

# **REPORT OF THE JOINT NEEDS ASSESSMENT COMMITTEE**

**CENTRETOWN UNITED CHURCH**

***REVISED – February 22, 2009***

(Updated allowances in Sect 7.3 on June 29, 2011)

***REVISED TEXT IS IN CAPITAL LETTERS, ITALICIZED AND HIGHLIGHTED  
IN YELLOW TO FACILITATE IDENTIFYING CHANGES FROM THE ORIGINAL  
REPORT, BOTH ON SCREEN AND ON PAPER.***

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For further resources about Centretown United Church please visit our website at:

[www.centretownunited.org](http://www.centretownunited.org)

- 1) The Environics Analytics Congregational Research Report, McLeod-Stewarton United Church, Nov. 30, 2007.
- 2) The Environics Analytics Congregational Research Report, Bell Street United Church, Nov. 30, 2007.
- 3) Living the Vision Report from the Joint Amalgamation Committee.

*Our women prophesy, our men dream dreams, our children see a vision.  
We all believe in a mission in Centretown Ottawa which is grounded in our roots of  
outreach to the community and to the world. Changing demographics have not deterred  
us; we choose to stay in Centretown rather than disperse to the churches in our home  
neighbourhoods because we believe that we have a calling here in this place. Christ  
said, "Feed my people." We will feed the spiritual hunger of our community and provide  
hospitality to our neighbours.*

## **INTRODUCTION**

The United Church of Canada requires congregations to conduct a needs assessment before or after any change of pastoral relations.

In May 2008 the congregations of Bell Street and McLeod-Stewarton United Churches voted to amalgamate. Subsequently a Joint Needs Assessment Committee was formed consisting of members: Jane Ambridge, Monty McGuire, Susan Thomas, Susan McIntyre, Norman Cameron and Linda Pollock. Presbytery Representatives were: Bryan Giffin and Rev. Gordon Roberts.

The objectives of the Joint Needs Assessment Committee were those prescribed in the United Church pastoral relations handbook:

- i Prepare a report containing seven profiles on 1) the surrounding community, 2) the ministry of Centretown United, 3) our church family, 4) our resources, 5) ministerial position, 6) ministerial skills, 7) terms of position; and
- ii Make a recommendation about Ministry Personnel needs.

This report contains the assessments and recommendations to meet the objectives given to the Joint Needs Assessment Committee.

## **1. SURROUNDING COMMUNITY**

Centretown United Church has been created out of the amalgamation on September 14, 2008 of Bell Street and McLeod Stewarton United Churches, two congregations that resided in the downtown core of Ottawa.

Centretown proper is defined as "the area bounded on the north by Gloucester Street and Lisgar Street, on the east by the Rideau Canal, on the south by the Queensway and on the west by Preston. For certain purposes, such as the census and real estate listings, the downtown core between Gloucester/Lisgar and the Ottawa River is included in Centretown. Centretown's western boundary has been expanded from the accepted boundary of Bronson Street to include a larger catchment area covered by the Bell Street Congregation.

In the fall of 2007, both former congregations of Centretown United participated in the Environics Pilot project of The United Church of Canada. The two reports resulting from

this project (see website) contain in-depth demographic and psycho-social data describing the people who live in Central Ottawa, defined in the pilot project as the *Service Area*. The *Service Area* as defined in this project encompasses a much larger area than is normally associated with the Centretown area. The area the study represents, referred to as the *Service Area*, is an area of the city from which 50% of the respective churches' members come and potential new members reside. The data provided on the Centretown area covers an area bounded on the north by Wellington Street and Rideau Street, on the east by the Vanier Parkway, on the south by Hunt Club Road and on the west by Island Park Drive. Centretown is marked by a mix of residential and commercial properties. The main streets such as Bank Street and Elgin Street are largely commercial, while the smaller ones, notably MacLaren and Gladstone are more residential. Much of the area still consists of original single family homes, but there are newer infill and town house developments and low-rise and high-rise apartment buildings. A construction boom, which began in the late nineties and which is just beginning to slow, significantly increased the number of condominiums and other residential and commercial high-rise buildings north of Cooper Street.

Ottawa is the capital of Canada and the country's fourth largest municipality with a population estimated at 1,190,982. It is the second largest city in the province of Ontario. Ottawa lies on the banks of the Ottawa River, a major waterway that forms the boundary between Ontario and Quebec. Although it does not constitute a separate administrative district, Ottawa is part of the federally-designated National Capital Region, which includes the neighboring Quebec municipality of Gatineau. Ottawa is located between Toronto, 400 kilometres to the south-west, and Montreal, 200 kilometres to the east. It has a large francophone population and services are in both official languages. Ottawa is a relatively safe and clean city enveloped by a large green belt that separates the city core from the large suburban areas of Kanata, Orleans, and Barrhaven. The workforce is primarily civil servants but there are also a large number of high technology, healthcare, education, and service workers.

## **Demographics**

The *Service Area* has a population of 133,703 people or 67,547 households. The population has been growing at a rate of 0.91% since 2001, but is expected to slow down to .40% through to 2017. The predominant religion is Christian (67.9%); 6.4% declare themselves to be members of the United Church. It should be noted that the numbers for the smaller area as defined by Centretown proper would have a reduced percentage in the Christian population. Immigrants make up 29.9% of the *Service Area*. The *Service Area* has 21% of its population as visible minorities. Twenty three percent of the *Service Area* claim their mother tongue to be an unofficial language. Households in the area are predominantly comprised of one person. Houses are typically rented, single detached houses with 38.7% of the households living in low rise apartments. The largest group of household maintainers is under 25, and 25 to 34 years of age (together 34%). The Emerging Spirits category (25 to 44 years of age) makes up 44% of the household maintainers. The *Service Area* has a mix of high and low levels of education with occupations primarily in the service and white collar sectors.

## Education

Both English and French languages are represented in Ottawa's educational system by the English Public School Board, French Public and Catholic Boards, and French Immersion. Second language schools, religious schools and various private schools are also available.

Ottawa has a wide variety of post secondary educational institutions including Carleton University, University of Ottawa (bilingual service), St Paul's University, University du Quebec (Hull), La Cite Collegiale, and Algonquin College.

## Recreation

Ottawa offers four seasons of recreation that includes downhill and cross country skiing, skating on the "world's longest outdoor rink" and many indoor arenas, curling, swimming at numerous outdoor public beaches, as well as an intricate cross connection of paths and routes for the jogger, cyclist and walker. There are also many museums and cultural institutions including the National Arts Centre, National Gallery, National Archives, Library of Parliament, Museum of Civilization, Museum of Nature, Museum of Science and Technology, and others. Ottawa hosts in excess of 60 festivals and events annually with some of the more notable activities being: Winterlude, Blues Festival, Jazz Festival, Tulip Festival and Doors Open.

## Relationship with Other Churches in Central Ottawa

Centretown is one of seven United Churches in the Central Ottawa community; the others are Dominion-Chalmers, St. Paul's Eastern, Glebe-St.James, Eglise unie St-Marc, Southminster and Wesley United.

These seven United Churches plus the Chinese Church, First United (formerly located in downtown Ottawa but since 2006 relocated in the city's west-end) and Centre 507 also participate in a "Centretown Conversations Group." Centre 507 is a safe drop-in and services centre for the homeless which is located on the 2<sup>nd</sup> floor of Centretown Church. The Conversations Group meets bi-monthly and seeks to build a vision for United Church ministry in the urban core of Ottawa and identify opportunities for member churches to share resources and work collaboratively on programs and issues. It is the express desire of this Group that the Centretown location host a Mission Centre which will build upon the existing work of the existing mission and outreach initiatives.

Other denominations located in Centretown include Catholic, Anglican, Presbyterian, Baptist, Lutheran and Quaker. Centretown United together with all of these churches and denominations are members of the Centretown Churches Social Action Committee (CCSAC). The mission of CCSAC is to *"unite Christians of all denominations through joint participation in social projects and prayers."* CCSAC was started to respond to social needs in the Centretown area and has undertaken many initiatives on behalf of the poor and isolated in Centretown Ottawa. CCSAC's mandate also includes advocacy for social justice, especially for issues relating to poverty. The Emergency Food Centre, one of these initiatives, is currently hosted by Centretown United.

## **2. THE MINISTRY OF CENTRETOWN UNITED**

### **Vision**

The Vision for the new congregation of Centretown United is:

"A Christian meeting place of spirit, faith, and community for all, rooted and recognized in Central Ottawa as a place to nurture spirituality and question the values of secular society. All who enter find something meaningful to their lives and experience a loving community in times of celebration, fun, joy and sorrow."

Our Vision was developed over many months of discernment and dialogue among members of Bell Street and McLeod-Stewarton United Churches as part of the amalgamation process that led to the creation of Centretown United Church. One of the things that moved the amalgamation process forward was a shared desire to seek change in the way we worshipped and lived our faith in the community.

...**a Christian meeting place of spirit:** Centretown United dreams of nurturing the spirituality of both its current members and eventually, of people in Central Ottawa seeking spiritual growth. We seek to become a more spirit-filled congregation both during worship and in all the ways we live our faith by encouraging individuals to be open to the experience of God in their everyday life.

To live out this part of the vision Centretown United proposes to develop a "Spirituality Centre" consisting of a changing menu of creative programs that transform us through prayer, learning and service in many forms. Such a Centre could offer programs, some clearly Christian based, some not, outside of weekly Sunday worship, that invite Christians and others who may not identify themselves as Christians but who are seeking deeper spiritual meaning in their lives. It is one strategy for growth in a diverse, multi-cultural society.

The development of the Spirituality Centre includes the encouragement of small group ministries, i.e., small groups of people who form around the particular interests and gifts of members and commit to working together to live their faith. Examples of potential small groups include: Christian meditation, new members, caring for creation, justice advocacy, Grannies-supporting Grannies, quilting and liturgical dance groups. The groups would change over time depending on interests, needs and priorities.

Worship will be at the centre of church life blending different forms, both traditional and contemporary and using a variety of elements to touch both heart and head. The Vision for spirit-filled worship includes: family oriented services, lay led services; support, encouragement and training of lay worship leaders and lay readers including encouragement of youth to share their gifts in worship; the periodic use of art and drama for variety and inspiration; and some non-traditional services, for example, Taizé services (focusing on prayer and Christian meditation) held at times other than Sunday morning; and an expanded variety of music in worship and use of different musical instruments.

An essential component of spirit-filled worship is music. The former congregations that make up Centretown United Church both shared a love of traditional hymns, beautiful church organs, enthusiastic and dedicated choir members and were blessed with strong music leadership.

The Centretown music program incorporates a hand bell choir that periodically provides a unique musical element to worship and offers opportunities to children and youth to participate in the ministry of music, a choral musical repertoire that includes traditional hymns, anthems, occasional gospel spirituals and selections from More Voices, organ and piano accompaniment and occasional alternative instrumental accompaniment such as flute, strings and guitar. The choir currently is composed of congregational members as well as four paid section leaders.

The Centretown Vision for the ministry of music seeks to blend and balance the styles and gifts of both former congregations, without compromising quality, and continue introducing more musical variety into worship. Our goals are: to enhance the worship experience through music; to provide opportunities for everyone, at different times, to experience the joy of worship through music that they relate to; to encourage members to share their musical gifts and to broaden the appeal of the music program to potential new and/or younger members.

...**a place of faith:** We seek to nurture mature followers of Jesus, that is, Christians who seek to deepen a personal relationship with God and thereby transform themselves and their communities.

...**and community for all:** Centretown seeks to be inclusive, offering hospitality, that is, love and hope, to all.

...**rooted and recognized in Central Ottawa:** Both former congregations share a tradition of strong support for mission work in the surrounding community. This focus on mission is a significant component of our church identity in downtown Ottawa and is illustrated by our support for the Dalhousie Food Cupboard, Centre 507 and the Emergency Food Centre, located in its basement. Such support takes the forms of a ministry of affordable space, money and volunteering at the Centres or on their Boards and hosting outreach events such as suppers for Centre clients. A further illustration of this commitment to mission is the annual Christmas Hamper campaign which is coordinated by Centretown, Southminster and Glebe St. James United Churches with the help of several other United churches and secular groups in Ottawa. This annual effort prepares and delivers hampers of food, clothing and gifts for 160 individuals and families.

Although our church building is over 100 years old and challenging in terms of maintenance costs, it is also an asset; its location is ideal for serving the needs of the clients of Centre 507, it is located on a major public transit route and has immediate access to the city's principle east-west thoroughfare. Our plan for re-evaluating how this physical asset might more faithfully serve our mission includes assessing the possibility of expanding the ministry of affordable space (see the recommendation for the church building, p.11).

The two Environics reports cited earlier will be a valuable resource in helping us to better understand our neighbours, identify ministry needs in this community that are not currently being met and build future partnerships. We anticipate mining this information and turning our focus outward once we have had a period of time to strengthen this newly formed church family.

**... and question the values of secular society:** Just as Jesus turned upside-down the values of his society, saying "...and the first shall be last, and the last shall be first," we envision a church community that offers an alternative way of living that recognizes God's abundant gifts and counters some of the unhealthy values of today's society such as rampant consumerism and competition.

**...finding meaning in our lives and experiencing a loving community:** Looking forward, Centretown seeks to nurture and support the gifts of ministry of its members and look for opportunities to connect those gifts with needs in our community – both the congregational community and the neighbourhood community. We believe that helping people to discern their gifts and share them with others brings meaning to our lives and the experience of loving community.

We recognize that the responsibility for realizing this new Vision for Centretown United is a shared responsibility of both paid ministerial staff and members. At Centretown there is strong lay leadership ready to be a support to ordained staff. Ministerial leadership should focus on keeping the Vision before the congregation, encouraging and helping members to grow spiritually and to discern and develop their gifts of ministry.

### **3. OUR CHURCH FAMILY**

The Church Family of Centretown United Church is composed of members of the former congregations of McLeod-Stewarton United Church and Bell Street United Church which began their new journey on September 14, 2008. The coming together of the two pastoral charges will be the main focus over the first year of congregational life but is expected to be an ongoing task. The process of becoming familiar and comfortable with one another began a year ago with joint services and social activities as well as continually increasing joint work of committees. The two congregations appear to be very compatible in terms of demographics, worship style and a common focus on mission.

The Centretown United congregation is dominated by those over 50 years in age. Although predominantly Caucasian, there is some ethnic diversity within the congregation with people of Caribbean, Indian, African, Mexican and Chinese ancestry. The majority of these people were either born in Canada or have lived here for many years.

The family of Centretown United consists mainly of longtime members and those with family ties. Most members live outside the core of the city and many travel from outside the downtown area to church. For more details on the age composition of Centretown United please see Appendix A.

In recent years, both McLeod-Stewarton and Bell Street have been experiencing decreasing numbers of worshippers. While it is expected that some families will leave



as amalgamation takes place, it is hoped that the new Vision will be attractive to potential new members.

## **Theology**

Theologically, current practices respect tradition, honour our denominational roots and are within the mainstream of the United Church. However, some members share an interest in exploring a more progressive Christian theology and are seeking new ideas in worship and other areas of church life. The new vision reflects this desire for something new as we come together. The vision process was well supported and the feedback strongly positive. The commitment to live out the new Vision appears to be strong.

## **Sunday School**

The Sunday School of Centretown United will have approximately 10 to 13 children in all classes from Nursery to Youth level. The largest group will be youth, with at least four students attending regularly. The children are encouraged to live out their faith through such projects as the support of a foster child in India and through participation in Habitat for Humanity builds and service and mission trips abroad.

## **UCW**

The UCW has 15-20 members and is operating as one unit, meeting monthly. The UCW is a faithful supporter of many outreach programs including the sponsorship of a foster child and members, and as they are able, play an important role in pastoral care for church members

## **Ministry of Music**

Centretown United will have a strong choir of approximately 15 members. The tradition at McLeod-Stewarton has been to have paid section leads in the choir, while Bell Street has had volunteers only. The new music vision will inform the decision about the future use of paid leads. There is also an intergenerational hand bell choir with 8 to 10 ringers. A small children's choir sings occasionally. Music has generally been fairly traditional but vision discussions showed an appetite for increased musical variety. Voices United has been the standard hymn book with the occasional use of More Voices.

## **Pastoral Care**

Given the demographics of the new congregation and the challenge of building a new congregational life with a new partner, pastoral care must be a priority. Pastoral Care is actively supported by a number of members including transportation to church, visits, cards, special recognition at Christmas and Easter and regular telephone contact. The Living-the-Vision Report (see website) identified a need to expand pastoral care by encouraging training for pastoral team members and possibly by hiring a parish nurse in year 2-3 of the new congregation. Alternatively this important ministry could be supported by hiring a part-time minister to focus exclusively on pastoral care in collaboration with the pastoral care team.

## Faith Formation

Centretown United offers adult Christian education in the form of either traditional Bible studies or book/discussion groups. There is some interest in learning more about emerging thought in Christian theology, as well as exploring different forms of faith formation such as film groups and other small group ministries.

Plans are in place to continue mid-week groups such as the ARK-M, a group of about 25 members meeting weekly. ARK-M programming includes worship, educational speakers and fund-raising for outreach.

## Governance

Currently members of Session from McLeod-Stewarton and members of the Board from Bell Street are functioning under a joint board structure with the full set of committees operating jointly. The governance structure for Centretown United is not finalized. There is interest in exploring alternative governance structures to lessen the administrative burden and shift energy from committee meetings to ministry.

## 4. OUR RESOURCES

*IT IS PROJECTED THAT THE ANNUAL INCOME OF THE CENTRETOWN UNITED WILL BE UNABLE TO SUSTAIN A BALANCED BUDGET INITIALLY. THE CONGREGATION SEEKS, BY A VARIETY OF EXPENSE REDUCTION AND INCOME ENHANCEMENT STRATEGIES, INCLUDING A STEWARDSHIP CAMPAIGN, TO ACHIEVE A BALANCED AND SUSTAINABLE BUDGET OVER TIME. FUNDS APPROXIMATING \$100,000 FROM THE SALE OF BELL STREET UNITED CHURCH WILL BE USED BY CENTRETOWN UNITED FOR ACCESSIBILITY IMPROVEMENTS. THE REMAINDER WILL BE INVESTED TO PROVIDE A TOTAL MANAGED INVESTMENT OF APPROXIMATELY \$1,500,000. TO HELP PROVIDE FOR FUTURE PROJECTS, MISSION AND OUTREACH PROGRAMS, PROGRAMMING REQUIREMENTS, AND REQUIRED RENOVATIONS.*

*THE STAFF OF CENTRETOWN UNITED, AS OF FEB. 2009 CONSISTS OF THE FOLLOWING PERSONNEL.*

- *ONE FULL TIME MINISTER,*
- *ONE HALF TIME ADMINISTRATOR,*
- *TWO PART-TIME MUSIC DIRECTORS/ORGANISTS*
- *ONE PART-TIME CUSTODIAN (CONTRACTUAL)*
- *FOUR PAID CHOIR SECTION LEADS.*

The church building was built in 1906, and sits at the corner of Bank and Argyle streets in Centretown Ottawa. It is Gothic in style with distinct lancet windows. It is built from limestone with an outer wall providing weather protection and an inner wall carrying the structure of the building. The Table in Appendix B provides an overview of the useable space of the premises.

The church building has undergone a series of renovations over the last number of years and includes improvements to accessibility, the heating system, an addition of a small

elevator, exterior stone work (above and below grade), and church hall renovations. In the 1990's an apartment building with a number of rent-to-income apartments was erected on land that had been owned by McLeod-Stewarton and used for parking. The land has leased to the Centretown Citizens Ottawa Corporation (CCOC) for a lump sum payment. The lease ends in 36 years at which time the Church will own the building.

There are additional revenue sources through parking and space rentals. Space currently is provided to Centre 507, the Haitian Community Church, the Centretown Emergency Food Centre and the Church Council on Justice and Corrections. The price charged for space rental is significantly below market rates for the area and type of space offered. The following programs are expected to remain a vibrant part of Centretown United Church:

- Centre 507 – an adult drop-in centre and support service open to all who seek a safe and friendly environment. During six afternoons and three evenings per week individuals who may be disadvantaged economically or socially are welcomed to the Centre. Homelessness, mental illness, addictions, health concerns, extreme poverty, unstable housing (including rooming houses or shelters), chronic unemployment and physical abuse are examples of challenges faced by Centre 507 participants.
- The Centretown Emergency Food Centre - an emergency food program that was started in 1978 in response to a plea from the Centretown Ministerial Association and currently an initiative of CCSAC. This program has been providing food to people in need for many years
- The Dalhousie Food Action Group – a food assistance program supported by the congregation both financially and through volunteer commitment to the operation. This program has been providing food to those in need for many years and is currently operating out of an old school building located at Bell St N. and Louisa Street.

A fourth program is currently housed in the building and could also continue into the future.

- Church Council on Justice and Corrections – a national faith-based coalition of eleven founding churches, created in 1974, to promote community responsibility for justice with an emphasis on addressing the needs of victims and offenders, mutual respect, healing, individual accountability, community involvement and crime prevention. It is primarily by education, advocacy and community development initiatives that CCJC tries to foster healthier communities and crime prevention through social responsibility.

The new Vision adopted by Centretown at the vote on amalgamation included an important recommendation concerning the church building:

*That in the first six months following the effective date of amalgamation there be a plan prepared for the renovation of the McLeod-Stewarton site to accommodate both the Mission Centre and the worshipping congregation; and*

*That a decision be taken, upon completion of the plan detailing all renovations with full architectural details, costing and feasibility, as to the next long-term steps.*

**AT THE ANNUAL GENERAL MEETING OF FEBRUARY 15, 2009 THE CONGREGATION DECIDED TO POSTPONE THE IMPLEMENTATION OF THIS RECOMMENDATION AND REVIEW IT AT THE NEXT AGM IN 2010 OR EARLIER IF RESOURCES PERMIT.**

## **5. ANALYSIS AND RECOMMENDATIONS**

The JNAC committee recognizes the importance of ensuring that the whole community is behind the new vision for Centretown. Some people consulted during the drafting of this report commended our efforts to transform our ministry but have also cautioned that both the scope and timing for the implementation of the new vision is ambitious. We feel that the process of building this vision, starting with the first amalgamation discussions almost two years ago, has been open and transparent and has encouraged wide participation from all members from both former congregations. We sense that this amalgamation has created some new energy and excitement and we wish to build on this opportunity to begin transforming our ministry at Centretown. We recognize that the implementation of the new vision is a long term goal but we are eager to begin. We have concluded that what we have consistently heard from the Council/Board and members has been a message to proceed.

In addition to recruiting the ministerial personnel to carry forward the vision there are two other important tasks related to the recent amalgamation; one, putting in place a new governance structure and two, getting expert advice on the feasibility of reconfiguring/renovating the building to serve the vision.

We anticipate that the new governance structure for Centretown will be resolved by the annual meeting in early 2009. **GIVEN THE SIGNIFICANT PORTION OF OPERATING COSTS THAT DERIVE FROM MAINTAINING AN OLD CHURCH BUILDING IT IS OUR VIEW THAT ENGAGING AN ARCHITECT TO DETERMINE THE FEASIBILITY OF RECONFIGURING AND RENOVATING THE BUILDING TO SERVE THE VISION SHOULD BE UNDERTAKEN AS SOON AS RESOURCES PERMIT.** The decision to act on the architect's recommendations should include consultation with the new minister charged with leading the implementation of the vision.

The current demographics of Centretown United and the stress resulting from change create a high priority for pastoral care. At the same time the new Vision demands a focus from the new minister on congregational renewal. Each task requires significant effort and distinct skills. The JNAC committee feels that if there is too much focus on current needs, the future vision might get lost and vice versa.

Therefore based on the assessment of the needs of the congregation the Committee recommends that:

- 5.1 the congregation request Presbytery declare a vacancy for a Minister of Word, Sacrament and Congregational Vision to lead Centretown United in implementing its Vision.
- 5.2 the congregation request Presbytery declare a vacancy for a part-time Associate Minister to respond to pastoral care needs and to help in the development of a congregational ministry of care team, and
- 5.3 Centretown United Church, at a congregational meeting, delegates to the Board the naming of representatives to a Joint Search Committee, and that it request Ottawa Presbytery to establish a JSC and name two representatives.

**AS OF FEBRUARY 2009 THE BALANCE BETWEEN CURRENT AND FUTURE CONGREGATIONAL NEEDS CONTINUES TO BE A CONCERN. HOWEVER IN LIGHT OF UPDATED INFORMATION REGARDING THE CURRENT FINANCIAL RESOURCES OF CENTRETOWN WE RECOMMEND POSTPONING THE IMPLEMENTATION OF RECOMMENDATION 5.2 ABOVE. IT IS OUR HOPE THAT RESOURCES WILL ENABLE CALLING THIS PART TIME MINISTER IN FUTURE.**

**THEREFORE CENTRETOWN REQUESTS THAT:**

**5.2 (REVISED) PRESBYTERY RESCIND THE DECLARATION OF A VACANCY FOR A PART TIME ASSOCIATE MINISTER POSITION FOR JULY, 2009 AND ANTICIPATE A REQUEST FROM CENTRETOWN FOR DECLARING A VACANCY FOR JULY, 2010.**

## **6. POSITION PROFILE – LEAD MINISTER OF WORD, SACRAMENT AND CONGREGATIONAL VISION**

(Full time = 40 hours/week)

The Lead Minister of Word, Sacrament and Congregational Vision will lead the congregation in implementing the congregational vision, lead in worship, **PASTORAL CARE**, lay leadership development, faith formation and outreach, be available to the shifting ministry needs of the congregation, attend to related administrative duties and ensure time spent on continuing education and personal development. The priority given the ministries of leadership development and faith formation is indicated by the combined percentage of time allotted. These ministries are closely related and integral to the implementation of the Vision. The Minister will:

### **Worship**

(30 %)

- Plan, prepare and provide leadership in worship services based on the Lectionary.
- Work with the Worship Committee and the Music Director/Organist to develop traditional and new forms of worship for both weekly and occasional, special services.
- Model and lead spirited worship; create new adventures in worship.
- Develop worship services that appeal to a culturally diverse membership as well as to prospective members.

- Support and encourage a balance between traditional and new forms of music in worship.
- Officiate at marriages, funerals, and bereavement services according to the practices of The United Church of Canada and Centretown United Church policies.<sup>1</sup>
- Administer the sacraments of baptism, confirmation and communion.
- Encourage and support lay participation and leadership in worship.
- Lead meaningful worship experience for all age groups.
- Help facilitate periodic inter-generational services.
- Challenge members to discipleship through preaching.

**PASTORAL CARE AND STEWARDSHIP EDUCATION** (25%)

- VISITATION IN HOSPITALS AND TO SHUT-INS, THOSE WITH SPECIAL NEEDS, EMOTIONAL STRESS, AND BEREAVEMENT AND GENERAL HOME VISITATION.
- VISITATION TO NURSING HOMES TO ADMINISTER COMMUNION.
- GUIDANCE, SUPPORT AND MENTORSHIP TO THE PASTORAL CARE TEAM,
- COUNSELLING CONGREGATIONAL MEMBERS SEEKING HELP OR GUIDANCE AND MAKING APPROPRIATE REFERRALS.
- RECOGNIZING SOURCES OF POTENTIAL CONFLICT WITHIN THE CONGREGATION AND ACTING APPROPRIATELY.
- WORKING ON COMMUNITY BUILDING WITHIN THE CONGREGATION (SO WE FEEL WE ARE INDEED ONE CONGREGATION)
- HELPING CENTRETOWN COUNCIL TO IDENTIFY STEWARDSHIP NEEDS.
- IDENTIFYING SUITABLE RESOURCES FOR LEADING A STEWARDSHIP CAMPAIGN.
- ACTING AS SUPPORT TO A STEWARDSHIP TEAM AND ENSURING APPROPRIATE TRAINING.

WE ANTICIPATE, RESOURCES PERMITTING, THAT UPON THE HIRING OF THE PART TIME ASSOCIATE MINISTER, PASTORAL CARE, THESE DUTIES WOULD BE TRANSFERRED TO THE PART TIME MINISTER AND THAT THE PROPORTION OF TIME ALLOTTED TO THE LEAD MINISTER WOULD INCREASE TO 25% FOR LAY LEADERSHIP DEVELOPMENT AND 20 % FOR OUTREACH.

**Lay Leadership Development** (10%)

- Assist and encourage members of the congregation to discern their gifts for ministry.
- Help members link their personal interests and gifts with community needs, both internally and externally, where possible.
- Identify, encourage and mentor congregational members with leadership skills.
- Identify and support training for small group ministry leaders.
- Encourage co-leadership opportunities among members to provide mutual support and synergy.

**Faith Formation** (10%)

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<sup>1</sup> Centretown polices are under development.

- Provide leadership in the development of a Spirituality Centre for the congregation and community.
- Encourage children and youth to feel that they belong in all aspects of church life.
- Provide leadership and support of faith formation activities for all ages.
- Explore with the congregation new and creative ways of faith formation.

### **Outreach**

(10%)

- Identify and facilitate new mission initiatives in the community.
- Encourage and sustain volunteers to continue with existing missions.
- Work with the Mission and Outreach Committee to analyze data in the Environics reports for new mission opportunities.
- Encourage and connect children and youth to opportunities to do mission in the wider church and community.
- Promote the growth of the congregation by reaching out into the community and following up with potential new members.
- Support the elevation of the profile of the Church within the community.
- Serve as an ex-officio member of the Centre 507 Board and contribute to the ministry of the Centre.

### **Administration**

(10%)

- Attend and participate in meetings of the Church Board and Trustees.
- Attend other committee meetings as possible or if requested to offer support, encouragement and input.
- Attend the monthly meeting of the Ottawa Presbytery and participate in Presbytery, Conference, and National committees as required.
- Be responsible to the Council/Board through the Ministry and Personnel (M&P) Committee. Regular communication with this Committee should be scheduled as an opportunity to share and resolve any related concerns.

### **Continuing Education and Professional Development**

(5%)

- Undertake studies in search of new approaches for religious fulfilment of self and the congregation.
- Take advantage of special opportunities for theological education.
- Read relevant periodicals, reports and literature reviews.

### **Accountability**

The incumbent will work in collaboration with other members of the staff team. While each staff member will have specific areas of responsibility, it is understood that this ministry will be delivered in a collaborative manner. The incumbent is accountable to the M&P Committee for goal-setting and performance review, and ultimately to the congregation and Ottawa Presbytery.

## 6.1 Skills

The Candidate must meet the following qualifications and leadership skills:

- The academic and ministerial standards of The United Church of Canada.
- A strong theological basis, a desire to stay current with evolving developments in theology, and an ability to connect theology to living out our faith in the 21<sup>st</sup> century.
- Ability to work in a team ministry environment.
- Demonstrated ability to exemplify the Vision and lead by example.
- Skills in change management, team building and conflict management.
- Ability to excite and motivate members by articulating the Vision and keeping it in front of the congregation.
- Ability to build a cohesive church family.
- Ability to connect with both young and older members.
- Excellent **LISTENING** and communication skills and the ability to develop a trusting, welcoming and receptive environment that respects confidentiality.
- **MINIMUM OF 5 YEARS OF EXPERIENCE IN PASTORAL CARE.**
- **EXPERIENCE IN VISITATION AND COUNSELLING ACROSS ALL AGE GROUPS.**
- **ABILITY TO DISCERN COUNSELLING NEEDS AND MAKE THE APPROPRIATE REFERRALS.**
- **ABILITY TO IDENTIFY AND BECOME FAMILIAR WITH LOCAL COUNSELLING RESOURCES.**
- **SKILLS IN CHANGE MANAGEMENT, TEAM BUILDING AND CONFLICT MANAGEMENT.**

## 6.2 Terms of Ministerial Position

The remuneration for this position will be consistent with the United Church of Canada Guidelines on compensation, benefits and allowances and those of Centretown United Church. It will reflect the qualifications and experience of the successful candidate.

- Salary of at least the United Church Guideline scale.
- Housing allowance reflecting fair rental value in the area. (This has just been revised to \$20,685 for a full-time ministerial position.)
- Travel allowance (currently 39 cents per kilometre for church-related responsibilities).
- Continuing education and book allowance of \$1,200.
- Annual study leave of three weeks.
- One month annual leave.
- Computer-equipped personal office and administrative support.
- Group Insurance and pension as per United Church Guidelines.
- Relevant moving costs (if required) as per United Church Guidelines.
- Basic local home telephone service.



## **7. POSITION PROFILE – MINISTER OF PASTORAL CARE** **(ANTICIPATED FOR JULY 2010)**

(Part time = 20 hours per week)

This position is open to Order of Ministry candidates.

### **Pastoral Care**

The Minister of Pastoral Care will work in cooperation with the Minister of Word, Sacrament and Congregational Vision and the Pastoral Care Committee to provide a caring and nurturing pastoral care ministry to the congregation of Centretown United Church. The part time Minister of Pastoral Care will be responsible for:

- Visitation in hospitals and to shut-ins, those with special needs, emotional stress, and bereavement and general home visitation.
- Visitation to nursing homes to administer communion.
- Guidance, support and mentorship to the Pastoral Care Team,
- Counselling congregational members seeking help or guidance and making appropriate referrals.
- Recognizing sources of potential conflict within the congregation and acting appropriately.
- Officiate at funerals and bereavement services according to the practices of The United Church of Canada and Centretown United Church policies.
- Working on community building within the congregation (so we feel we are indeed one congregation).
- Collaborating with the lead minister in worship services in response to the shifting needs of the congregation.

### **Accountability**

The incumbent will work in collaboration with other members of the staff team. While each staff member will have specific areas of responsibility, it is understood that this ministry will be delivered in a collaborative approach. The incumbent is accountable to the M&P Committee for goal-setting and performance review, and ultimately to the congregation and Ottawa Presbytery.

### **7.1 Skills**

The Candidate must meet the following skills/standards:

- Order of Ministry
- Minimum of 5 years of experience in pastoral care.
- Excellent listening and verbal communication skills.
- Experience in visitation and counselling across all age groups.
- Ability to discern counselling needs and make the appropriate referrals.
- Ability to identify and become familiar with local resources.

- Skills in change management, team building and conflict management.

## **7.2 Personal Attributes**

- Compassionate and empathetic.
- Interested in working with the congregation primarily outside of worship services.
- Enthusiastic about pastoral care work and enjoys challenging, inspiring and training others to do likewise.

## **7.3 Terms and Conditions**

The remuneration for this position will be consistent with The United Church of Canada Guidelines on compensation, benefits and allowances and those of Centretown United Church, prorated to reflect the level of service required. It will reflect the qualifications and experience of the successful candidate.

(Note; Changes to these allowances were made June 29, 2011 in accordance with amendments to the United Church of Canada Salary and Allowances policy.)

- Salary of at least The United Church Guideline scale, prorated to reflect level of service required.
- Housing allowance of \$23,400 prorated to reflect the level of service.
- Travel allowance (currently 41 cents per kilometre for church-related responsibilities).
- Continuing education and book allowance of \$1,250.00 prorated to reflect the level of service.
- Annual study leave of three weeks.
- One month annual leave.
- Computer-equipped personal office and administrative support.
- Group Insurance and pension as per United Church Guidelines.
- Relevant moving costs (if required) as per United Church Guidelines.
- Basic local home telephone service.

## APPENDIX A

### Congregational Composition by Age

At the time of the amalgamation vote, May 4, 2008, McLeod-Stewarton congregation had 108 members and 36 adherents, (total 144). Active members and adherents (i.e. regular attendees) numbered approximately 50. The age distribution of the congregation is:

#### All Members/Adherents

0-20 years:	4%
21-50 years:	29%
51-70 years	26%
71 and over:	40%

Membership has been slowly declining in recent years.

At the time of the amalgamation vote, May 4, 2008, Bell Street congregation had roughly 140 members. Active members numbered approximately 65. The age distribution of the congregation is:

#### All Members/Adherents

0-20 years:	8%
21-50 years:	25%
51-70 years	30%
71 and over:	37%

Membership has been slowly declining in recent years.

## APPENDIX B

### Overview of Current Useable Space

#### MAIN FLOOR

Room Name	Description	Current Uses
Narthex	72 x 11  Carpeted  Display cabinets, nametag tables	<ul style="list-style-type: none"> <li>Entrance for church services - main doors to Bank and Argyle</li> </ul>
Sanctuary	60 x 60 x 2 story with Balcony  Seats 750 (450/300 downstairs/balcony) comfortably	<ul style="list-style-type: none"> <li>Church Services</li> <li>Choir Practice</li> <li>Weddings/Concerts/Convocations/Special Services</li> </ul>
Choir Loft/Organ	27 x 20  Linoleum  Removable chairs  Seats 30 comfortably	<ul style="list-style-type: none"> <li>Church Service</li> <li>Choir Practice</li> </ul>
Vestry	15 x 11  Carpeted  Comfortable chairs for 2 to 8 people	<ul style="list-style-type: none"> <li>Pre-service gathering room for Minister and Guest Speakers</li> <li>Small meetings</li> </ul>
Church Office	12 x 15  Carpeted  Photocopier, Fax, Gestetner, Filing cabinets; Computer	<ul style="list-style-type: none"> <li>Church Secretary's Office</li> <li>Offering Count</li> </ul>
Nursery	12 x 27  Carpeted  Crib, Toys, small chairs, small tables	<ul style="list-style-type: none"> <li>Nursery Sunday School (0 to 2 people)</li> </ul>

Kindergarten	24 x 27 Tile Floor Movable chairs and tables, Piano	<ul style="list-style-type: none"> <li>• Kindergarten Sunday School (4 people)</li> <li>• Meetings (up to 30 people)</li> </ul>
Chapel	22 x 28	<ul style="list-style-type: none"> <li>▪ To be converted to office space and private meeting /prayer space</li> </ul>

### BASEMENT LEVEL

Room Name	Description	Current Uses
Lounge	30 x 18 Carpeted, Piano, ~ 15 easy chairs	<ul style="list-style-type: none"> <li>• UCW Unit Meetings</li> <li>• Committee Meetings</li> <li>• Receptions</li> </ul>
Kitchen	10 x 40 Tile floor Industrial Dishwasher, 3 stoves, 2 fridges, 1 freezer, 2 sets of sinks	<ul style="list-style-type: none"> <li>• Food Preparation for Dining Hall events</li> </ul>
Dining Hall/Meeting Hall	55 x 38 Tile floor Seats ~ 100 at tables of 8 comfortably	<ul style="list-style-type: none"> <li>• Coffee Hour</li> <li>• Receptions/Meetings/Dinners,</li> </ul>
Stairwell Room	12 x 15 Tile floor At bottom of stairs	<ul style="list-style-type: none"> <li>•</li> </ul>
Choir Room	18 x 27 Carpeted Piano, 5 easy chairs	<ul style="list-style-type: none"> <li>• Choir rehearsal (Sun)</li> <li>• Choir changing</li> <li>• Choir gown storage</li> </ul>
Food Preparation/Storage	21 x 27	<ul style="list-style-type: none"> <li>• Dedicated to Emergency Food Centre</li> </ul>

	Concrete floor Freezer, shelving	
Client Distribution Room	21 x 36 Tile floor, Movable tables/chairs	<ul style="list-style-type: none"> <li>Dedicated to Emergency Food Centre</li> </ul>
EFC Office	10 x 9	<ul style="list-style-type: none"> <li>Dedicated to EFC</li> </ul>

## SECOND FLOOR

Room Name	Description	Current Uses
Sanctuary Balcony	Part of Sanctuary	<ul style="list-style-type: none"> <li>See Sanctuary (not currently required for Church services)</li> </ul>
Minister's Study	15 x 11 Carpeted, Desk	<ul style="list-style-type: none"> <li>Dedicated to Minister's Office</li> </ul>
CCJC Boardroom	13 x 20 Church Council on Justice and Corrections (CCJC) furnished	<ul style="list-style-type: none"> <li>Dedicated to CCJC Meeting Room</li> </ul>
CCJC Offices	23 x 32 CCJC furnished	<ul style="list-style-type: none"> <li>Dedicated to CCJC Offices</li> </ul>
C507 Drop-in Centre	37 x 32 Tile floor Center 507 furnished	<ul style="list-style-type: none"> <li>Dedicated to C507 Drop-in Centre</li> </ul>
C507 Kitchenette	12 x 9 Dishwasher, stove, fridge	<ul style="list-style-type: none"> <li>Dedicated to C507 (used to prepare soup/sandwiches)</li> </ul>
C507 Office(s)	11 x 19	<ul style="list-style-type: none"> <li>Dedicated to C507</li> </ul>
C507 Office	11 x 15	<ul style="list-style-type: none"> <li>Dedicated to C507</li> </ul>
C507 Office	10 x 11	<ul style="list-style-type: none"> <li>Dedicated to C507</li> </ul>

## OTHER

Room Name	Description	Current Uses
Parking Lot	17 spaces above ground, 2 underground - behind Apartment bldg on Argyle - by back entrance to Church	<ul style="list-style-type: none"><li>• Underground spots dedicated to Minister and Secretary</li></ul>
Lift	From 1 <sup>st</sup> floor to basement - located beside Nursery/Choir Room	<ul style="list-style-type: none"><li>• Transporting wheelchair/mobility impaired people from 1<sup>st</sup> floor to basement level</li></ul>
Wheelchair Ramp	Runs off Bank St. at South end of building to entrance on 1 <sup>st</sup> floor	
Wheelchair Accessible Washroom	1 <sup>st</sup> floor between Nursery and Kindergarten Rooms	

There is currently a website that is maintained by the member of the congregation and there are numerous computers and printers available in the office. There is a professional quality sound system in place and equipment available to display the order of service and other information. There is a small church office on site providing space for the minister and secretary.