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Chipman – Gaspereau Pastoral Charge Joint Needs Assessment Committee

Rev. Bill MacLeod	Merle Blake, Woolastook Presbytery
Murray Doherty	Weldon Crawford
Margaret Brogan	Marjorie Price
Kathy Donaldson	Norma Murray
Randy Roberts	Jean Laskey
Tanya Spencer	

Before this final document was prepared for presentation, several meetings had been held, reviewing the information from the Need Assessment Study, discussing issues and searching ourselves to respond to the requirements of our Church Family in seeking a minister for this pastoral charge.

COMMUNITY PROFILE

LOCATION:

The village of Chipman is located in the center of Chipman Parish, Queens County, N. B., and eleven km (11) upstream from the head of Grand Lake on the Salmon River. The Village is located on either side of the river with most of the population and infrastructure located on the east side.

Chipman is centrally located, almost like a hub to the main three cities; Saint John, Moncton and Fredericton, as well as, a good access to the other parts of the province. Highway 10 connects us with the Village of Minto and Fredericton located twenty-four (24) and eighty (80) km respectively to the southeast. To the east highway 10 connects with the Trans Canada Highway. To the North Highway 123 gives the village access to Richibucto and Miramichi City and also provides a shorter route to Moncton and the rest of the Atlantic Provinces. Visit Chipman's web site at www.chipmannb.com.

Chipman's population presently is one thousand two hundred and ninety one (1,291). Population in 2001 was one thousand four hundred and thirty two (1,432). There has been a decline in population for the following reasons:

1. An overall aging population
2. Decrease in numbers of babies born
3. A dominate "Baby Boom" age group
4. High out-migration of those persons between 20 and 24 years of age.

In 1800 the Grand Lake area was first settled by the Irish, Scottish and English immigrants. Today Chipman is predominantly English.

The trend in population shows that Chipman has a large population of seniors and a smaller number of people between the ages of twenty (20) and twenty four (24) due mainly to high out-migration to seek employment.

There are approximately 650 dwellings in Chipman and about 450 seniors in the Village.

The total labor force, which is mostly resource based consists of approximately six hundred and fifteen (615) people, four hundred and eighty (480) of whom are men and one hundred and thirty eight (138) women. Chipman has an unemployment rate that is similar to that of the country and province.

Gaspereau Forks is located five (5) miles above Chipman. Located here is a one room United Church. This Church is over one hundred (100) years old and continues to hold regular evening Church services on the first and third Sunday of each month.

AMENITIES:

Among the amenities in Chipman are the Village Office, Bank of Nova Scotia, a Community Centre, Bowling Alley, Youth Service Center, Golf Club which is located about nine (9) miles outside Chipman, a Medical Center, Drugstore, Home Hardware, Atlantic Save Easy, Value Foods, Sears Canada, a Flower and Gift Shop, A Call Center, Fire and Ambulance Department, Grand Lake Saw Mill, Chipman Sawmill Inc., Access Center, Department of Natural Recourses, Camp Wegesegum which is located three (3) miles below Chipman on the Salmon River, Bus Service daily to Fredericton, Royal Canadian Legion, and Chipman – Minto Lions Club, – located outside the Village, Irving Convenience, A1 Auto Parts, two Seniors complexes, Community Care which has a food bank and clothing bank, Chipman Outreach which provides help for the seniors.

Chipman has five restaurants which include: Queens County Inn and restaurant, D's Diner, Karen's Take out & Greco Pizza, Willa's Country Inn & Bakery and M&R Take out.

HEALTH:

In addition to the Medical Centre and Ambulance Centre located within the village of Chipman there is a Community Health Center, a combination Health Center and 30 bed Nursing Home located in Minto twenty four (24) km. from Chipman. Also a Public Health Office, which serves a large area, is located at the Medical Centre in Chipman.

CHURCHES:

Sunday Services are held at the following churches:

1. United
2. Anglican
3. Baptist
4. Fundamental Baptist,
5. Pentecostal
6. Christian Life
7. Roman Catholic

RECREATION:

Chipman has an excellent Library, a Museum and two parks with swings, teeter-totters, barbeques and picnic tables. The Hamilton Baird Park also has two very nice tennis courts, a mini golf course and Beach Volleyball.

Over the past few years Chipman has built a mooring for boats to dock for supplies. A dumping station was also installed a few years ago.

Chipman and surrounding area is a fabulous area for salmon fishing. The rivers and streams in the area are also abundant in trout, shad, bass, pickerel, gaspereau (type of fish) etc. The surrounding forests are inhabited by moose, deer, bear, bobcat, beaver, mink, otter, muskrat, weasel, skunk, raccoons, fox, porcupines, squirrels, upland game birds, song birds, partridge etc.

There are many opportunities for camping and swimming in the Chipman area. Grand Lake is one of the largest lakes in the province, Which is near the Village of Chipman

Sport and recreation may be found in hunting, fishing, swimming, boating, golf, tennis, skating, skiing, snowshoeing, snowmobiling, organized minor hockey and baseball each in its own season.

Pioneer Lodge is located twelve (12) miles below Chipman catering to excellent German food. This is a lovely lodge, which is very quiet and well kept – a great get-away. Riverbend Lodge is located about six (6) miles

from Chipman which is owned and operated by Ken and Doris Kilfillen who are outfitters specializing in moose and bear hunting.

The Queens County Inn and Restaurant and Lounge has a twelve (12) unit motel, twenty eight (28) seat restaurant and a thirty five (35) seat lounge.

Chipman holds a very successful “Summer Festival” every year during the first week of August. We also celebrate “Saint Patrick’s” night and have a very successful “Living Christmas Tree”.

EDUCATION:

With respect to education, the Village of Chipman is located in School District No. 17. The schools in Chipman, Elementary, Middle School, and High School, serve, not only the village, but also serve part of the surrounding unincorporated area.

HISTORICAL NOTES:

Chipman was originally a lumbering area. This industry being later supplemented by pit mining and later strip mining for coal and shale for making brick and tile. The former L. E. Shaw brick plant made one of the best grades of brick known all over the world as “Chipman Face Brick”. The plant is now closed. Ships were once built in Chipman.

Note: Pages 6&7 are photos not included here.

WHO WE ARE AND WHAT WE DO

We are forthcoming in all our dealings in the community. Our doors are open and welcoming to everyone.

We are one congregation with two church buildings. The larger more modern church in Chipman is where most of the activities go on. The smaller (over 100 year old) church in Gaspereau Forks with fabulous acoustics and an intimate “Little House on the Prairie” feel.

We host community dinners in the Spring, during the Summer Festival and Christmas Season. The church also hosts “Lunch in the Abbey” which features three days of lunches and dessert in the early spring. We also have an annual apple pie blitz where members of the church make delicious home made apple pies and apple crumbles that are available to the community. We host after service luncheons for special events, such as birthdays, baptisms and anniversaries. The UCW also caters to receptions for the families after the loss of a loved one.

We hold singspirations through out the year, as well as Taize candlelight services in the winter months at the Gaspereau Forks Church. Some members of our choir perform on local telethons and at community events.

Many of our church members are active in the community, such as the Village Council, Library Board, Nursing Home Board, Clothing and Food Bank, Low Income Housing, Youth Center, Garden Club, Cancer and Christmas Telethons, Relay for Life, Chipman Out Reach and Political Organizations etc. Our members visit shut-ins, nursing homes and hospitals.

The members participate in Worship through Lay Reading, reading Minutes for Missions, being greeters at the door prior to worship and by providing special musical performance(s) each service.

We, as a church, participate in the World Day of Prayer, local monthly TV broadcasts of morning worship, we contribute monthly to the local food bank, and during the month of November we provide a weekly worship service for the residents of the W. G. Bishop Nursing Home. We along with the community support our Canadian troops in Afghanistan with

gift boxes. Several of the ladies of our church are also known for their quilting abilities and many a beautiful quilt has come out of our vestry.

OUR DREAMS AND OUR VISIONS

1. We wish to remain on a strong faith foundation, strong in Christian values.
2. We wish to stand firm on the Good News of Jesus
3. We wish to work in unity within our Church and the Community.
4. We wish to remain constant in worship.
5. We wish to maintain both Churches.

OUR FEARS

1. We fear a lack of commitment and growth.
2. We are not reaching our children, grandchildren and youth.

MISSION STATEMENT

**AS PART OF THE BODY OF CHRIST WITHIN
THE UNITED CHURCH OF CANADA, WE, THE
CHIPMAN-GASPEREAU PASTORAL CHARGE,
FOLLOWING THE EXAMPLE AND TEACHING
OF JESUS CHRIST, WILL STRIVE TO PROVIDE
OPPORTUNITIES FOR SPIRITUAL
NOURISHMENT AND GROWTH WITHIN OUR
CHURCH FAMILY, AND TO HELP MEET THE
NEEDS OF OTHERS IN GOD'S FAMILY.**

ORGANIZATIONAL CHART

Official Board> Session> Worship Committee

Committee of Stewards

Trustees

Manse

Christian Development

Ministry & Personnel

Stewardship

Cemetery Committee

Nominating Committee

Decorating Committee

Sextons

Presbytery Representatives

RESOURCES PROFILE

1. In addition to our Minister, The Chipman-Gaspereau Forks Pastoral Charge employs a number of persons as follows:
 - A. **ORGANIST**: Both Chipman United Church and Gaspereau Forks United Church are served by the same organist, who plays at regular Sunday services as well as providing music for funerals, weddings and other special events. This talented person also directs the choir at each church. These choirs are made up of people who add much to the worship services both as choirs and as soloists. In addition, there is a “Men’s Trio” which enhances our music from time to time. Another talented musician in our Pastoral Charge leads a choral group of ladies called “The Belle Tones.” They too sing special music occasionally. When the organist is absent, volunteers from the Pastoral Charge provide leadership in music. We are fortunate to have such dedicated people to enrich the musical component of our worship.
 - B. **PART-TIME SECRETARY**: An office equipped with a computer, printer, answering machine, photo copier and filing cabinets is located in Chipman United Church. The secretary is available as required, assisting the Minister with correspondence, record keeping, bulletin preparation, annual reports, filing, photocopying, office supply inventory and other tasks as assigned.
 - C. **PART-TIME TREASURER**: At the present time the person employed as the part-time secretary is also employed as the part-time treasurer. The treasurer is responsible for keeping accurate records of all deposits and disbursements and for reporting to the Board of Stewards and the Official Board. The treasurer is also responsible for preparing and submitting all records for audit at the end of the fiscal year. Weekly offerings are counted and deposited in the bank by assigned volunteers. Combining the roles of treasurer and secretary is working out well, thanks to the person who is performing these functions.
 - D. **PART-TIME CUSTODIANS**: Custodial services in the two churches of our pastoral charge are handled very efficiently. The custodian in Chipman United Church works under the

direction of the combined Board of Trustees for the charge, cleaning and maintaining the building on a daily basis. This includes keeping the sanctuary in good order and arranging the church hall for special functions. This person is also an active volunteer in other capacities. At the Gaspereau Forks United Church a family volunteers to take care of the custodial duties. Volunteers also arrange the preparation and the clean-up for the social times that take place after special services.

The Ministry and Personnel Committee is responsible for annual reviews of employed personnel. It is also the responsibility of this committee to work toward coordinating positions and ministries.

- 2. **FINANCIAL RESOURCES**: There are two churches in the Pastoral Charge. The major concern of the pastoral charge is to cover the ordinary day-to-day expenses (salaries, insurance, heat and lights, phone and snow plowing, for example), through regular envelope contributions. While ideally there would be some left over for emergencies, sometimes this is not the case. At times a special project may be undertaken. At these times ad hoc committees are set up to find ways of raising funds. For example, during the past five years a new organ has been purchased and a lot adjacent to Chipman United Church has been bought to provide a larger and safer parking area. These have been paid off in full through special campaigns (flea markets, pie blitzes, sale of cookie dough, variety concerts, sale of sun catchers depicting the two churches in the charge and noon lunches served the church hall (Lunch in the Abbey Program).

Included at the end of this section is the 2006 Financial Report of the Chipman-Gaspereau Forks Pastoral Charge.

- 3. **VOLUNTEERS**: The number of volunteers on the standing committees is as follows:

Official Board-----	35
Session-----	16
Board of Trustees-----	12
Committee of Stewards-----	7

Christian Development-----7
Worship----- 9
Decorating-----7
Nominating-----4
Sextons-----2
Manse-----8
Ministry and Personnel-----5
Ushers-----5
Stewardship-----9
Offering Counters (as designated)
UCW (General)-----6
Presbytery Delegates-----2

We also have volunteers who will conduct a worship service when a minister is not available. There are volunteers who visit the elderly in their homes, in the hospital and in nursing homes. This pastoral charge is blessed with volunteers who are vital to the furthering of our mission and to the maintenance and repair of the buildings in which we gather. However, there is a serious need in our pastoral charge for volunteers who will provide leadership to our youth. We see this as a main weakness as we strive to plan and carry on God's work.

TOTAL EXPENSES		<u>89,390.29</u>
BANK BALANCE DECEMBER 31, 2006		7,788.32(as per bank st.)
Less Mission & Service Payment		240.00
Less Receiver General		<u>955.63</u>
BALANCE		6,581.69
Less Payable UCW		2,900.00
Less Parking Lot		<u>2,261.02</u>

CASH AVAILABLE **1,420.67**

INVESTMENT **3,022.57**

MEMORIAL BUILDING 2006

FORWARD DECEMBER 31, 2005		1,473.88
LOAN PAID	4,300.00	
MEMORIALS	<u>2,193.81</u>	<u>6,493.81</u>
		7,967.69
EXPENSES		
ROOF	7,000.00	
BANK CHARGES	<u>47.40</u>	<u>7,047.40</u>
BALANCE		<u>920.29</u>

PARKING LOT 2006

FORWARD DECEMBER 31, 2005		2,275.69
DONATIONS	229.00	
QUILT SALE	1,500.00	
MEMORIALS	1,395.00	
HST REBATE	383.50	
BILL PAYMENT RECOVERY	974.11	
TRANSFER FROM COMMITTEE	<u>1,474.63</u>	<u>5,956.24</u>
		8,231.93
EXPENSES		
MPM/DICARLO	974.11	
LOAN PAYMENTS	3,201.00	
LOAN PAID	<u>4,045.13</u>	<u>8,220.24</u>
BALANCE IN MEMORIAL ACCOUNT (Parking Lot)		<u>11.69</u>
BANK BALANCE MEMORIAL ACCOUNT	931.98	

CHIPMAN UNITED CHURCH
SUGGESTED BUDGET
2007

Ministers Salary	\$36,947.00
Supply Minister Salary	500.00
Treasurer Secretary	5,700.00
Organist -Chipman	1,800.00
Organist – Gaspereau	500.00
Janitor	2,900.00
Travel @ .37 cents a klm.	2,000.00
Payroll, Benefits, Pension, etc.	10,902.00
Janitor Supplies	200.00
Music, Repairs & Supplies	500.00
Church office supplies	3,000.00
Conference/ Presbytery	2,670.00 (667.50)
	4x a year
Insurance	3,600.00
Fuel	8,000.00
NB Power	4,500.00
Aliant	1,700.00
Manse Repairs/Maintenance	2,000.00
Church Repairs/Maintenance	
Chipman –	8,000.00
Gaspereau Forks	2,000.00
Professional Training	1,000.00
Local Outreach	300.00
Miscellaneous	500.00
Bank Charges	50.00
Sewerage – Church/Manse	440.00
Compensation	200.00
Organ Repair (Gaspereau)	100.00
Equipment Repair	100.00
Snow removal	1,000.00
Christian Development	<u>1,000.00</u>
TOTAL PROPOSED BUDGET	102,109.00

REAL ESTATE

1. Church including sanctuary, vestry, hall, kitchen, office, Sunday School rooms located on Main Street, Chipman.
2. Church at Gaspereau Forks
3. Manse, pictures and detail enclosed
4. United Church Cemetery

POSITION PROFILE

From our Needs Assessment Survey, we have concluded that the congregation wishes to employ a full time ordained minister who can reflect our Mission Statement in the following way:

1. by unifying the congregation and moving forward through mutual understandings.
2. by discerning the gifts and skills of the congregation and discovering what each has to offer.
3. by respecting the true feelings and beliefs of this congregation.
4. by listening to the people in the pews, and when there is controversy, willing to work it out and bring it to a place where each can respect the other.
5. by being a good pastoral visitor and working with the congregation in reaching those in need.
6. by relating well with children.

The Congregation is willing to work in partnership with the minister in-

1. leading and teaching Sunday School and Mid-Week Groups.
2. co-operating in any projects undertaken
3. participating in worship through lay reading, announcements, minutes for missions, singing, conducting worship services when minister not available.
4. completing administrative forms and performing administrative duties.
5. visiting – elder participation
6. providing an active Christian Development Committee to work with the Minister in reaching our youth and young couples.
7. bring forthright
8. supporting the minister
9. providing committee for relief ministers, worship, intergenerational services
10. respecting the needs of minister for weekly time off and space providing adequate office space at the church or home
11. providing adequate office space at the church or home

The expectations of the congregation are –

1. weekly worship at Chipman and twice monthly at Gaspereau Forks
2. worship services at Nursing Home, alternating with churches in the area
3. ministerial activities
4. participating in Presbytery
5. conducting weddings, funerals, baptisms, membership classes

Preferable skills-

1. ability to communicate clearly
2. sensitive to needs of others
3. warm and friendly personality
4. ability to listen

The above information was summarized from the Needs Assessment Survey which has been circulated to all members and adherents of the congregation. There had been 152 survey forms distributed, with 124 being completed and returned.

TERMS

SALARY

The salary will be based on the Salary Schedule issued by the Division of Mission of the United Church of Canada.

HOUSING

A manse is provided.

EXPENSES & ALLOWANCES

Travel – the rate per km as established by the Division of Mission of the United Church of Canada. A log must be maintained and submitted monthly.

Telephone – the basic rate for home phone and all church related long distance calls will be paid by the congregation.

Heating for manse = the congregation will cover heating costs over \$500.00.

Study leave allowance – An annual allowance of \$1200.00 will be provided.

OTHER

A part time secretary will be provided.

An office equipped with a computer and photocopier will be provided.

All other benefits, such as pensions, etc. will be paid in accordance with United Church guidelines.

TIME ON AND OFF

Regular hours of work – forty hours a week

Holidays – one month within the pastoral year (July 1 to June 30)

Study Leave – Three weeks/21 days within Pastoral year

Sick Leave – Monitored by Ministry & Personnel Committee

Disability – Salary continuance – in accordance with United Church Policy

Maternity/Parental/Extended Parental – in accordance with standard United Church Policy

Other Leave – in consultation with Ministry and Personnel Committee