our worship, our congregation has committed to carry out a major renovation of the church building, our biggest project since its original construction.

For additional information, visit the Church website at [www.maplegroveunitedchurch.org](http://www.maplegroveunitedchurch.org)

#### **POSITION OVERVIEW**

##### **Minister of Christian Education and Pastoral Care**

This position is primarily focused on the Christian Education and Pastoral Care programs at MGUC. The incumbent will also be actively involved in Adult Education and Outreach. This position involves identifying, training, and motivating a significant number of volunteers at MGUC. It is a highly visible role, critical to the success and growth of MGUC in the communities it serves. The incumbent in this position works effectively with MGUC Council and its standing committees, and represents and promotes MGUC in the broader Oakville community. The incumbent will be exposed to a wide range of personal and spiritual issues requiring compassion and understanding.

**Reports to:** Halton Presbytery, the Ministry and Personnel Committee and the Council of Maple Grove United Church and also relates to three standing council committees: Christian Education, Pastoral Care, and Worship and Music

##### **Interacts with:**

- Other MGUC staff;
- Church council and its committees;
- Members of all ages of the MGUC congregation;
- A wide range of volunteers, in particular with respect to Christian Education;
- Halton Presbytery and Church House;
- Community groups and the broader Oakville community; and
- Families and individuals in need of support and direction in dealing with a wide range of issues.

## **CHALLENGES AND PRIORITIES**

- Works with the Minister of Worship, council and its committees, to identify, recruit, and motivate volunteers to assist in the many and varied needs at MGUC, in particular with respect to children's ministry and pastoral care for young families.
- Gains an appreciation of the skills and capabilities of the staff and congregation of MGUC
- Provides effective leadership for MGUC volunteers.
- Continually works towards building the quality and reputation of MGUC programs.
- Protects the interests of MGUC through effective use of MGUC resources.
- Understands the unique nature and culture of Maple Grove United and the communities it serves.
- Builds and promote a customer service and a 'can-do' culture at Maple Grove United.
- Develops solid working relationships with the broader MGUC community.

## **POSITION RESPONSIBILITIES**

### **Children's Ministry (~55% of time)**

- Plans, prepares and oversees the implementation of a comprehensive LIGHT (Learning In God's House Together) Connection program, in consultation with the Christian Education Committee.
- Designs and implements changes to the LIGHT Connection curriculum as required, using either purchased or created materials.
- Acts as a resource to the Christian Education Committee in curriculum development.
- Recruits and trains volunteers to teach, set up and clean up the church in support of the LIGHT Connection program; coordinates regular teacher training.
- Communicates the LIGHT Connection program to the congregation and welcomes new members to the program.
- Reviews current curriculum with teachers, students and parents at the end of the school year and report recommendations to the Christian Education Committee.
- Coordinates the provision of nursery facilities and child care for the nursery/toddler program.
- Participates in the planning of the weekly Sunday worship services and special services, and coordinates participation of youth in these services.
- Plans and oversees the annual one-week (1/2 days) Vacation Bible School, using purchased curriculum material as a base; recruits and manages volunteers to conduct the program.
- Oversees the annual planning and administration for the Confirmation class, ensuring sponsors, speakers and events are coordinated.
- Liaises with the Christian Education Committee in support of efforts to keep youth involved in the Church.
- Initiates and coordinates with the Christian Education Committee sponsored special events.
- Attends workshops, seminars, etc. for personal continuing education.
- Imaginative and purposeful engagement of young people in the life of the church and the needs of the community is an emerging priority for this position.

### **Adult Education (~10% of time)**

- Prepares and administers a regular calendar of Christian Adult Education events for both members of the MGUC congregation and others in the community.
- Liaises with the Minister of Worship and Christian Education Committee (including attending committee meetings) to ensure programs support the goals of the congregation. Programs can be either religion-based or secular.

### **Pastoral Care (~20% of time)**

- Liaises with the Pastoral Care Committee and plans a calendar to ensure that those unable to attend church are visited by volunteers and or the Minister, as required.
- Visits and/or telephones people who are unable to attend church, to minister to their spiritual needs.
- Attends Caring Team and Pastoral Care Committee meetings as an ex-officio member.
- Acts as the central point of contact at the church for people who are considering becoming members and members who require individual or family support. Ensures that these needs are met by the appropriate individual or group.
- Ensures the policies and procedures on the MGUCC website are up to date, outlining steps to follow with respect to baptisms, confirmations, marriages and funerals.
- Plans and coordinates special events or series, such as Senior's Luncheons or Mothers' Mornings Out. Also coordinates, with a Pastoral Care Committee volunteer, the mid-week Luncheon and Social on a regular timetable.
- Assists the Pastoral Care Committee by visiting new mothers and maintaining contact with new families having children of LIGHT Connection age.
- Coordinates the delivery of audiotapes of Sunday services as appropriate.
- Ensures requests or concerns of the congregation that are relayed to the church office are forwarded to the appropriate member of The Caring Team, as well as recording the details in The Caring Team log.
- Provides suggestions for new Pastoral Care programs as needs become apparent.

### **Outreach (~10% of time)**

- Offers support in pastoral services for community organizations that fit in with the church's mission, as supported by the Outreach Committee and/or MGUC Council such as Oakville Trafalgar Memorial Hospital and the local schools. Focuses on connecting with younger families.
- Participates in other Outreach activities (e.g. Inter-Faith Council) as supported by the Outreach Committee and/or MGUC Council.
- Builds awareness of both MGUC and the United Church of Canada Outreach initiatives.

**Administration (~5% of time)**

- Liaises with Presbytery and attends meetings as required.
- Attends monthly MGUC Council meetings, and other Committee meetings as required (e.g. Christian Education, Pastoral Care, and Outreach).
- Reviews incoming mail and e-mail (as provided by the Office Administrator) and delegates to the appropriate individual or committee.
- Supports the Church Administrator in maintaining an accurate, complete and up-to-date database of MGUC members and adherents.
- Writes reference letters and other general administrative functions as required.

**LOCATION**

- 346 Maple Grove Drive, Oakville ON

## **Profile V: Skills and Knowledge Required of Ministry Personnel**

The candidate should possess the following skills:

- Strong organizational and administrative skills
- Strong leadership skills, to inspire and draw volunteers to MGUC and then train and support them
- Able to connect with children, youth and the issues of today, to help the young find a comfortable place in the MGUC congregation
- A sense of humour, empathy and compassion to deal with the many challenges facing the members of the congregation
- Good listener and strong communicator, to help the staff and volunteers of MGUC decide where their resources are most needed
- Enthusiastic about sharing the Christian message with the MGUC congregation and the broader community, relating the scriptures to today in an effective and creative manner
- Outgoing and approachable, to help draw newcomers into the MGUC community
- Able to envision church growth and / or redevelopment and adapt to change
- A “can do” attitude, to ensure that issues are dealt with in a timely manner, using conflict resolution skills where necessary
- Willing and able to work with new technology

## **Profile VI: Potential Terms of Employment**

### **Hours of Employment**

The job description is based on a forty-hour work week (full-time) on average. Schedule may vary from week to week.

### **Salary**

Salary will be determined based on a full-time ordained minister's salary as outlined in The United Church of Canada's – 2008 – Minimum Salary and Allowances Ministry Personnel. The salary will be commensurate with the candidate's skills and experience. The salary will be payable at minimum monthly.

### **Benefits**

Benefits include participation in the Pension Plan of the United Church of Canada and compliance with the requirements outlined by the General Council of the United Church of Canada.

### **Housing**

A housing allowance will be provided in accordance with the policies established by Halton Presbytery for Oakville.

### **Travel**

Travel expenses will be reimbursed at the rate established by the General Council of the United Church of Canada for work-related travel.

### **Moving Expenses**

For candidates who will be required to physically relocate, financial assistance will be offered based on individual circumstances.

### **Study Leave**

As per the direction of the United Church of Canada, three (3) weeks study leave per year. A yearly education allowance will be made available to the Minister in support of these endeavours.

### **Vacation**

All requirements will be in accordance with The Manual of the United Church of Canada.

## **Appendix A: Position Description – Minister of Worship (Held by Reverend Dr. Morar Murray-Hayes)**

### **THE CHURCH**

In 1955, under the sponsorship of St. John's United Church, Oakville, Maple Grove United Church ("MGUC") was formed as a new congregation of 170 people.

Today Maple Grove United Church treasures the active participation of more than 500 adults and 400 children and young people. MGUC has a growing Sunday school, four choirs, dynamic outreach, and groups that deepen spirituality and broaden fellowship.

To continue to enhance our ministry and our worship, our congregation has committed to carry out a major renovation of the church building, our biggest project since its construction.

For additional information, visit the Church website at [www.maplegroveunitedchurch.org](http://www.maplegroveunitedchurch.org)

### **POSITION OVERVIEW**

#### **Minister of Worship**

The Church Minister provides overall spiritual leadership to the congregation of MGUC. Builds and nurtures a positive MGUC community, one that is caring, welcoming, inclusive and progressive. Provides direction to MGUC staff and works effectively with MGUC Council and its Committees. Represents and promotes MGUC in the broader Oakville community and motivates members and adherents of the MGUC congregation to become engaged in church life. Deals with a wide range of personal and spiritual issues with compassion and understanding. Delivers weekly sermons that are relevant, uplifting, and inspirational.

**Reports to:** Halton Presbytery, MGUC Ministry and Personnel Committee and the MGUC Council

#### **Interacts with:**

- Other MGUC staff;
- Church council and its committees;
- Members and adherents of the MGUC congregation;
- Halton Presbytery and Church House;
- Community groups and the broader Oakville community;
- Families in need of support and direction in dealing with a wide range of issues and opportunities such as weddings, baptisms and funerals; and
- Various external groups such as the Inter-Faith Council.

### **CHALLENGES AND PRIORITIES**

- Works with the Minister of Christian Education and Pastoral Care, Council and its committees, identifies and motivates volunteers to assist in the many and varied needs at

MGUC including Sunday school, Confirmation, committees, chairs and many special events (galas, fund-raisers, etc.).

- Gains an appreciation of the skills and capabilities of the staff and volunteers at Maple Grove United. Provides effective leadership to MGUC staff.
- Continually works towards building the MGUC congregation and its profile in the Oakville community.
- Protects the interests of MGUC through effective use of MGUC resources.
- Provides inspired spiritual leadership and effective counselling.
- Understands the unique nature and culture of Maple Grove United and the communities it serves.
- Builds and promotes a customer-service and 'can-do' culture at Maple Grove United.
- Develops solid working relationships with the broader MGUC community.

## **POSITION RESPONSIBILITIES**

### **Worship and Christian Education**

- Plans and delivers the weekly and special worship services.
- Liaises on a regular basis with the Worship and Music Committee, the Director of Music and the Minister of Christian Education and Pastoral Care to properly plan and coordinate weekly worship services.
- Researches and prepares weekly sermons, prayers, and other aspects of the worship service from September through June.
- Assists in the planning of weekly worship services during the summer months of July and August.
- In conjunction with the Christian Education Committee, provides the Minister of Christian Education and Pastoral Care with assistance in determining the goals and themes of Christian Education for both children and youth.
- Takes a leadership role in ongoing Adult Christian Education initiatives at MGUC.

### **Rites and Sacraments**

- Administers baptism, wedding and funeral (including memorial) services according to the policy of MGUC Council and the guidelines of the United Church of Canada.
- Conducts baptism, confirmation, wedding, and funeral services as scheduled or required.
- Prepares and counsels families and individuals in order to deal with marriages, baptisms, and funerals.
- Coordinates special services with the Church Organist, Director of Music, Church Administrator, and the Worship and Music Committee.

### **Pastoral Care**

- Visits and/or telephones members of the congregation who are unable to attend MGUC services, to minister to their spiritual needs at least once a year.
- Counsels members and adherents of the MGUC congregation in dealing with a wide range of personal and spiritual issues as requested or needed.
- Visits Oakville Trafalgar Hospital as needed and conducts Chapel services every four to six weeks.

- Attends Caring Team meetings and support them in their efforts.

### **Outreach**

- Offers support in pastoral services for community organizations that fit in with the church's mission, including Oakville-Trafalgar Hospital and the local schools.
- Participates in other Outreach activities (e.g. Inter-Faith Council) as supported by the Outreach Committee and/or MGUC Council.
- Builds awareness of both MGUC and the United Church of Canada Outreach initiatives.

### **Administration**

- Liaises with Presbytery and attend meetings as required.
- Attends monthly MGUC Council meetings, and other committee meetings as required (e.g. Christian Education, Worship and Music).
- Reviews incoming mail and e-mail (as provided by the Office Administrator) and delegates to the appropriate individual or Committee.
- Supports the Church Administrator in maintaining an accurate, complete and up-to-date database of the MGUC members.
- Writes reference letters and other general administrative functions as required.

### **EDUCATION AND EXPERIENCE**

- Ordained Minister in good standing with the United Church of Canada.
- A minimum of 5 years lead ministerial experience with a similar-sized United Church congregation or a second minister in a larger congregation.

### **LOCATION**

- 346 Maple Grove Drive, Oakville ON

## **Appendix B: Summary of Congregation Survey Responses**

*Members of the congregation were invited to complete the Joint Needs Assessment Committee Survey. This survey was distributed after both services in the first two weeks in February and posted on the church website. The intent of the survey was to gather congregational input into the position of the Staff Associate, in order to define the needs going forward.*

*The actual number of survey responses was low; however this survey feedback along with the interviews and questionnaires received by council committees and current staff under the pastoral charge provided the JNAC committee with some valuable information and direction.*

*The following themes were consistent throughout the surveys distributed to members of the congregation as well as through the staff and committees consultation.*

### **Focus of the role going forward**

- The primary focus of the current Staff Associate should continue to be in the area of Children's Ministry with an additional focus in Youth Ministry.
- The role needs to continue to interface with the Worship and Music Committee. A focus on pastoral care was an identified need going forward.

### **Current Strengths in the staffing model**

- The key strength identified in the current Staff Associate position was related the incumbent's ability to establish and maintain relationships with our inter-generational population through a deep knowledge of the congregation.
- The position has an ability to communicate well with all people through a strong interpersonal style.

### **Identified gaps in our staffing model that should be addressed considered going forward**

- An identified need to address the visitation needs of seniors and other congregational members who experience problems in getting to church.
- Going forward, consideration should be given to the need for inter-generational activities.
- There was also support from the surveys received that the current model and role did a good job of addressing the needs of the congregation and no gaps were identified.

### **Other comments**

- The work assumed under the current role could be allocated to more than one position.
- Suggested that the current compensation should be considered, indicating an increase in pay is necessary.
- We need to reconsider the role volunteers can play in supporting the work of the church and the current Staff Associate position.

## **Appendix C: The Concept of Parish Nursing**

Throughout the Joint Needs Assessment Committee (JNAC) process at Maple Grove United Church, December 2007-March 2008, the idea of a Parish Nurse was recommended or suggested as a desirable addition to staff on a number of occasions.

This brief report is the result of some research into this position.

The definition of a Parish Nurse is: “a registered nurse with specialized knowledge who is called to ministry and affirmed by a faith community to promote health, healing and wholeness” (The Canadian Association for Parish Nursing Ministry; Parish Nurse Fact Sheet).

The role of the parish nurse is to promote the integration of faith and health in a variety of ways that reflect the context of the faith community. Examples include advocacy, counseling, health education and resource referral.

The initiation of parish nursing is fairly recent (1997) and there are very few churches that are fortunate enough to have one on staff. Westminster United Church in Whitby was found to have a successful parish nursing program. The nurse, Marian Leek, works approximately 25 hours a week, and has recently completed 3 years of training at Emmanuel College. She works very closely with the minister and a 10-member health cabinet. Her duties range from counseling in times of crisis, supporting and advocating on behalf of members of the congregation to leading a service! She belongs to the Inter-Church Health Ministries, which has 60 partner churches as members. It provides educational programs (at Emmanuel College for example), support groups and retreats for the nurses.

At present, a parish nurse who works 8 hours or more a week is considered a Staff Associate, or designated lay minister with the same pay rate and benefits (e.g. housing allowance). Therefore churches often appoint someone to work less than 8 hours. According to Debbie Johnson, of Hamilton Conference, this 8-hour clause will soon be reduced to any number of hours. The parish nurse if not already classified as such, will become a designate lay minister.

In Oakville, there is only one parish nurse, working 14 hours a week, at Walton Memorial United Church. Cathy Winn spends most of her time with one-on-one counseling, visiting, listening, making referrals and using her assessment skills. She believes that encompassing one's faith is an important part of health and well-being. She works closely with the minister and a health and wellness committee and takes part in regular healing services and praying with individuals. It should also be noted that up until 3 years ago, St John's United Church had a parish nurse on staff.

Hiring a parish nurse for Maple Grove would certainly address many of our pastoral care needs, but likely not our more pressing needs in the areas of children's and youth ministry. At present, the caring team, the pastoral care and Christian education committees are carrying out many of the tasks associated with parish nursing as volunteers. Several of the volunteers have a health and/or social service background. There are also many resources and services available throughout the local community on a referral basis.

## Appendix D: Youth Ministry at MGUC

Maple Grove has struggled for several years to increase the number of teens regularly taking part in its Youth Ministry activities. Despite keen interest and dedicated efforts by many committed and talented volunteers, participation by teens in virtually all activities offered to them by the church has been disappointingly low. For years Youth Ministry Committees have planned—in consultation with youth representatives serving in the committees—an array of regular and special social, educational, spiritual, and fun activities for post-confirmation-age secondary school students in the church community. Despite communication and coordination among the various youth and youth-oriented groups operating in the church such as the teen choir Joyful Noise, the teen hand-bell choir, and Genesis, a teen Bible-study and discussion group, actual youth turnout has remained below reasonable expectations.

Several people in the congregation believe that Maple Grove youth are “too heavily involved in non-church-based activities to allow them to take part in our youth ministry program activities”. However, the present chair of our Youth Ministry Committee points to the large number of teens in the youth choir at Walton Memorial United Church in Bronte—in which her daughter participates—as a positive nearby example of youth ministry success. She also cites the youth ministry program at Christ Church in Clarkson, which has hired, part-time, a young man who plans to attend theology school to lead their youth activities; in less than a year this person has attracted a small but enthusiastic group of teens to the Christ Church program.

Given that Maple Grove is not currently financially able to hire a new staff person dedicated solely to coordinate its youth program activities and feels that it cannot reasonably add this responsibility to an existing staff position, the current Youth Ministry Committee chair proposes to establish partnerships with one or more nearby churches in which successful programs are operating. Partnering with churches with active youth programs may increase the level of participation by our young people.

Another strategy planned to increase participation by Maple Grove youth in these activities is to schedule the activities—and *publish* the schedule—further in advance than we have done in the past. Then teens and their families can put Maple Grove’s youth activities into their recreational schedule when first establishing it in the late summer so they can *commit* to regular participation without conflicts.

Still another way planned to get more young people actively involved at Maple Grove is to give them specific jobs to do in the church—not just occasionally, but on an ongoing basis—so that responsibility for a given church activity or function becomes part of the youth culture of the congregation. Examples of such responsibilities are: regularly helping to serve coffee, tea, and juice after Sunday services, ushering, greeting, doing scripture readings, taking up collections, actively participating in the twice-yearly church yard cleanups, etc.

Recognizing that ‘teens go where the gang goes’, the Youth Ministry Committee chair aims for regular, active participation by at least 10 young people in the first year, with slow and steady growth in numbers likely to follow thereafter. It is thought that as long as youth participation at the church is allowed to remain at the single-digit level, simple inertia may deter future growth. Something must ‘jump-start’ the youth ministry program if it is to succeed. Absent being in a financial position at this time to employ someone whom teens can relate to and confide in to lead Maple Grove’s youth ministry program, partnering with another church or churches in the

area may our best way to 'grow' a successful youth program of our own in the shortest possible time.