

INTRODUCTION

The Joint Needs Assessment Committee (JNAC) has formed to study and to report on the Ministry Personnel needs of the McKee's Mills Pastoral Charge.

Congregation members appointed to the Committee were; Shari Arsenault, Karen Mitton, Tanya Murray-LeBlanc, Jennifer Mitton, Edward Price, and Mervin MacDonald. Doug Hoyt and Debbie Ellison were appointed to the Committee as representatives from the Chignecto Presbytery.

As a part of the preparation of this document, a letter, along with five possible options that could be available to us depending on available personnel and funding was distributed to the congregation. We also asked for comments in their responses. There was a good rate of response to this which was beneficial to the development of this report. The data gathered, as well, as information from a previous Needs Assessment, 2003, and the Annual Report all went into the preparation of this report.

The following profiles are based upon the directions given by the Handbook for Joint Needs Assessment Committees.

Should you have any questions about this report do not hesitate to contact the members of the JNA committee.

COMMUNITY PROFILE

McKee's Mills is a rural Kent County community located approximately fifty kilometers or forty-five minutes northeast of Moncton, New Brunswick.

It is within five miles of Bouctouche, which offers a variety of recreational activities such as skating, cross-country skiing and snowmobiling in the winter. Summer fun includes swimming, golfing, camping and enjoying the abundant number of walking and bicycling trails. Bouctouche is well known for its many tourist attractions such as; Le Pays de la Saouine, Kent Museum, Irving Eco Center, Irving Plantation, Irving Memorial Chapel and the Soapery. Many of these attractions offer cultural experiences and a history of the communities in Kent County.

McKee's Mills is located on the Little Bouctouche River, and during the summer months many cottagers and tourists are welcomed into the community and congregation.

The majority of the children attend school in Moncton and many of the families commute to Moncton for work. There are two universities in the Moncton area, Universite de Moncton and Crandall University (formerly known as Atlantic Baptist University) as well as community colleges. Moncton is known as "the Hub of the Maritimes" and offers many forms of education, shopping and medical accessibility.

McKee's Mills is mainly an English speaking community, surrounded by francophone communities, although there are some French speaking families who have settled here. The one other church in the community is the McKee's Mills Baptist Church. There are many francophone Catholic churches in the surrounding areas, as well as, Eglise Plein d'Evangeline, the Pentecostal Church in Bouctouche.

The McKee's Mills Community Hall is located nearby the church and is used for community functions. On occasions, the church uses their facilities and makes a donation to the McKee's Mills Community Association.

There are a small number of "family farms" in our community, but are mainly hobbies for those who work in other places.

The changing of the seasons is reflected in the beauty and serenity of McKee's Mills.

PASTORAL CHARGE PROFILE

Mission Statement

We strive to create a welcoming community where all people can join together to express their Christian faith in God, to grow spiritually, experience a sense of fellowship, and to become involved with outreach ministry within, as well as, beyond our congregation.

Church History

The congregation of Zion United Church has been in the McKee's Mills community since at least 1889. The church building was completed in 1894. Forty years ago it began its journey to becoming a self-sufficient charge. The Rev. Dr. Dawe came to McKee's Mills as the Presbytery Supply Minister in 1970. He was retired and living in Sackville and was able to come every two weeks for the morning church service. During this time the membership was quite small. Sunday school was only held during the summer months. The Rev. Dr. Dawe was here for about 12 years, during this time he began a service on Good Friday that we still observe today. The church did see a definite increase in membership during those years.

Following the Rev Dr. H. Maxwell Dawe's retirement we were pleased to welcome Carol Mullin from Moncton. She was a wife and mother who wanted to serve the Lord through ministry. As she began her journey to become an ordained minister, we began a new journey with her. As she grew in wisdom and knowledge, so the church grew in members and dedication. It was during this period that the most growth was seen. Programs were begun; Bible Study, social gatherings, Sunday school and many more. The Rev. Carol Mullin was at Zion United Church for approximately 8 years.

Following the Rev. Carol Mullin, we were pleased to have Miss Barbara Copp, a diaconal minister, in 1996. With steady growth of the congregation, more time was needed to continue growth. It was then that the congregation decided to pursue new avenues.

The Rev. Geraldine Reid joined us for 6 months and we then began having church service every Sunday morning. In 1999, Zion United Church decided to join the Stilesville United Church to begin a two-point pastoral charge and went on to call a full time minister the Rev. Wade Reppert. Unfortunately, this partnership was unsuccessful and the pastoral charge was disbanded in 2003 and the McKee's Mills Pastoral Charge was formed.

At this point the McKee's Mills Pastoral Charge became a designated learning site and became involved in the In Ministry Program for Ordination (IMPO). Betty-Jean Friedman was appointed as a student minister by Presbytery in the IMPO program in 2004. She will be ordained in 2010.

Events

The following are some projects and events the Zion United Church participate in:

- Karing Kitchen (financial & food donations)
- New Born Kits, School Kits, Relief Kits (distributed by the Mennonite Central Committee)
- World Vision
- Project Under the Tree
- SIDA/AIDS
- Moncton Crisis Pregnancy Center
- Remembrance Day Service
- Peace Campaign
- Awareness Programs such as – Ovarian Cancer
- Guatemala Scholarship
- World Day of Prayer
- Memorial Hymn Sings
- Anniversary worship service
- Church family Christmas turkey dinner
- Sleigh rides and pot luck supper
- Coffee and Conversation

Structure of Pastoral Charge

McKee's Mills Pastoral Charge

Official Board
Session (6 members)
M&P Committee
Committee of Stewards (5 members)
Board of Trustees (5 members)
Woodlawn Cemetery Committee (4 members)
Nominating Committee (2 members)
Worship Committee (5 members)
Christian Education Committee (3 members)
Presbytery Representatives

Mission and Service

The Mission and Service Fund is important to our congregation. We have a long tradition of meeting and exceeding our goal. We have a Mission and Service Enthusiast.

Statistics and Church Service

An informal count suggests an average of 20 people attending for each Sunday service, along with worship services on Ash Wednesday, Good Friday and Christmas Eve. The sacrament of Holy Communion and worship is also held in the homes of shut-ins. This is the first year in 16 years that there is no active Sunday school. A number of our high school students are participating in the Adult Crossings Bible Study which began in October, 2009 and ends in June, 2010.

The church service is held every Sunday morning, including the summer months, at 11:00 am and is in a traditional format which includes following the lectionary readings. We use the Mission and Service bulletins which can be given as memorials or celebrations at a cost of ten dollars which offsets the cost of the bulletins.

Voices United is used and gradually new hymns are being introduced to the congregation. Fifteen copies of "More Voices" were purchased and are occasionally used by the organist and choir.

For some, the music is the highlight of our service. We are fortunate to have a very talented organist accompanying the choir most Sundays. We also have another talented member of the congregation who occasionally replaces the organist and willingly helps organize and participate in the memorial hymn sings.

Vision

The financial statements from the past five years were reviewed and the strategic plan for the future is to increase fundraising.

Discussions were held within the JNAC regarding sending out a questionnaire to all members and adherents of the Pastoral Charge. It was agreed by the committee that the questionnaire that was sent out in 2003, needed to be revised to better reflect the needs of the pastoral charge at this present time. This would help to determine what the pastoral charge can hope for in the next 5 or 10 years.

Resource Profile

Money

The Zion United Church is operated under the financial management efforts of the Committee of Stewards also known simply as the Stewards. The cash asset available to the Stewards is a cash balance of \$7,478.77 as per the financial statement of 2008. The church received \$23,026.26 from a combination of givings and interest income. The majority of the money was received in offerings given during Sunday services. We started offering PAR in 2009 to the congregation and currently have 7 signed up for it, and we give out around 25 boxes of numbered envelopes to households in the community. We have also started to do more fundraising to help in the yearly costs of the church operations and ministry. We raised \$5,073 in different fundraising events that include Hymn Sings, Memorial Tree and Bulletin Fund. We also have started some new fundraising which includes a bake less bake sale, Christmas Eve offering, dinner parties and a bake sale.

For the past few years the majority of the money received by the Stewards was paid out in support of the employment of a half time student minister and benefits. In 2008, the financial commitments placed upon the Stewards put them in the position to cash in the \$5,000 GIC investment to support our budget and we finished 2008 with a small loss of \$384.18.

The Stewards have budgeted for 2009 the amount of \$25,096 for givings and \$5,000 for fundraising in order to be able to support Ministry within the church. The only other funds are the Mission and Service Funds that are contributed directly by the individual congregation members using divided envelopes, which has averaged \$2,055.40 over the past five years. The goal for 2009 is \$1,500.00.

The Zion United Church Ladies Aid also actively contributes to the operation of the Church through funds raised by them such as the Chicken Salad and Strawberry Shortcake supper in July. They raised \$2,032.28 in the past reporting year, most of which went to a variety of specific expenses throughout the year. These funds are also spent under the discretion of the Ladies Aid.

Committee of Stewards Financial Statement – December 31st, 2008 page 13

Property

The church sits on a parcel of land that is approximately 2 acres in size. The church has handicap access and a basement as well as an additional emergency exit accessible from the pulpit. The washroom on the main floor is handicap accessible. The church measures about 70 feet by 35 feet. There are 15 traditional wooden pews, eight on the right and seven on the left, as well as a choir section to the left of the pulpit. The

church basement is used for Sunday school and social functions. The church has an electronic organ as well as an old traditional pump organ. There is a basic microphone speaker system. The church also owns a photocopier.

The majority of the land surrounding the church is allocated to the “Woodlawn Cemetery” that is managed independently from the church. The Woodlawn Cemetery operates under monies received through cash donations; from the sale of lots; and from monies earned from funds that are held in trust for the perpetual care of the cemetery. The Woodlawn Cemetery currently manages \$37,937.85 in funds of this nature. The Cemetery spends approximately \$1,600.00 annually on maintenance and repair.

The Trustees of the church are responsible for the maintenance of the church building. They do so with monies received from donations, a building fund and a contingency fund that they manage. The bulk of the contingency fund is held in trust specifically for use as per the guidelines associated with this fund. The Board of Trustees currently manages \$32,779.15 in funds. The annual expenditures of the Board of Trustees vary from year to year depending upon the current expenses. Based on the assessed value of the Church Building of \$100,000 it is reasonable to expect that they would spend between one and two percent of this value annually on maintenance. For the last four years, the Trustees in conjunction with the Ladies Aid have contributed to supporting our students attending Maritime Conference. In 2009, we had 3 young people attend Intermediates at Conference and Youth Forum.

Volunteers

The church enjoys the active participation of many of its members in volunteer service of its work. We have a Session, Ministry and Personnel, the Committee of Stewards, a Christian Education Committee, the Board of Trustees, a Nominating Committee, a Worship Committee, a Social Committee and the Woodlawn Cemetery Committee. Within these groups there are over thirty volunteer positions. The Ladies Aid is also associated with the church and a number of ladies in the church community participate in that organization also. There is an active church choir, which is directed by the organist.

Staff

We currently do not employ any staff. We are, however, at this time paying for the services of a part time student in the IMPO program.

Voluntary secretarial assistance is available as needed.

Annual Report

For more information of the life and work of our church, the latest Annual Report is available upon request.

POSITION PROFILE

Overview

McKee's Mills Pastoral Charge is seeking Weekend Supply. The successful candidate will require the skills and talents as outlined in the Skills Profile. If the ordered candidate is not ordained, permission would have to be obtained from Chignecto Presbytery and Maritime Conference for the administration of the Sacraments.

Responsibilities of the candidate will include:

- Pastoral Care
- Worship
- Christian Development
- Outreach
- Administration
- Community Involvement

Pastoral Care

Visiting as needed to seniors, sick, shut-ins, congregational members, adherents, new comers and hospital visits as required.

Pastoral care will also include availability and support in time of grief, crisis or emergencies.

Worship

Preparing and conducting worship services
Meetings with the Worship Committee
Prepare and conducting Baptisms, weddings, and funerals
Collaborate in the selection of music for services
Prepare the contents of the order of service

Christian Development

To foster continual spiritual growth in adults through a Bible study group held once a year.

Outreach

To work with committees to keep the congregation informed on local and global issues so that together, a plan of action can be implemented.

Administration

Be informed of the business arising from the various committees and boards functioning in our church.

Communicate with the chairpersons of these committees and volunteers as needed
Attend the Official Board, Session and Congregational meetings.

Community and Church Involvement

Some participation in local ecumenical activities

SKILLS PROFILE

Communication Skills

- Between the minister and the congregation
- Willing to share and consult with the congregation
- Willing to listen and consider all opinions
- Willing to work as a “team” player

People Skills

- Ability to work with all ages
- Ability to be appreciative of our strengths and address our weaknesses
- An appreciation for the importance of visitation
- Ability to counsel individuals/ congregation if necessary
- Ability to accept constructive criticism if given in a loving, healthy manner
- Ability to have fun and laugh together

Preaching Skills

- Ability to relate scripture to everyday life and current events
- Focused and concise
- Lectionary based
- Ability to conduct intergenerational services
- Ability to incorporate music, in consultation with organist, into the service

Leadership Skills

- Ability to work as a “team player”
- Appreciation for the many “gifts” of the lay people and encourage the use of these gifts
- Ability to conduct conflict resolution or know when intervention is required
- Ability to challenge growth in all aspects of congregational life
- Encourage the congregation to be open to try “new” things

Management Skills

- Ability to share and delegate responsibilities appropriately
- Conflict resolution
- Ability to manage time effectively – both personal and professionally

- A working knowledge of computer skills

Community Skills

- Interest in social justice issues, both in the local area and the wider world

At this time, the Pastoral Charge is financially able to support Weekend supply. This includes 8 hours of worship preparation and 4 hours for pastoral care, administration, committee meetings and any additional time required by the pastoral charge to be negotiated.

The Pastoral Charge is seeking the right person to join with them in their walk on this faith journey in this time of transition.

TERMS PROFILE

<u>Salary</u>	as determined by the 2010 United Church of Canada Guide for Salary and Allowances No United Church of Canada benefits, including pension
<u>Hours</u>	12 hours per week
<u>Travel</u>	\$0.41/km - must be supported by log
<u>Secretarial</u>	volunteer as required

RECOMMENDATIONS OF THE JOINT NEEDS
ASSESSMENT COMMITTEE

1. That Chignecto Presbytery declares a part time 12 hour/week vacancy for the McKee's Mills Pastoral Charge, effective_ June 30th, 2010.
2. The Joint Needs Assessment Committee recommends that the Joint Needs Assessment be re-evaluated in six months to see if the needs of the Pastoral charge are being met. We would also recommend that at least four persons from the JNAC be part of this review.
3. That the McKee's Mills Pastoral Charge, having received the report of the Joint Needs Assessment Committee, and having reviewed its recommendations, request that Chignecto Presbytery constitute a Joint Search Committee, if needed, to fill the declared vacancy.
4. That the Joint Needs Assessment Committee, having completed its work, be dismissed with thanks.

Joint Needs Assessment Report was approved by the Official Board on February 7, 2010

Approved at the congregational meeting on Feb 21, 2010

Approved by Pastoral Relations/Pastoral Oversight on February 24, 2010

Approved by the Court of Chignecto Presbytery on February 24, 2010

**McKees Mills Pastoral Charge
Committee of Stewards
Financial Statement
December 31, 2008**

Receipts

Givings for Operation	\$ 22,357.91
Interest from Sackville	\$ 26.00
Interest from Investment	\$ 412.29
Choir	\$ 1,100.00
Mission and Service Fund	\$ 1,993.00
Sunday School	\$ -
Canadian Bible Society	\$ -
Education Fund - 2008	\$ 242.64
Bulletin Fund	\$ 230.00
Cashed Investment	\$ 5,000.00
GST Refund	\$ 1,330.29
Peace Fund	\$ 268.00
Hymn Sing	\$ 4,365.00
Memorial Tree	\$ 720.00

\$ 38,045.13

31-Dec-07 5,979.81

\$ 44,024.94

Expenditures

Minister Salary	\$ 16,907.47
CPP	\$ 1,649.60
EI	\$ 842.79
Pension Payment	\$ 4,678.08
Book Allowance	\$ 300.00
Education Allowance	\$ 500.00
Travel Expense	\$ 2,018.25
Phone	\$ 240.00
Chignecto Pres	\$ 747.24
Pulpit Supply	\$ 732.20
:Session	\$ 325.58
Choir	\$ 1,545.51
NBPower	\$ 1,803.74
Office Supplies	\$ 551.12
Insurance	\$ -
Bank Charges	\$ 79.99
Mission and Service Fund	\$ 2,105.00
Education Fund	\$ 250.00
Sunday School	\$ 37.79
Bulletins	\$ 448.16
Printing Expense	\$ 41.00
United for Peace	\$ 268.00
Cemetary Fund	\$ 50.00
Honorariums	\$ 275.00
Christmas	\$ 22.00
Memorial Lights	\$ 127.65

\$ 36,546.17

31-Dec-08 7,478.77

\$ 44,024.94

Account Balance as of Dec 30th, 2008

\$ 10,893.98