

Joint Needs Assessment Report

Northwood United Church

February, 2008

The Joint Needs Assessment Process

In preparing this Joint Needs Assessment report the Joint Needs Assessment Committee (JNAC) took a detailed look at not only Northwood United Church but also at the community it serves. It was prepared on the direction of the church board and represents an exercise the board has directed should be repeated approximately every four years.

In studying the church the committee held two congregational meetings following Sunday morning worship services. In addition approximately a dozen separate meetings were held with specific groups within the congregation to get their input. Among these were seniors' groups, youth groups, the staff, the choir and the church trustees.

From these groups we discovered a relatively small list of common themes and concerns and general agreement on how the congregation wishes to see the ministry at Northwood develop. Recommendations in this report are based on their input.

In three cases specific reports have been included. They are for the youth groups, the seniors and the choir.

People who have left Northwood in the recent past were contacted to find out why they had left. A summary of their responses is also included in this report.

I wish to thank all the members of the congregation who helped the committee in preparing this report. I also want to thank the members of the JNAC Committee who put a considerable amount of time and effort into this project. They are: Rev Shannon Tennant (Fraser Presbytery), Lynda Christensen (Fraser Presbytery), Joanne Ward, Jan Morgan, Kathleen Hearty, Arlene Darby, Christine Wolff, Carolyn Pratt-Elliot and Andrei Kooznetsoff.

Brian Martin
Chair

February 1, 2008

The Community

Surrey is part of Metropolitan Vancouver and is located between Vancouver and the American border. With a population of just over 400,000 it is the second largest city in British Columbia and the tenth largest city in Canada. It is predicted that by 2016 the population will reach 549,000.

Northwood United Church serves the Fleetwood area of Surrey which has a population of approximately 50,000 people. It is a “young” area with only 10 per cent of the population over the age of 65. It is also a culturally very diverse neighborhood. Close to 50 per cent of the population is classified as being visible minorities. The vast majority of those are Indo-Canadians, specifically Sikhs. The next largest group of visible minorities is Chinese.

Surrey is continuing to grow very rapidly – for example there are 16 high rise residential developments currently on the drawing boards within a few miles of Northwood United Church along with countless single or two-storey townhouse residential developments. As real estate prices are noticeably lower than prices in the City of Vancouver Surrey is attracting young Metro Vancouver families who wish to purchase a home of their own. It is connected to the rest of the metropolitan area by a rapid transit train system and a network of highways.

With more than 6,000 acres of parkland Surrey’s theme “City of Parks” is well-earned. It enjoys a moderate west coast marine climate.

Northwood United Church Physical Resources

Northwood United Church enjoys a park-like setting on three acres of treed land in the heart of Fleetwood. The location is highly visible and easily accessed by foot, vehicle and public transit.

Its central location means that in addition to the worship and fellowship opportunities offered members of the general community are able to use the church facilities for a number of weekday activities including self-help groups, English as a second language classes, daycare, general community meetings, music recitals, piano examinations and community choir practices.

The church building is 10 years old, mortgage free and built on one level. The sanctuary seats approximately 400 and is furnished with moveable chairs to give flexibility to worship and other activities. It is equipped with a professional lighting system to create a variety of ambiances. The sanctuary also includes a Yamaha grand piano, a two-manual full pedal board Wurlitzer organ with MIDI capabilities, a Yamaha drum kit and permanently mounted LCD projector. There is also a nursery accessible from the sanctuary and gathering area for parents to take children and still be able to see and hear the worship service.

The rest of the church building includes three large classrooms which can be divided into five rooms, a fireside meeting room, a fully equipped kitchen and a large gathering area (narthex) with a small library. The church offices are equipped with computers connected to a LAN with high-speed internet. There is a spacious parking lot and all areas of the church are wheelchair accessible.

The church property also includes a building that used to be a suburban ranch house. It is now home to an active thrift shop as well as providing specific space for the youth of the church. Adjacent to the house is a labyrinth.

Northwood United Church Human Resources

Paid Staff:

The paid staff at Northwood United currently includes two full-time ordained ministers working as a team.

In the past year both ministers were on medical leave. One has now returned to full-time duties and the second remains on leave. The church has been fortunate to have the services of one supply ordained minister and one lay minister who have carried the load during this challenging time. There is also a full-time office administrator.

In addition there are a number of part-time paid positions. They are: youth leader, choir director, music director and custodian. In addition as of January, 2008 a part-time junior choir leader was contracted for a four month term.

The ministers at Northwood are paid in accordance with The United Church of Canada pay schedule and also receive a modest top-up from the local church. Housing allowances are based on the average rent of a three-bedroom detached home in Surrey, one of the most expensive real estate markets in Canada.

Volunteers:

Northwood has a wide array of volunteers who regularly participate in various leadership and assisting roles including: committee work, outreach programs, building maintenance, security, worship leadership and participation (including musicians). The lay involvement in the church is one of its most valued resources and largely responsible for carrying it through the difficult times it faced with two ministers on medical leave.

Financial Summary:

The financial status of Northwood United Church is stable. In recent years revenues from donations and weekly collections, rentals and fundraising have more than met the basic operating expenses of the church.

Special givings have allowed the congregation to pay off the church mortgage, establish a series of special funds and acquire a new organ.

Going forward the challenge is to supplement an aging population with new and younger participants to share the financial load and contribute to volunteer projects. It is also necessary to budget for increased maintenance of the church building as it starts to age.

Northwood Family Profile

Nearly all members of Northwood live in Surrey. The majority of church members live within a ten-minute walk of Northwood. Their homes cover a wide field of single family houses, apartments, townhouses and seniors' housing.

Theologically the church strives to be faithful to its mission statement:

“We want to glorify God and follow Jesus under the guidance of the Holy Spirit by being:

(1) A strong United Church in the northeast area of Surrey as we build for the 21st Century.

(2) An open, friendly and visible community of faith, support and education for all ages in times of crisis, sorrow and joy.

(3) The hands and feet of Christ to fulfill his mission with a strong and active presence in our community.

(4) A Christian people that challenges the social injustices in our world.”

We believe we are a caring and inclusive church committed to developing fellowship through faith, worship and outreach. The congregation is theologically liberal and open to anyone wishing to worship with them. Besides our regular Sunday worship we offer contemplative worship services, centering prayer groups and healing touch groups. We provide ministry for all ages from Sunday school to adult Bible study classes. We also provide a series of social events where members can get to know each other better in a relaxed atmosphere.

A demographic trend we have noted and which we share with many other United Churches is our failure to attract and retain young families like we did even ten years ago. There have been a high number of funerals due to the age of our members. It is an aging congregation despite the fact the church is located in a “young” neighborhood.

Northwood has 335 members. Its worshipping congregation, however, has gone from a high of 300 people eight years ago to approximately 200 today. Most of our younger families have both parents employed and volunteers are not as available as they once were. There has been a sharp decrease in the number of children attending as we compete with Sunday amateur sports among other challenges.

One of the most successful projects of our church community is the Thrift Shop which operates three days per week. It has 34 volunteers with an average age of 75 working in it. It provides a much needed ministry to our neighborhood and also makes between \$30,000 and \$40,000 per year to fund church activities. In addition to selling items the Thrift Shop also provides clothing free to those who need it but cannot afford it.

The church community and the surrounding community come together for an annual fall Celebration Fair. More than 150 volunteers work at the fair. Last year it raised more than \$13,000.

Northwood has two youth groups – a junior group and a senior group. The senior group, involving older teens, has grown from five or six a few years ago to 30 to 35 people weekly.

The junior group involves about 20 members and covers youngsters from grades four to seven.

Our church structure includes a ministry board of 12 which meets every two months. Members act as liaisons between church groups and the church board.

We share our church facility with the Fraser Valley Japanese United Church, a small congregation.

Church business and activities are overseen by an elected church board which meets once every two months. Reporting to individual board members is a wide array of small ministry groups. These groups are given considerable autonomy as long as they stay within the bounds of policies set by the board.

Our Spiritual Neighbours

In the general north Surrey area there are more than 40 churches, temples and mosques.

Many of them are other main line Protestant Christian churches such as Anglicans, Baptists, Lutherans, Pentecostal and an array of fundamentalist “community churches”. The Roman Catholic faith is, of course, also represented.

The cultural diversity of the city is, however, reflected in many of its houses of worship. Included in this would be the Japanese United Church which worships at Northwood, the Surrey Chinese Baptist Church, Lumbini Buddhist Temple, Vietnamese Alliance Church, Catholic Ukrainian Church, St Elias Orthodox Church, St Mary’s Ukrainian Orthodox Church, several Sikh temples, a large Hindu temple and an Islamic Mosque.

In the north Surrey region there is one other United Church. Four other United Churches serve congregations in south Surrey neighborhoods.

Northwood United Church has been active in reaching out and interacting with other faiths – specifically Sikhs, Muslims, Buddhists, Jews, Mormons and Seventh Day Adventists. This has involved attending their services and in turn hosting them at Northwood.

We plan to continue this “neighbourhood” work.

The Northwood congregation is a very generous one whose reach extends far beyond its local neighbourhood. In 2007 Northwood contributed close to \$30,000 to The Mission and Service Fund of The United Church of Canada.

Our Seniors Speak

The seniors at Northwood had both praise and constructive criticism to share with the JNAC committee. Among their points:

(1) They very much enjoy the fellowship and social outlets that Northwood United Church provides.

(2) They believe the choir and the musicians are doing “a good job”.

(3) The seniors think that having a variety of music is good but, as can be expected, they tend to prefer the old and familiar hymns. The last time they were surveyed they asked that the congregation have a role to play in selecting hymns but they feel their request was ignored.

(4) They are not adverse to change but worry that their concerns may be overlooked in favour of younger groups.

(5) Recent stresses among the team ministry has caused them considerable concern.

(6) They feel communication is bad when it comes to letting them know who does what at the church and who is in charge of what. They don't see minutes of board meetings and feel they are “out of the loop” except when a stewardship campaign is taking place.

(7) They are confused about the future and don't understand the need for the general JNAC process. They worry about members who have left the congregation.

(8) Some thought it would be a good idea to have a Christmas pageant that would bring the community together during Christmas.

Our Youth Speak

Junior Youth Group

There are more than 20 members in the Junior Youth Group. The group is comprised of pre-teen children from grades four to seven. More than 50 per cent of the children come from the neighbouring community but outside the Northwood congregation. They meet twice per month on Friday evenings.

The junior youth group emphasizes building inclusive community and offers a variety of activities both on the church site and out in the community. Some of these include small and large group programs, spiritual exploration opportunities, indoor and outdoor games, sporting activities, food and fellowship and outreach activities. Junior Youth also have opportunities to attend Junior Youth events sponsored by both Fraser Presbytery and B.C. Conference.

Senior Youth Group

There are approximately 30 members in the Senior Youth Group. They range from grade eight to 12. As with the junior youth many of them come from the neighbourhood surrounding Northwood United Church but are not part of the congregation. They meet weekly on Friday evenings.

They are offered a variety of activities both on the church site and out in the community. Some of those are group programs, games and recreational activities, camping, spiritual exploration and worship time. In addition they enjoy food and fellowship and outreach projects. The Senior Youth also have opportunities to attend youth events sponsored by both Fraser Presbytery and B.C. Conference.

Their Thoughts

The JNAC found that both the Junior and Senior Youth Groups had similar thoughts and those thoughts corresponded with common themes from other groups in the Northwood family.

These included a desire for a dedicated youth and families minister. The youth indicated they feel the Northwood Church is welcoming and inclusive. They feel at home and free to be themselves.

The youth also expressed a strong desire for more variety in music and worship. They would like a mix of both old hymns and newer more upbeat music. Specifically they would like to see a regular “inter-generational” service with a youth band and more opportunities for them to be involved in worship through drama and other media. They would also enjoy opportunities for leadership development.

The senior youth expressed a desire for more programs for young adults and expressed a serious concern that there are no existing programs for young adults (post high school).

Our Choir Speaks

The choir had a list of thoughts that arose during the JNAC process. They included:

- (1) They would like to see more use of a variety of musical instruments.
- (2) The choir sees the need for a mixture of music for both young and old and feels they are attempting to do that now.
- (3) They point out it is difficult to please everybody and that they need to keep trying to provide diversity.
- (4) It is important, they say, to respect the musicians we already have.
- (5) We should continue to make more use of other music resources such as More Voices.
- (6) Some would like to see Northwood try alternate service times with one service being more contemporary and one more traditional.
- (7) “One of the problems with music,” they say, “is that many of us are so uptight about our ability to sing in the pews that singing becomes a painful thing rather than a joyous response to being alive in God’s world. Our music of whatever style has to be truly sing-able.”

The choir reports that the most consistent themes that have recurred during conversations with the congregation indicate people want a variety of music and a variety of ways of delivering it i.e. different musical instruments and players. Virtually all, they said, agreed the choir was trying hard to achieve this and appreciate the music ministry at Northwood.

There were suggestions that Northwood incorporate young instrumentalists, continue to offer junior and teen choirs and aim to include a youth band in our services. Some of this is already taking place.

Why They Left

The Rev Doctor Doug Lobb who is serving as a supply minister at Northwood took it on himself to survey people and families who have left the church over the past two years. He has many years of training and experience both as a clergyperson and an administrator.

He found the reasons to be well within the norm he has seen in other congregations. Some found the Northwood theology too liberal for their tastes, many had simply moved to other areas, one family felt the services were not contemporary enough and others have found their families completely involved in Sunday sporting activities.

Dr. Lobb says:

“Frankly I am delighted that so few have decided to leave. The vast majority has accepted the interim period and has worked with grace and determination to have Northwood healthy whenever a permanent ministerial team is again in place.

Northwood United Church Ministry: The Way Forward

The following are the recommendations of the Joint Needs Assessment Committee for the overall ministry at Northwood United Church. They are based on our meetings and conversations with members from all areas of the congregation. The recommendations are a summary of what the committee feels the congregations told them are the most important ministry needs at Northwood:

(1) First and Always: The worship of God must remain the prime focus of Northwood United and always take priority over more day-to-day concerns such as the physical property.

(2) The church should place a renewed heavy emphasis on its ministry to young families and youth. This includes a new approach to make Sunday school more attractive and relevant.

(3) Northwood should consider the advantage of alternate times of services and types of services.

(4) There is a solid majority opinion that two fulltime ministers be maintained. (A very small minority felt the church cannot afford two fulltime ministers).

(5) As part of that ministry we perceive a need for one fulltime equivalent ministry aimed largely at children, youth and young families. This ministry would include Sunday school teacher training, youth support, programming for young adults, alternative or contemporary worship and pastoral care with out reach to families.

(6) We must be careful not to push the needs of the seniors aside in order to accommodate the youth. Rather we should aim to create a synergy between the two groups.

(7) Our music ministry must continue to strive for a balance between heritage hymns and new music. There should be an attempt to more actively involve the youth including young instrumentalists.

(8) Northwood should be pro-active in establishing a method to ensure newcomers are properly welcomed and introduced to our church.

(9) We need to promote our inclusive attitude towards the gay and lesbian community and should move to be formally recognized as an Affirming Congregation.

(10) When it comes to the physical property the JNAC Committee points out that it is not being well-maintained and recommends we go back to our former system of hiring someone to take care of the grounds rather than depending on volunteer help.

(11) The board should consider hiring a part time person if possible to handle property management – dealing with contractors, etc.

Job Descriptions
for all Salaried Positions
at Northwood United Church

Music Director – Job Description

Essential conditions of the Music Director:

The Music Director is to be a Christian committed to using his/her gifts in the services of the church and to be a musical leader willing to work with church members, staff and committees.

Descriptions of the Professional Services of the Music Director:

In consideration of the fee stipulated by the Ministry and Personnel Committee, under the functional direction of the Worship Ministry team, and in consultation with the Minister(s), the professional services of the Music Director shall be as follows:

- 1) To provide strong musical leadership in the congregational singing of the hymns and responses by playing the organ and piano at all regular Sunday morning services of the church, and other special services and events such as Christmas pageants, concerts, cantatas, musicals, hymn festivals, inter-church services, etc.
 - a) Be available to assist ministerial staff in selecting and preparing music for worship
 - b) To provide music leadership that spans a range of styles from traditional to contemporary to innovative, using a variety of resources
 - c) To select music for preludes, offertories and postludes and other incidental music
 - d) To be a music resource person for congregational events.
 - e) To accompany adult choir and attend choir practices
 - f) To support the Junior and Teen Choir leaders wherever possible
 - g) To engage vocal and instrumental soloists and extra musicians as required in support of the church's musical program, keeping in consideration that paid musicians would be subject to a budget as determined by the Worship Ministry team.

- 2) Is entitled to the first right of refusal to play the organ and/or piano at weddings and funerals. Note: the fee paid for this service is independent of the contract and is set by the Board of Northwood United Church.
- 3) To be involved in the lifelong learning/education of the congregation in such areas as teaching hymns, encouraging young musicians to play instruments or sing in the choir
- 4) To select, acquire and organize music supplies, in consultation with the Choir Director, within the budget set for such and provide the church treasurer with invoices for the music supplies purchased,
- 5) To oversee the maintenance and tuning of the church instruments as set out in the budget for such.

- 6) To complete clerical work with respect to the music of the church and provide information and notes for the Sunday bulletin, church newsletter articles, Annual Report, etc.
- 7) The Music Director is invited and encouraged to attend meetings of the Worship Ministry team
- 8) To study and improve musical knowledge skills and repertoire by attending appropriate workshops and/or retreats (i.e. reading clinics), with a workshop allowance of up to \$600.00 per annum.
- 9) To develop and maintain professional contacts

Custodian

General Description

Keep the Northwood United Facilities clean and tidy and in good condition for use by congregational groups and outside rental groups. Report any repair concerns to the Building Management Team Leader for them to coordinate repairs as applicable. Open and close the facility during the evening hour for the booked user groups.

Working Hours

The average work week is assumed to be 20 hours per week
Standard week: Sunday through Thursday 6:30 PM to 10:30PM

Areas of Responsibility

- Vacuum classrooms 2 & 3 daily
- Clean Daycare space daily
- Empty and collect all garbage daily
- Mop & vacuum Narthex and clean offices daily
- Dust sills, counters, shelves, furniture, blinds in classrooms and hallway daily
- Vacuum and sweep tile floors under furniture in classrooms daily
- Clean bathroom floors and fixture, and replenish all supplies daily
- Sweep, mop, and clean day care space and bathroom daily
- Secure all windows and doors daily
- Check all lighting daily and replace as required
- Open and prepare booked area for the evening user groups
- Sundays open for the Gambler-Anon group
- Monday open for the Narcotics-Anon group
- Tuesday open for the Handel Choir group
- Tuesday clean the House/Thrift Store (building #2), vacuum carpets, clean washroom fixtures, and replenish supplies
- Dust chair, blinds, sills, railings, chancel furnishings weekly
- Vacuum offices weekly or as required
- Vacuum house carpets every 1 to 2 weeks
- Remove snow and ice from all walkways before user groups arrive
- Occasional ground clean up as time and weather allow
- Any additional cleaning or repair that can be accomplished with the tools and equipment at hand

Accountability

Changes to the position description, or working conditions may be made after consultation with the Custodian, the Ministry Board and the M&P Committee. A performance review will be completed annually by the M&P Committee.

Requirements

Have a good knowledge of custodial practices, cleaning methods, and equipment

Have a good understanding of the Policies of both The United Church of Canada and Northwood United Church

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Working Conditions

Salary and benefits as per annual review by M & P Committee and approval of the annual budget by the congregation.

Overtime: Needs to be authorized by M & P committee in advance

Mileage: \$0.44/km when travel by personal vehicle on church business

Youth Leader

General Description

The Youth Leader is to work with the youth of the congregation and develop a meaningful inviting atmosphere that is inclusive for all youth between the ages of 13 and 18 who wish to attend the Northwood United Church youth functions. The purpose of the Youth Group is to develop the Youth's Christian Faith, and be respectful of any new comers to the group. The Youth Group is expected to participate periodically in our Youth Led Sunday morning services.

Working Hours

The average work week can be no more than 7.9 hours per week
Standard week: Friday 7:00 PM to 10:00PM plus preparation time

Areas of Responsibility

- Lead the youth in Christian study
- Arrange a fun safe atmosphere where our youth can learn and express themselves without fear of being ridiculed
- Work with the minister(s) to develop a progressive Christian Based program for the youth
- Arrange occasional recreational outings as Youth Group funds may allow
- Ensure that the Youth are always chaperoned by adults that have had a Level II Criminal Check completed within the last 3 years
- Two or more adults should be present at all youth functions
- Keep secure records of medical information on all regular attendees in the case of an emergency
- Produce and keep records of all permission/waiver forms for all youth activities

Accountability

Changes to the position description, or working conditions may be made after consultation with the Youth Leader, the Ministry Board and the M&P Committee. A performance review will be completed annually by the M&P Committee.

Requirements

Current Level II Criminal Check with no charges

Youth Group Leadership Training

Good communication skills

Have a good understanding of the Policies of both The United Church of Canada and Northwood United Church

Continuing education focused toward job priorities and to be negotiated with M&P Committee.

Working Conditions

Salary and benefits as per annual review by M & P Committee and approval of the annual budget by the congregation.

Overtime: Needs to be authorized by M & P committee in advance

Mileage: \$0.44/km when travel by personal vehicle on church business

Office Administrator

General Description

The Office Administrator is to work cooperatively with the two (2) person Ministry team and act as the general office manager and church secretary. This includes assisting the ministers with secretarial/secretary work, as well as when time allows assisting the congregation with clerical tasks. Producing the weekly Sunday Bulletin and the Overhead Projection on PowerPoint for the Sunday service, as well as special services as required by the Worship Schedule developed by the Ministry Team.

Working Hours

The average work week is assumed to be 37.5 hours.
Standard week: Monday to Friday from 8:00 am to 4:00 PM

Areas of Responsibility

- Answer telephone, forward calls to ministers, and take complete effective messages for the church staff and volunteers
- Processing of weekly church bulletins and special services
- Processing the weekly Overhead PowerPoint presentation and for special services
- Utilizing the office computer system, printers, and photocopier
- Coordinate the purchase of church office supplies and janitorial supplies
- General office file maintenance
- Maintaining Pastoral Charge Records; baptisms, weddings, funerals, membership lists, and maintaining the church database
- Obtain and purchase foods stuffs for the Food Cupboard for people needing the assistance
- Booking rooms for church functions and renting rooms as available for external user groups
- Maintain the calendar of all bookings for meetings, weddings, funerals, and rentals
- Prepare the Annual General Meeting and Special Congregational reports from Ministry/Committee submissions
- Follow up and arrange building maintenance jobs through cooperation with the Building Management Ministry
- Keep Foyer, Fireside Room, and Kitchen ready for use
- Prepare agenda for the weekly staff meeting through consultation with ministers
- Maintain Petty Cash float through Finance
- Perform other church related duties as time allows during the course of normal office hours when assigned by Ministry Team Leader or M & P Committee

Accountability

Changes to the position description, or working conditions may be made after consultation with the Office Administrator, the Ministry Board and the M&P Committee. A performance review will be completed annually by the M&P Committee.

Requirements

Current computer system software and systems proficiency
Knowledge of how to operate the phone system, photocopier, and fax machines correctly
Record keeping skills
Good communication skills
Accuracy in printed work
Able to work independently with limited supervision
Have a good understanding of the Policies of both The United Church of Canada and Northwood United Church Continuing education focused toward job priorities and to be negotiated with M&P Committee.

Working Conditions

Salary and benefits as per annual review by M & P Committee and approval of the annual budget by the congregation.

Vacation: 20 vacation days in a twelve (12) month period

cont'd

Sick Leave: 1.25 working days per month (maximum of 12 per year)

Unused sick time is not paid out or carried over to the next calendar year

Overtime: Needs to be authorized by M & P committee in advance

Continuing Education: Time off and pay for one course per year to be negotiated through the M & P Committee

Mileage: \$0.44/km when travel by personal vehicle on church business

Northwood United Church
Choir Director Job Description

The Choir Director is to be a Christian committed to using his/her gifts in the services of the church and to be a musical leader willing to work with clergy, music director and musicians.

Descriptions of the Professional Services of the Choir Director:

In consideration of the fee stipulated by the Ministry and Personnel Committee, under the functional direction of the Worship Ministry team, and in consultation with the Minister(s) and Music Director, the professional services of the Choir Director shall be as follows:

1. To select appropriate anthems and musical selections to be performed by the Senior Choir at all regular Sunday morning worship services and extra special services as required.
2. To lead choir practice, with musical support from the Music Director.
3. To select, acquire and organize music supplies, in consultation with the Music Director, within the budget set for such, and provide the church treasurer with invoices for the music supplies purchased.
4. To complete clerical work with respect to the music of the church and provide information and notes for the Sunday bulletin, church newsletter articles, Annual Report, etc.
5. To study and improve musical knowledge skills and repertoire by attending appropriate workshops and/or retreats (i.e. reading clinics), within a budget set by the Worship Committee.

Minister of Word, Sacrament and Pastoral Care

General Description

This position is the Ministry Team Leader, responsible for the overall worship and spiritual life for the Northwood United Church Pastoral Charge. The minister will have day-to-day responsibilities for worship leadership, staff administration, rites and sacraments, pastoral care and faith formation.

Working Hours

The average work week is assumed to be 40 – 45 hours.

Areas of Responsibility

Worship Leadership

Preaching – inspiring and culturally relevant sermons

Incorporate drama and other media on when appropriate

Works cooperatively with Worship Ministry and Music Ministry to develop inspiring and culturally relevant music ministry

Provide intergenerational worship opportunities

Provide worship leadership for special services

Ensure leadership of worship groups including, but not limited to:

Healing touch

Centering prayer

Contemplative worship

Time requirement: 35%

Rites and Sacraments

Plan and preside over marriages, baptisms and funerals as per Northwood United Church Policy Manual and include other ministry personnel as appropriate.

Weddings: as required and reimbursement is through Wedding Fee

Celebrate communion regularly (typically once per month)

Time requirement: 5%

Administration

Provide leadership for ministry team and church staff

Facilitate and chair weekly staff meetings

Attend Ministry Board meetings

Primary liaison with Trustees and attend meetings when required

Attend Worship Ministry meetings

Consult with Ministry groups (and attend meetings when required) including, but not limited to:

Spiritual Development

Worship and Pastoral Care

Church Management

- Finance Ministry

Community and Global Development

- Celebration Fair

Time requirement: 10%

Pastoral Care

Provide crisis care and refer as appropriate without delay

Provide emergent pastoral care; refer as appropriate

Home visits to those who have been referred by Pastoral Care Ministry

Visit newcomers and/or refer as appropriate

Time requirement: 20%

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Education

Act as resource person for Bible study and Discipleship classes and participate where needed

Time requirement: 10%

Stewardship

Act as resource person and be involved where required to assist in developing gifts and talents

To work with the Finance Ministry to achieve required stewardship goals

Time requirement: 5%

Presbytery and Conference Meetings

Attend Presbytery and Conference meetings

Time requirement: 5%

Study Time

Spiritual nurturing and study is assumed to be part of the work.

Daily devotional time should be built into the day's routine.

Allow for time with a spiritual advisor.

Time requirement: 10%

Accountability

The minister is accountable to the Ministry Board of Northwood United Church Pastoral Charge, through the M&P Committee. The M&P Committee will liaise to support and encourage the minister's work and keep the lines of communication with Board, Congregation, staff, and volunteers open. The minister is accountable to the Presbytery, as one of the parties of the covenant.

Changes to the position description, or the terms of the call, or the working conditions may be made after consultation with the minister, the Ministry Board and the M&P Committee.

The minister is responsible for the day-to-day support of the office administrator, but not responsible for the oversight or supervision. The minister's performance will be reviewed annually by the M&P Committee.

Requirements

Ordained minister in The United Church of Canada.

Progressive and engaging preaching skills that reach all generations of the congregation.

Pastoral skills, critical and emergent.

Articulate in leadership and worship, including all rites and sacraments.

Natural ability to lead cooperative, team ministry of staff and lay volunteers.

Effective time management skills.

Continuing education focused toward job priorities and to be negotiated with M&P Committee.

Working Conditions

Salary and benefits as per call form

Increments to salary and benefits are to be made in consultation with M&P Committee and Ministry Board or as directed by Presbytery.

Office Hours: The minister is expected to maintain scheduled office hours in consultation with M&P Committee and Ministry Board.

Vacation: Equivalent to one month with five Sundays per year, preferably taken in the summer.

Study Leave: Three weeks per year.

Sick Leave: Over 5 days, requires a doctor's note

Long periods of illness: See section 37 of United Church Manual

Minister of Christian Development - Youth and Family Leadership

General Description

This position is to work cooperatively with the Ministry Team Leader and provide resources and leadership to develop the Christian faith formation of intergenerational groups focusing on families, children, youth and young adults. This person is accountable to their job description and reports to the Ministry Team leader.

Working Hours

The average work week is assumed to be 40 – 45 hours.

Worship Leadership

Cooperative involvement with the Ministry Team Leader where required for regular worship services and events.

Willing to lead worship and preach when needed

Work with Ministry Team Leader to provide intergenerational focus in worship

Time requirement: 5%

Rites and Sacraments

Participate in weddings, funerals and baptisms as applicable, in consultation with Ministry Team Leader

Participate in the celebration of Communion where applicable

Time requirement: 5%

Administration

Attend Ministry Board Meetings

Attend weekly staff meetings

Consult with Spiritual Development and Community and Global Development Ministry leaders

Time requirement: 15%

Pastoral Care

Provide crisis and emergent care to families/individuals for whom they are the main contact (refer as appropriate)

Home visits to those new families and individuals as referred by other staff

Time requirement: 20%

Education

Find and implement faith formation materials for people of all stages of their faith journey. To include, but not limited to:

- Sunday School curriculum

- VBS

- New-member programs

- United Church membership classes

- Confirmation classes

- Youth groups

- Young adults

- Families (intergenerational)

The Sunday School is moving towards an experiential learning format, including Godly Play, and must be engaging of those to whom it is focused.

Time requirement: 25%

Leadership Development

Recognize and develop gifts and talents in members and adherents.

Provide and/or facilitate training of lay leaders to enable their involvement at all levels in small groups.

Work cooperatively with Ministry Team Leader to accomplish congregational goals.

Time requirement: 15%

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Presbytery and Conference Meetings

Attend Presbytery and Conference meetings.

Time requirement: 5%

Study Time

Spiritual nurturing and study is assumed to be part of the work.

Daily devotional time should be built into the day's routine.

Allow for time with a spiritual advisor.

Time requirement: 10%

Accountability

The minister is accountable to the Ministry Board of Northwood United Church Pastoral Charge through the M&P Committee. The M&P Committee will support and encourage the minister's work and keep the lines of communication with the Ministry Board, congregation, staff, and volunteers open. The minister is accountable to the Presbytery, as one of the parties of the covenant.

Changes to the position description, the terms of the call, or the working conditions may be made after consultation with the minister, the Ministry Board and the M&P Committee. The minister's performance will be reviewed annually by the M&P Committee.

Requirements

May be an ordained, diaconal, or designated lay minister in The United Church of Canada.

Pastoral skills.

Specific training and interest in developing engaging intergenerational, family, young adult, youth and children's programs.

Have knowledge and focus on United Church outreach programs and policies

Small group leadership skills

Continuing education focused toward job priorities and to be negotiated with M&P Committee.

Working Conditions

Salary and benefits as per call form

Increments to salary and benefits are to be made in consultation with M&P Committee and Ministry Board or as directed by Presbytery.

Office Hours: The minister is expected to maintain scheduled office hours in consultation with M&P Committee and Ministry Board.

Vacation: Equivalent to one month with five Sundays per year, preferably taken in the summer.

Study Leave: Three weeks per year as mandated by Presbytery.

Sick Leave: Over 5 days, requires a doctor's note

Long periods of illness: See section 37 of United Church Manual