

Profile #1 The Andover-Kincardine Pastoral Charge Communities

Perth-Andover:

Perth-Andover is a rural community with a population of 1900+. It is situated on both sides of the beautiful St. John River in New Brunswick, near the Maine, USA border. It is approximately a two hour drive from Fredericton, twenty five minutes south of Grand Falls, forty minutes northwest of Woodstock on the Trans Canada Highway, and ten minutes from the Tobique First Nation. Also, the Mount Carleton Provincial Park is just under two hours drive away.

A major portion of the labour force works in health, education, forestry, farming, McCain's and the trades industries. The community offers up-to-date schools (elementary, middle and high schools in the community), hospital, Extra-Mural Hospital Program, senior complexes, a full service Victoria Glen Manor, two grocery stores, two drug stores, two banks, a photography studio, a couple of motels, one hotel and two bed and breakfasts, numerous restaurants and business outlets as well as a full access library. Seasonally, from late June to mid-September there is a Farmer's Market.

Post-secondary education is available within a forty minute drive (Community Colleges in Grand Falls and Woodstock, University of Maine in Presque Ilse) and UNB has their main campus in Fredericton. Recreational activities include golfing at three eighteen-hole golf courses and two nine hole courses, curling, cross country and downhill skiing, snowmobiling, boating on the Tobique and St. John rivers, fishing, tubing, hiking and bowling. There is also a river boardwalk that offers a nice stroll on a summer evening. There are a variety of organized sports and activities for children and adults. The River Valley Civic Centre provides a fitness centre, hockey rink, soccer, outdoor pool, and figure skating.

A variety of cultural events, ranging from classical to humorous are available within a thirty minute radius. Cultural groups and events include community choir, fiddler group, pipe band, Gathering of the Scots, Hullabaloo, and Burns Night. Service groups include: Royal Canadian Legion, Rotary, Elks' Club, Masonic Lodge and Eastern Star. There are different churches representing seven different Christian denominations.

Kincardine-Upper Kent:

These are small rural communities taking great pride in their Scottish and Irish heritages and a desire to pass on their family values and community pride to the next generation.

The two (2) congregations became one in the mid 1980's. In the Scotch Colony, the former Presbyterian Church on the hill in Kincardine (Melville United) was built in 1878 by the early Scottish settlers. It is used from May 1st to October 31st. The former Methodist Church in Upper Kent (Upper Kent United), built around 1855, is our winter gathering place. Each church is approximately twenty (20) minutes from the manse in Perth-Andover. The Upper Kent church is 10 minutes from the community of Bath.

There are a number of woodlot owners. Within the area of these congregations are a variety of outdoor activities, including a nine-hole golf course, snowmobile and four wheeling trails. The United Church camp, Camp Woolastook is also in the region. There is also the Burns Community Hall and a convenience store in nearby Muniac.

St Paul's Gladwyn:

The Gladwyn Presbyterian Church was built in 1908. The community of Gladwyn is in the beautiful area of the Tobique River and is mid-way between Perth-Andover and Plaster Rock. The local industry is basically cattle farming, potato farming and grain crops. The community of Arthurette is a ten minute drive from St Paul's Gladwyn United Church. A general store (convenience/gas bar/liquor) is located in the community, as well as a post office and seniors' home care. A snowmobile trail runs along the river from Perth-Andover to Plaster Rock.

Upper Kintore:

Upper Kintore is nestled in the rolling hills of what is affectionately referred to as "The Scotch Colony". The early settlers were hard-working, God fearing Scottish immigrants, who had left their homeland and many family members to carve a new live out of the wilderness. They brought their strong faith in God to sustain them and, until a church was built, held services in their homes. Today, there are not only people of Scottish ancestry, but of English, French and Swiss, German and Dutch among others. In earlier years they made their living by farming and forestry, but today most work in surrounding areas. Many are retired.

Upper Kintore is situated on a country road that takes you from Route 109 at Forest Glen to Lower Kintore. Upper Kintore is about fifteen (15) km from Perth-Andover. Most of the children travel by school bus to the Elementary, Middle and High Schools at Perth-Andover. The Tobique Recreation Centre is used for local and church activities, and Tobique Log Homes is a successful business employing local residents. The nearest hospital is in Perth-Andover.

Profile #2: The Pastoral Charge

The Andover-Kincardine Pastoral Charge is a four-point Charge, including Perth-Andover, Kincardine-Upper Kent, Gladwyn, and Upper Kintore. The churches in the outlying areas are within a twenty kilometre radius of Perth-Andover. **At the present time, the minister leads the worship at two churches on a Sunday morning (9:45 am and 11:30 am) and a service of worship led by a lay person is held in one other church.** We are fortunate to have many members who enjoy leading our worship for these services. Whenever a fifth Sunday falls in a month, we celebrate by holding one joint service – rotating from one church to another. This service is held at 10:30 am, followed by a social hour where we get to know those from the other congregations a bit better. The number of households under pastoral care is approximately 173. The average attendance varies: St James Perth-Andover 30-35; Kincardine-Upper Kent 15 to 20; Gladwyn 7-8; and Upper Kintore 10. We have an aging population and like many congregations younger couples are not attending church or encouraging their children to do so.

Each congregation possesses its own uniqueness. All of the congregations have an organist. The congregations of Perth-Andover and Kincardine-Upper Kent have choirs which use *Voices United*. At Kincardine-Upper Kent there is also piano, guitar, bag pipes, tin whistle, fiddle. The music of Upper Kintore is led by the organist and a group of fiddlers who use *The Red Hymn Book*.

Churches in our pastoral charge take part in joint services with other denominations in the community throughout the year, i.e. The Week of Prayer for Christian Unity and World Day of Prayer. Gladwyn has a joint Bible Study in the winter months with the Anglican Church in Licford. The Good Samaritan Food Bank, located in Perth-Andover, is sponsored by all churches in the area. As well, Christmas Cheer, which provides boxes for those in need at Christmas, is supported by our Pastoral Charge.

An active Church School operates in Perth-Andover from September to June. The congregations of Perth-Andover, Kincardine-Upper Kent (2 units) and Upper Kintore have active UCW groups, who provide spiritual, emotional and social support for all members. Camp Woolastook, a United Church Camp, lies within the boundaries of the pastoral charge and receives physical and financial support from all congregations. These facilities are used for both community and pastoral charge activities, and currently there are three local board members, including the chair of the Board, and this past summer there were two local counsellors and two local CITs. As well, financial support is given to other organizations such as Sanctuary House, a home for abused women and children, located in Woodstock, NB.

All congregations have representation on the Official Board of the Pastoral Charge. Perth-Andover, Gladwyn, Kincardine-Upper Kent and Upper Kintore all have representatives to Presbytery. Perth-Andover has an active Committee of Stewards and Board of Trustees. There is a combined Session for the Pastoral Charge. The Scotch Colony has a group, known as the Brotherhood, which meets on a monthly basis, with the exception of May, July and August. Membership of this group is made up of members, both men and women, from Upper Kintore and Kincardine. St James in Perth-Andover also hosts the Wednesday Evening Fiddlers.

Profile #3 Resources

Revenue: Received through church offering envelopes and various fundraising events such as: suppers, musical evenings, bake sales, auctions and games nights

Expenses: Salaries and benefits for Ministry and non-Ministry personnel; maintaining the manse and all churches in good repair; paying utilities for manse and churches; providing office space and supplies; financial support to Presbytery; Camp Woolastook; Mission and Service Fund and various charities.

Financial Support for Ministry Personnel: Basic Salary as per United Church Policy; manse supplied and utilities paid, but minister pays first \$500 of heat; Travel allowance as per annual schedule; study leave of three weeks per year, Continuing Education Fund \$1250/year

Church Property: Six churches (one vacant); Manse, with office space; two woodlots; newly built hall connected to St James in Andover;
All churches are maintained by Trustees of the various churches. The manse is maintained by a Manse Committee of the Pastoral Charge and the cost is included in the annual allocations to the churches.

Manse: A two story 4 bedroom manse with 2 bathrooms (one connected to the office), large living room, and detached garage. Further information is attached. This past year all the windows and doors were replaced, insulations, kitchen flooring, and new appliances along with some repainting was done.

Five churches have building funds in place to which contributions are made by the congregational members and through memorials. Funds in these accounts are used for maintenance work and for major expenditures on church property and/or construction of new additions. We currently have no trusts in place. There are also five cemetery properties within the bounds of the pastoral charge.

Patterns of Giving: Weekly church offerings through envelopes and loose collection. Some contributors may give on a one time basis throughout the year. These are usually in response to a congregational letter or as Christmas gifts. Regular donations are made to the Mission and Service Fund and the charge raises about \$6000 a year.

Lay Leadership: Each church in the Pastoral Charge has one worship service per month conducted by a lay person. These persons spend at least two hours of preparation time besides conducting the service on Sunday.

Church (Sunday) School: St. James has three teachers. They spend an average of two hours per week in preparation and another three quarters to one hour teaching on Sunday. There is the annual Sunday School Concert and Closing Party along with periodic events during the course of the Church Year that involve the Sunday School.

Official Board: The Official Board meets four times per year. These meetings last approximately two hours – depending on the agenda. Preparation time varies, with most of the time given by the chairperson and the secretary. The secretary averages two to three hours preparing the minutes following each meeting.

St. James Committee of Stewards and Board of Trustees: The joint committee of Stewards and the Board of Trustees meets periodically, as required. There are currently 11 members on this board, plus the treasurer is an ex-officio member.

The Ministry and Personnel Committee: This committee meets one half hour prior to the Official Board Meeting. If a problem occurs in the congregation that requires resolution, the committee would spend much more time. Each congregation is represented. The pastoral charge treasurer is a member, ex-officio, on this committee. The Ministry and Personnel Committee meets approximately four times per year, with the Ministry Personnel in attendance as required.

The Manse Committee: This committee meets each year to determine what renovations, repairs, etc need to be done. During any major constructions or renovations, the committee is involved in overseeing the project. Volunteer hours vary accordingly. Each congregation has a member on this committee and the Pastoral Charge treasurer is a member, ex-officio, on this committee.

Presbytery Representatives and Alternates: Presbytery meets five times per year and representatives try to attend each meeting. If they have a long distance to travel, this may require a full day.

Camp Woolastook Representatives: There is a Presbytery Camp Board that oversees the operation of the Camp. Many hours are spent attending meeting, inspecting the Camp and doing jobs around the camp during the summer months. There are three local members who are on the board, and given that the camp is within the bounds of the pastoral charge, the ministry personnel is encouraged to participate as well.

Choirs: St. James choir meets each week for practice, which averages two hours. Average attendance is 6 persons. Kincardine-Upper Kent also has a choir which meets weekly and performs at local events in Victoria and Carleton Counties.

Treasurers: Each congregation has a treasurer. All churches have two counters meet following the worship services to count the offering, which is then taken to the treasurer to deposit. There are three signing officers for any cheques issued.

Pastoral Charge Treasurer: The Pastoral Charge treasurer pays all the expenses related to the Pastoral Charge and receives allocations from the four congregations, as well as all other revenue specifically for the Pastoral Charge. The treasurer prepares forms for receipt of the HST rebate for three of the churches on the Charge (St. James has a Business number of its own and the treasurer completes the form). These two treasurers also prepare forms for Revenue Canada on an annual basis and assist in the preparation of the annual budget. The Pastoral Charge Treasurer gives a written report at each Official Board meeting. There is also a separate M & S Treasurer.

Pastoral Charge Secretary: This is currently a volunteer position. It takes about one half day to prepare the bulletin each week, at least another half hour to photocopy, and it then has to be folded and distributed to the various churches. Overall, the bulletin would require one full day per week. The secretary also prepares the annual report for the Pastoral Charge, with input from various other people who submit reports to be incorporated. This is done over a period of many weeks prior to the annual meeting.

Staff: Ministry Personnel; Secretarial (currently non-paid); janitorial at one church only – others are by volunteers; Organists/Pianists. All Staff are under the jurisdiction of the individual Church Boards, although the secretary and the choirs work closely with the ministry personnel. The Ministry Personnel and the Organists/Choir director meet about once a month to plan music for upcoming services.

Youth: 2- 3 events per year for teens

UCW: There are four UCW Units on the Pastoral Charge (see comments above)

Bible Study: There is a joint Bible Study at St Helen's Anglican Church in Licford. The majority of participants are from the Anglican and Gladwyn Churches, though others attend and are invited.

Brotherhood: based in Kincardine-Upper Kintore with eleven members. The organization fundraises and uses the funds to pay taxes on the two woodlots, support Camp Woolastook, fruit baskets for the sick in the community and a small scholarship program.

Financial Status: The most recent Annual Report is available upon request. For the financial year 2009 the proposed budget was \$76, 035 based upon full time ministry. The major expenditures were related to the salary package, office supplies and manse expenses. The 2008 financial report showed a small surplus of \$1500. As the pastoral charge moves into 2010, the congregational percentages have shifted slightly due to membership changes:

St James (40 families) 56.34%
Kincardine-Upper Kent (17 families) 23.94%
Upper Kintore (8 families) 11.27%
Gladwyn (6 families) 8.45%

But with these new figures, it is anticipated that full time ministry, at the lower end of the salary scale is still a viable option.

Profile #4 Ministry Position

The Andover-Kincardine Pastoral Charge is seeking a full time ministry personnel. We are open to any form of ministry, though we would prefer an Ordained Minister. If there is an expression of interest from a student, the pastoral charge may seek approval through Maritime Conference to become a learning site.

As a Pastoral Charge we feel that a ministry to the youth is of utmost importance, and should be a ministry skill and interest for the new ministry personnel. We have outlined below some of the responsibilities of the new ministry personnel as a guideline for initial work in the Pastoral Charge. Further conversations with Ministry and Personnel Committee, Session and Official Board will continue to clarify the needs of the Pastoral Charge Community.

Responsibilities:

Youth: (10% of time allocation)

As mentioned, this is seen as a priority. The Ministry Personnel will be able to connect and animate the youth in the congregations. Initially this will be a strong leadership position, but it is hoped that new leaders can be nurtured to share in the responsibilities. The initial focus will be on those families and children regularly attending worship/Sunday School, with other avenues as required.

Pastoral Care: (30% of time allocation)

There are a number of elderly congregation members, so there is the expectation of the ministry personnel to visit the sick, shut ins, and be available for other pastoral emergencies. Other visiting may be required, but the focus is on those listed above.

Worship: (35% of time allocation)

Planning of worship including information for bulletins, meeting with music folks, and sermon preparation time

Sunday Worship, 2 Services a Sunday (in the morning), a combined Pastoral Charge service the fifth Sunday of the month; Communion, Baptism, Marriages, Funerals and Confirmations as required

Occasional service at the Glen Manor (Nursing Home)

Remembrance Day; Week of Prayer for Christian Unity; World Day of Prayer Service—with our ecumenical partners

Facilitate the training of lay worship leaders

Administration: (15%)

Attend necessary meetings of the congregations and pastoral charge, in particular session, official board, and annual meetings plus other meetings as requested or required

Will be an active member of Woolastook Presbytery and Maritime Conference

Outreach: (10%)

Ministerial Association; Camp Woolastook

The Ministry Personnel is accountable to the official board through the Ministry and Personnel Committee. Ministry Personnel is a member of Woolastook Presbytery and accountable to Presbytery

Profile #5 Skills

- Active interest in young people's activities –
 - is able to reach out to different age groups at their level;
 - has organizational and support skills for youth activities;
 - has the ability to offer spiritual care as appropriate
- Meet the needs of the older people in the congregation –
 - has good pastoral visiting skills for visiting the sick, shut-ins and those in local hospitals
 - is compassionate, is empathetic, is a good listener and has the ability to uphold confidentiality
- Worship related skills –
 - is an interesting and theologically sound preacher;
 - able to deliver messages with clear connection to Scripture;
 - is innovative in worship (willing to try new things including increased congregational participation, when appropriate);
 - has a sense of humour
 - willing to support the musical ministry of the pastoral charge through ability or appreciation
- Administrative Skills –
 - is knowledgeable of United Church Polity as it relates to the work of the pastoral charge;
 - has strong organizational skills;
 - has the ability to offer appropriate leadership for meetings on the pastoral charge
- Outreach and General Skills –
 - is a good communicator
 - is able to treat everyone fairly and with respect
 - is willing to reach out to those outside the church community
 - is willing to work ecumenically

Profile #6 Terms

1. Salary – Full Time based on up to category B as per United Church of Canada policy
2. Housing – Manse provided heat and utilities paid by pastoral charge, though Ministry Personnel pays the first \$500 of heating cost
3. Continuing Education Allowance – As per United Church policy, as of 2010, \$1250 per year with documentation
4. Travel – As per United Church policy, as of 2010, \$0.41/km, ministry personnel is expected to keep travel log for reimbursement and CRA guidelines
5. Telephone – basic telephone and church related long distance is covered; personal long distance calls the responsibility of the ministry personnel
6. Moving Expenses -- In accordance with United Church of Canada policy. Items/amounts not covered may be eligible for claim on ministry personnel income tax
7. Vacation and Study Leave
Vacation (one month, to include 5 Sundays) in consultation with the M&P Committee and Official Board
Study Leave -- three weeks of Study Leave, including up to three Sundays
8. Maternal/Paternal, Compassionate and Sabbatical Leaves -- According to United Church of Canada policy, with proper consultation with M and P, Official Board and Presbytery as required.
9. Pension and Group Insurance-- Paid as per United Church of Canada Policy
10. Secretarial Assistance – voluntary position to prepare and deliver bulletins and the Annual Report

Recommendations:

The Joint Needs Assessment Committee of the Andover-Kincardine Pastoral Charge presents the following recommendations to the Official Board and through the Official Board to the Pastoral Charge membership and to Woolastook Presbytery that:

1. the report of the Joint Needs Assessment Committee be received and approved.
2. Woolastook Presbytery declare a full time vacancy for the Andover-Kincardine Pastoral Charge, effective immediately.
3. a Joint Search Committee be constituted to fill the above vacancy. In following the statement of the Ministry Profile, the JSC will seek out an Ordained Minister, but also be open to student applicants to fill the vacancy.
4. the Joint Needs Assessment Committee, having completed its work be disbanded.

The Joint Needs Assessment Committee of the Andover-Kincardine Pastoral Charge also presents the following recommendations to the Official Board that:

5. the Official Board look at the viability of keeping the four points of the pastoral charge operating on the current regular worship rotation examining among other things the spiritual needs of the congregations as well as use of congregational resources.
6. the Official Board ensure that all properties associated with the United Church within the bounds of the Andover-Kincardine Pastoral Charge (buildings, cemeteries, woodlots, etc) are properly insured.

At the Nov 19th meeting of the Official Board, motions 1-4 were approved. After discussion, motions 5 and 6 were deferred to the Annual Pastoral Charge meeting in 2010.

At the Nov 24th meeting of the Pastoral Charge membership, motions 1-4 were approved, and representatives were named to the Joint Search Committee.