

MINISTRY NEEDS ASSESSMENT TEAM REPORT

April 25, 2017

**BYRON UNITED CHURCH
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SUMMARY

Rev. Gregory Brawn has been the Senior Pastor serving the congregation of Byron United Church since January 1, 2009. Rev. Chris Beaumont came to Byron United as a half-time Associate Pastor on April 1, 2010 and was increased to full-time on October 1, 2014. Pastor Chris is retiring on July 31, 2017.

At its January 24, 2017 meeting, Session established a Ministry Needs Assessment Team (MNAT) to be led by the Leaders' Board and include other Elders. The members of the MNAT include:

Linda Peck, Chair and Recording Secretary
Pastor Greg Brawn, Recorder and Writer
Marilyn Tucker
Marlene Law
Dave Wagg
Angie Brawn
Cheryl Chambers
Jerry Reid
Ruth Dean
Elaine Coutts
Tom Dean
Helen Keenlside
Don Scanlon

MANDATE of the Ministry Needs Assessment Team:

The mandate of the MNAT followed the requirements created by London Conference, as revised in March 2014, for discerning and declaring Ministry vacancies.

The process used to gather input included:

- A Week of Prayer and Waiting on the Lord
- Input from Visiting Elders of needs of members of their visiting districts, and what those people would likely say are the needs of our church
- An invitation from the MNAT to all members of our church family to respond via an online survey or paper copy process to two questions regarding their own personal needs and how the church could better serve them, and their view of needs of our church for 2017 and going forward
- Input from the Senior Pastor regarding overall needs for our church to move our Growth Vision and Plan forward and ways to address all needs for our church
- Input from the Associate Pastor regarding his perceptions of needs for our church
- Investigation of ways in which other churches address needs of their church family beyond those provided by Ministry personnel

All decisions of the Ministry Needs Assessment Team were based on input received.

The MNAT held ten half-day meetings and one full-day from February 7th to April 25th.

The input gathered by the MNAT through the assessment process was very clear: A second minister focussing on pastoral care is required.

- The Minister of Pastoral Care position will be a part-time position.
- The Minister of Pastoral Care will work in a shared and directed Ministry with the Senior Pastor in the spirit of collegiality.
- The leadership of the church has included in its 2017 budget an allowance for two full-time pastors. This budget was approved by the congregation at its February 26, 2017 Annual Congregational Meeting. However, that budget is projected to have a deficit at the end of 2017.
- The year 2016 ended with a surplus of \$7,600 thanks to a few large donations received at the end of the year. General Fund givings were down 0.5% from 2015.
- At the Annual Congregational Meeting, the congregation passed a budget for 2017 which requires an increase of 2.3% in General Fund givings to produce a deficit of \$11,000.
- As of April 18, 2017 General fund givings are down 6.2% from the same time period in 2016.
- If we hire a non-retired minister, we will have to pay approximately \$5,000 per year for United Church of Canada and government benefits. (Pastor Chris officially retired before starting with Byron United.)
- As you know, we have been losing some of our long-time, elderly members who have been strong financial supporters. However, we expect that Byron United Church will be able to support 1½ pastoral staff for the foreseeable future.

RECOMMENDATIONS

The Ministry Needs Assessment Team recommends to the congregation of Byron United Church:

1. That the congregation accept and approve this report;
2. That the congregation affirm the three forms:
 - a) Demographic, Financial and Community Profile
 - b) Ministry and Mission Profile
 - c) Ministry Personnel Position Description
3. That the congregation request Middlesex Presbytery to declare a vacancy for a part-time Minister of Pastoral Care as defined in the Ministry Personnel Position Description, as of August 1, 2017.
4. That the Ministry Needs Assessment Team be disbanded at the time a vacancy is declared by Middlesex Presbytery.

POSITION DESCRIPTION OF MINISTER OF PASTORAL CARE

The Minister of Pastoral Care position is a part-time position of 20 hours per week.

POSITION SUMMARY:

This is a part-time position in our team ministry with our Senior Pastor. The primary focus is on pastoral care and development of lay leadership. There is some involvement in worship leadership. The position also provides broad level guiding support for Facilitators of the three "SERVE" Elements of our church leadership team... Mission (outreach), Ministry, and Assets & Finance (stewardship, property, finance).

- The Minister of Pastoral Care will work in communication and partnership with the Senior Pastor and the church leadership. As such, s/he may provide input to the Senior Pastor on any issue in the spirit of collegiality.
- This position is accountable to the Official Board through the Ministry and Personnel Team. The Ministry and Personnel Team acts as a liaison between the Minister and the Board.
- The Minister of Pastoral Care will have autonomy in some decisions and work: Pastoral care by self and volunteers, coordination of lay leadership with Ministry Element Facilitator and others, cooperation in other areas and duties.

PRIMARY RESPONSIBILITIES:

- Plan and undertake pastoral care for the elderly, hospitalized, bereaved, crisis situations, and general pastoral care visitation, and coordinate involvement of others for assistance as needed.
- Coordinate development of lay leadership within the congregation to address needs at a variety of levels. Provide overall guidance and support to Ministry Element Team in planning for and addressing this need.
- Provide broad level of guidance and support for the "SERVE" area of our congregation Facilitators of Mission/Outreach Element and Assets & Finance Element (which includes Stewardship, Property and Finance Teams).
- Assist in worship leadership several Sundays each month, preaching periodically when the Senior Pastor is away and at other times as appropriate.
- Preside at some funerals.
- Responsibilities of the Minister of Pastoral Care may be reviewed or revised with the Leaders' Board and Ministry & Personnel Team, depending on the gifts, skills and abilities of the candidate and in conjunction with the Senior Pastor.

REQUIRED SKILLS

- The Minister of Pastoral Care position requires an Ordained, Diaconal or Designated Lay Minister of the United Church of Canada who possesses the following gifts, skills and abilities:
 - Christ-centred, Trinitarian, with strong personal faith.
 - Pastoral Care experience: sensitivity, compassion and demonstrated commitment to pastoral care needs and spiritual nurturing of people; possesses gifts to see personal needs in our congregation and the wider community, to listen, encourage, challenge and pray with people.
 - Strong leadership skills necessary for effective leadership training of the laity in all age demographics; a demonstrated commitment to continue growing in leadership skills to remain current to the needs of the position and the congregation.
 - Spiritual gifts required to be an effective team player.
 - Well educated in orthodox Christian theology to be able to effectively preach and teach in ways that are faithful, challenging and relevant to all age levels and stages in personal faith journey. Knowledge and experience in both traditional and contemporary styles of worship; worship planning and leadership gifts, including funerals.
 - Organized, self-starter and leader who is also able to take direction from others and team decisions.
 - Humility and the other fruit of the Spirit.
 - Working knowledge of common computer software.

TERMS

Regular Hours of Employment:

- Regular hours of employment shall be 20 hours per week.
- Vacation and Study Leave shall be based on UCC requirements in consultation with the Ministry & Personnel Team.

Salary, Payroll, Benefits and Deductions:

- Salary for the position shall be in accordance with Minimum Salaries for Ministry Personnel under the new compensation model as set forth by the UCC and is negotiable above the minimum guidelines, based on qualifications and experience.
- Payroll benefits and deductions such as pension, Group Insurance and EI shall be administered by Byron United Church as set out by the United Church of Canada and government requirements.
- Leave for sickness, disability, maternity/parental, bereavement and compassionate leave shall be in accordance with UCC guidelines.
- Leave for any other purpose shall be in consultation with the Ministry & Personnel Team.
- All financial considerations shall be paid bi-monthly.
- All other allowances (travel, study) will be based on the UCC guidelines, and will be determined by qualifications and experience.

Other:

- A full-time (four-days per week) office administrator and part-time assistant are employed by Byron United Church and have relevant duties related to administrative support for Pastoral staff.
- The candidate shall have, and keep in her/his possession, a current police records check completed before the completion of the call and shall comply with obtaining a new police records check ongoing as per UCC guidelines.
- Reasonable time is provided to participate in regular Presbytery and Conference commitments. The Minister of Pastoral Care shall consider other commitments or community involvements in consultation with the Ministry & Personnel Team.

FORMS REQUIRED BY LONDON CONFERENCE

London Conference requires the completion of four forms and approval of these forms by our governing body, the Session, and by the Congregation. These forms are:

- Demographic, Financial and Community Profile
- Ministry and Mission Profile
- Ministry Personnel Position Description
- Request to Declare a Ministry Position

The Ministry Needs Assessment Team has completed these forms taking into account the input received during the needs assessment process.

These four forms, after receiving approval of Middlesex Presbytery, will be posted on the London Conference website as an overview of who we are at Byron United Church, our priorities as a church of Jesus Christ, and the specific position description of our Ministry vacancy. All applicants will apply to London Conference, which determines the eligibility of candidates for this vacancy. Applications for all eligible persons will be forwarded to our Interview Team members.

INTERVIEW TEAM

London Conference specifies that the Interview Team will consist of five to seven members. It is not a requirement that they be members of the United Church of Canada. All members of the Interview Team are required to attend a training session provided by London Conference staff prior to beginning their work.

When the Interview Team has discerned a person to recommend for our Ministry vacancy, a congregational meeting will be announced to present the Team's recommendation to the congregation for decision.

The following people have agreed to be part of our Interview Team:

- Linda Peck, Chair - _____
- Tom Dean - _____
- Don Scanlon - _____
- _____