

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

St John's United – Beaver Bank



St Paul's United – Mt Uniacke



*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

Table of Contents	Page
Section 1. Our Mission Statements	1
Section 2. Preface	2
Section 3. Pastoral Charge and Community Profiles	3
Section 4. Ministry Profile	6
Section 5. Resource Profile	7
Section 6. Position Profile	12
Section 7. Skills Profile	13
Section 8. Terms Profile	14
Section 9. Appendices	
Appendix I Pastoral Charge Comparative Budgets: 2000-2009	15

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

Section 1 - Our Mission Statements

St. John's United Church, Beaver Bank

God calls us to be a caring and sharing church for all people.

We seek to inspire others to God's service through understanding, extending help to others and committing our gifts to the service of the church.

St. Paul's United Church, Mount Uniacke

Serving as Jesus served.....saying "yes" to Jesus, uniting us in Christ's service.

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

Section 2 - Preface

The “Needs Assessment” for the St. John's – St. Paul's Pastoral Charge describes the communities it serves, the leadership position of the minister and the terms under which a minister is called. The “Needs Assessment” has been compiled as directed by the United Church of Canada, Division of Ministry. This process has been carried out in preparation for filling the full-time vacancy in our ministry position.

To complete this task, a Joint Needs Assessment Committee (JNAC) was formed in May of 2008. The JNAC's purpose was to prepare a report in order that recommendations for filling the vacancy may be made to the congregations and the Official Board. The committee's work spanned the period from May 2008 to January 2009. It involved working as a group and - between meetings - individually, to complete this report on behalf of the Charge. This process was guided and overseen by Halifax Presbytery Representatives, Sally Budge and Rev. Donna Lovelace.

By October 2008 most of the Committee's work and a first draft of the final report was completed. A final draft version of the report was prepared in January 2009. The delay was considered appropriate given that the Pastoral Charge planned for and participated in a facilitated visioning workshop on January 10, 2009. The visioning exercise gave the JNAC committee opportunity to workshop with congregation members, and gave insight to new action items to be brought forward, along with the report's recommendations, to the charge's Board.

The members of the Joint Needs Assessment Committee were:

St John's United, Beaver Bank

Tracey Leary

Ron Cochrane

St Paul's United, Mt Uniacke

Art Nicoll

Sadie Jackson

Sylvia Moore

Halifax Presbytery

Sally Budge

Rev. Donna Lovelace

February 28, 2009

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

Section 3 - Pastoral Charge and Community Profiles

Our Pastoral Charge is a two-point rural charge. The churches of St. Paul's and St. John's are approximately 20 kilometers apart, and each is approximately 30 kilometers from the cities of Halifax and Dartmouth ('metro'), which are situated within the larger Halifax Regional Municipality (HRM.) Beaver Bank and Mount Uniacke are each regarded as "bedroom" communities to the metro area; however both have retained their unique rural charm. The cities of Halifax and Dartmouth are noted both as centres for business and culture and the arts, with several museums, art galleries and artist's communities thriving in many different settings. Halifax and Dartmouth house most of the province's universities and college campuses, and a well-developed public bus system connects most of the entire Municipality. There is a variety of excellent medical and health and wellness centres throughout HRM, and provincial and federal government service centres both in metro and rural offices.

Sackville, within 15 minutes drive of both Beaver Bank and Mount Uniacke, provides all the amenities and entertainments of daily life. Services include large shopping stores and centres for grocery, clothing and other retail; many family and 'fast food' restaurants; several recreation sites including the Sackville Sportsplex for year-round sport and wellness programs; a new community health and acute care/emergency centre; public busing; access to government service centres and all major financial institutions; volunteer-run museum, a large public library; and green-houses and locally-produced foods and crafts.

As it is close to Sackville and only 30 minutes to the metro area, Beaverbank has grown in popularity. There is a new and very large community centre, which houses the entire site of the Beaverbank Volunteer Fire Department, an RCMP Community Policing satellite office, a large multi-purpose room and kitchen typically rented for large private and community events, and two smaller multipurpose rooms often used for community-based continuing education and day-time social events. Children in Beaverbank are bused to one of two Primary to Gr.6 elementary schools, a Gr. 7-9 middle school and a Gr. 9-12 high school. There are two daycare centres along with a strong network of experienced home-based care providers in the community. In the way of recreation, Beaverbank includes two baseball/softball fields, a full soccer field, an 18 hole golf course and members club, swimming areas at two of the community's lakes, an airfield used by power-model airplane enthusiasts and a new skateboard park that was realized with funding raised by local youth. There is an active Beaverbank-Kinsac Community Awareness Association that publishes a community newsletter about 8 times a year.

Mount Uniacke has a population of about 3500-4000 people. While a small community, Mount Uniacke has a post office, medical clinic, pharmacy, fire station, an RCMP satellite office, a library, two service stations, Royal Canadian Legion (with ball fields), a Mason's Lodge, two riding stables, a business park, four churches of various denominations and the Uniacke Estate Museum with walking trails and Bell Park walking trails. The local school, 1.5 km's from Saint Paul's, has grades primary to nine (approx 600 students) and grades ten to twelve attend high-school in Windsor. Community volunteers publish a monthly newsletter 10 times annually, which details community activities along with all church service notices. St. Paul's is about two

***St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009***

kilometers to Exit #3 of Highway 101, which to the east goes to Sackville, Halifax and Dartmouth and to the west, the towns of Windsor, Wolfville and to the Annapolis Valley.

St. John's United Church - Beaver Bank

St. John's began in 1888 as the North Beaver Bank Presbyterian Church, on the present site of the church's cemetery about 16 km's from Sackville. In 1965, the congregation purchased and moved to a chapel on a nearby decommissioned Canadian Forces radar base. The congregation renamed the church St. John's, and worshiped at that site for close to forty years.

In 2002 serious challenges associated with the physical condition of the chapel required St. John's to seek out a new site. The congregation worked with Scotia Nursing Homes Ltd., a local and newly renovated continuing care facility, to establish a new chapel within Scotia's facility. In December 2003 St. John's United Church began worship as part of this site's vibrant community. Services are held at 11:00am each Sunday and the charge includes a bright and beautiful chapel, a pastor's office, a Sunday School room complete with washroom and full kitchen, and a comfortable private room suitable for quiet chats. The chapel is open to the residents and staff of the nursing home, and many regularly worship with the congregation on Sunday mornings. This unique community of sharing has resulted in a congregation who has accepted, welcomed and grown from the experience of worshiping with persons from many different life places.

St. Paul's United Church - Mount Uniacke

St Paul's Christian Education Centre is located at 293 Etter Road in the community, (off Hwy #1, Hants Co., NS). Our Centre was dedicated on November 27, 1966. The education centre is busy place. A Nursery School operates in the mornings Monday through Friday, using a classroom, kitchen and main hall for activities from September to June. As part of a community outreach program, groups such as: Beavers, Sparks, Brownies and Guides, use the main hall and kitchen to meet three evenings a week. During elections it is used as a polling station. One night a week occasionally Bible study groups and adult educational programs (music lessons, languages) meet in the main hall. St Paul's participates in ecumenical services with other Churches in the community several times a year. Twice a month choir practice takes place on Saturday afternoon. Church services and Sunday School are held each Sunday at 9:30am.

The Church is located next to the Union Church built in 1831, a local heritage property. The Union Church was shared by the United and Baptist congregations until the late 1960's when both denominations erected their own Church buildings. In recent years, the Union Church has been opened to the public on Sunday afternoons (once a month or by appointment) as a heritage site. The Church is used occasionally for weddings, baptisms, hymn sings and church services. See Appendix III for a picture of the Union Church and Cemetery.

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

St. Paul's – Charge Statistics (2008 Annual Report)

Residents: 140
Non Residents: 25
Households under Pastoral Care: 107

Other relevant stats, as compiled in annual report:
Baptisms: 2
Marriages: 0
Burials: 2
Members transferred in: 0
Members transferred out: 0
Sunday School Attendance: varies
Fund Raising Events: 8 (*2 dinners held on Sundays)
Average Sunday Attendance: 25-40

St. John's – Charge Statistics (2008 Annual Report)

Residents: 64
Non Residents: (est.) 10
Households under Pastoral Care: 37

Other relevant stats, as compiled in annual report:
Baptisms: 0
Marriages: 0
Burials: 4
Members transferred in: 0
Members transferred out: 0
Sunday School Attendance: 1-3 (occasional)
Fund Raising Events: 7 (1 catered wedding)
Average Sunday Attendance: 15-20 (10-15 members & 3-5 Nursing Home residents)

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

Section 4 - Ministry Profile

The congregations in the Charge consist of a wide range of ages, with the majority being over 50 years of age. This age group forms the bedrock of the Charge, bringing experience, wisdom, time, and financial support of their church. They also have particular interest and needs to which a new minister must relate. Each congregation also has a strong, but smaller number of members who are young families and youth. This younger group brings energy to the Charge, and like the older more experienced congregants, they also have particular interests and needs.

Members of St. John's and St. Paul's are consistently and strongly involved in their respective communities. Many belong to service groups such as the Lion's and Kinsmen, and many volunteer by providing time and resources to organizations such as the local elementary schools, children's breakfast programs, services to the volunteer fire departments, and visiting and giving support to people (church members or not!) in the community who are living with critical issues in their lives.

For more information about the congregations of St. John's and St. Paul's, please see "People Resources" in Section 5.

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

Section 5 - Resource Profile of St. Paul's and St. John's

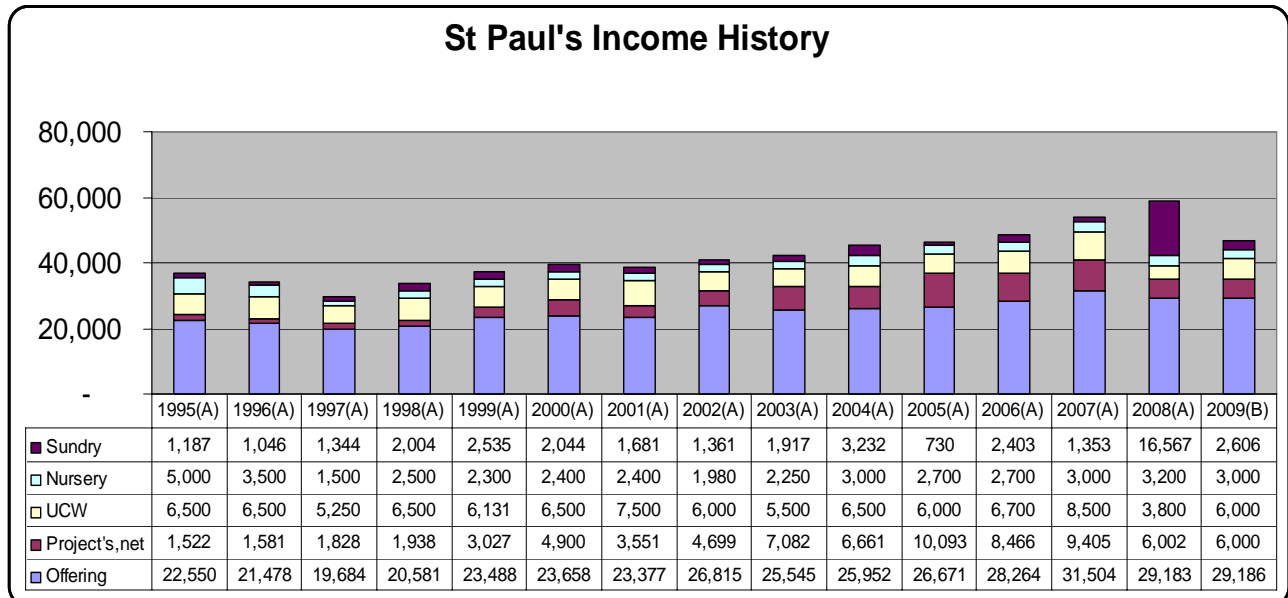
Financial Resources: Introduction

Each Point's 'Financial Resources' cannot be considered in isolation of the commitments that it must meet, and its' capacity to meet those commitments.

A 15 year history (presented below in graph form) for each Point outlines its ability to generate funding (Income), and is then compared to its obligations (Expenditures). The graphs and supplementary commentary provides some context for understanding each Point's challenges and opportunities.

St. Paul's

St Paul's Income:



St Paul's Income growth has been somewhat uneven over the 15 years in total but is generally trending upwards. This is led by an upward trend in givings (offerings), which have varied only slightly each year and consistently account for 58% to 65% of total funding.

Given St Paul's central location in the community and available building facility, it is often used as a community resource. This allows the Point to generate a steady income flow from the Nursery operation, and to have increased success through its fund raising efforts (i.e.; UCW and Projects) at the site. Fund raising generally accounts for between 25% and 30% of total Income and on several occasions has reached 35% of total funding.

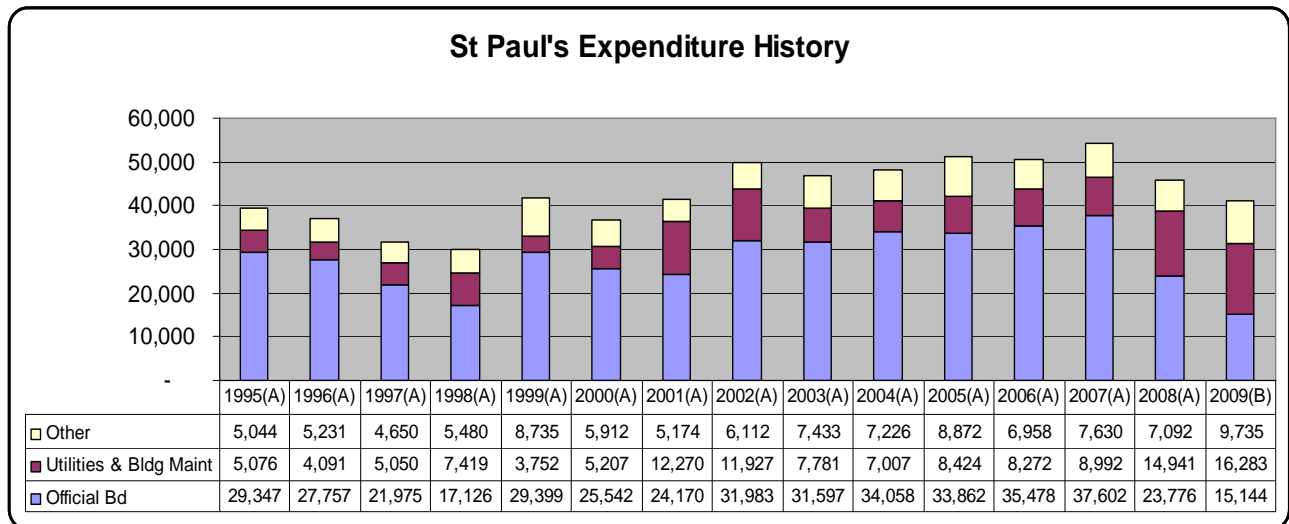
The Income side often reflects the congregations real or perceived understanding of what is required on the commitment side; whether it is a change in ministry (i.e.; part time to full time) or the need to refresh the church property through major repairs or renovation projects. The congregation has recently been successful in its application for a municipal grant to assist in

**St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009**

making significant improvements to the Church building's energy efficiency. St Paul's received a grant of \$14,000 in 2008 and completed approximately 50% of the project in 2008 with the balance to be completed in 2009. This will make the building a much more comfortable facility in all seasons and a more appealing community resource. The receipt of the grant in 2008 accounts for the unusually larger amount reported as 'Sundry Income' in 2008.

The congregation has been very successful over time in responding to these challenges, however a decreased in congregational focus, arising from the absence of ministry leadership and a general tiredness, is present and cannot be discounted.

St Paul's Commitments (Expenditures):



The Official Board assessment has always been the most significant expenditure obligation the Point has had, and it has ranged from a low of 57% to a high of 75%. Most often it has been in a narrow range between 65% and 70%. The Pastoral Charge has been a grant-receiving Charge (i.e.; Mission Support Grant) for many years until 2009, when we will no longer have access to the grant. The unevenness in the amount of the Mission Grant, and changes in the form of ministry over time, also influenced the Official Board assessments in a like manner.

The Church building has its own funding needs. Utilities and Building Maintenance have been isolated in the summary. This is because of its' budget significance (i.e.; generally 15% of budget) and secondly due to unevenness and lumpy impact on the budget when special repairs are needed (e.g.; roof, windows, etc.). These sporadic needs for special funding can significantly impact the call on the budget – up to 30% per annum in two years. This is particularly true in 2008 with progress on the energy efficiency improvements accounting for an additional \$7,000 in expenditures in the 'Utilities & Building Maintenance' category and the project will continue in 2009 at a similar level.

Other expenditures largely consist of the organist's honorarium, insurance, building cleaning and minor amounts for office expenses, Sunday school and outreach activities.

Property Resources:

**St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009**

St. Paul's United Church is a Christian Education Centre used by the community daily (nursery school, scouts, guides, UCW, AA, etc). The building was constructed in 1965-66. The main entrance opens to an auditorium style area which permits a multi-functional usage including a sanctuary for Sunday service, meetings, fund raising dinners, and other community group activities (i.e. Cubs, Brownies). On the main floor and adjacent to the auditorium area is a private office, large kitchen and nursery room. On the second floor there are three meeting/Sunday school rooms, and a storage space.

The Union Cemetery of Mount Uniacke is adjacent to the church and cared for by members of our congregation, and members of the community cemetery committee.

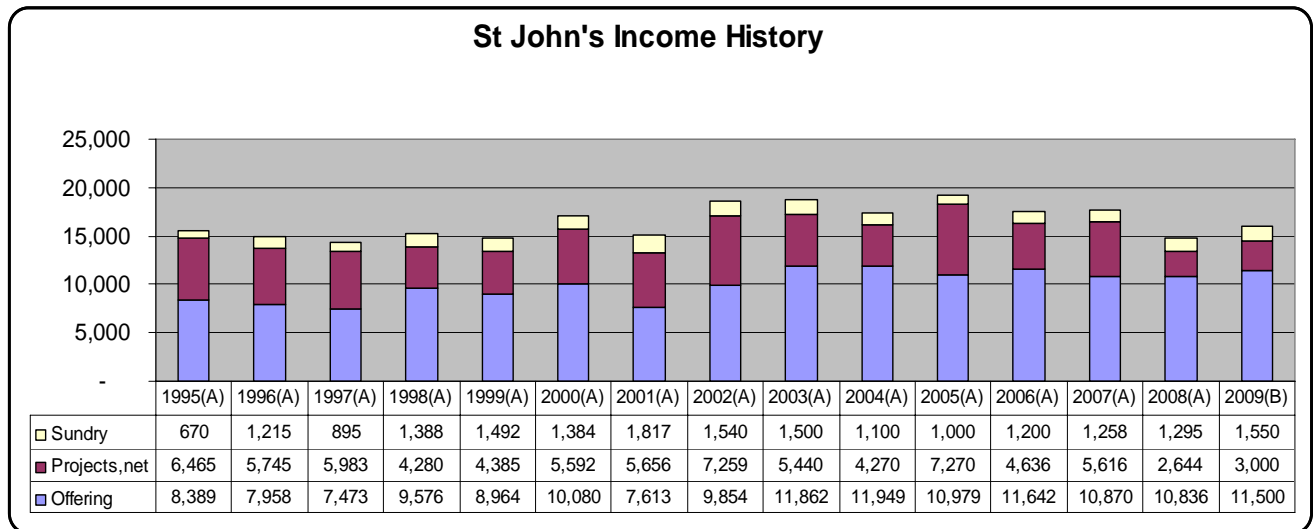
People Resources:

St. Paul's congregation represents a broad age distribution with some younger families attending regularly. Other resources which the people of St. Paul's bring are:

- A choir of seven women and two men
- A very active UCW which provides focus for most of our fund-raising activities.
- Our elders (9) each have their own district; including one elder whose specialty is visiting the sick, shut-ins and elderly.
- Cleaning of the sanctuary is shared by members on rotation basis
- A volunteer secretary to prepare bulletins and assist with typing when required.

St. John's

St John's Income:



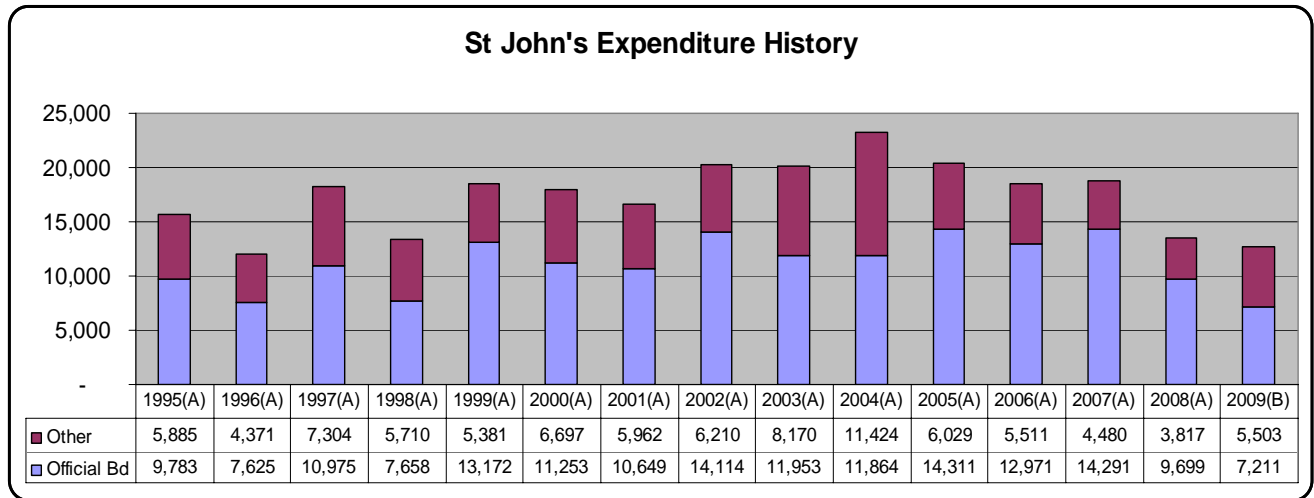
St John's Income growth has been somewhat sporadic over the last 15 years. While to some degree uneven and inconsistent, there has been a general upward trend from year to year. In more recent years - the last 3 in particular - we are seeing a weakness in the Offering trend. Fund raising accounted for up to 40% of our total Income on several occasions but could not be sustained for any more than a year at a time. This usually resulted in significantly lower amounts

**St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009**

of fund raising in dollar and percentage terms for one or more years following these peaks. This is particularly evident in 2008 where this activity dropped to 16% from a peak of 38% in 2005.

The Income side often reflects the congregations' real or perceived understanding of what is required on the commitment side. However a decrease in congregational focus, associated with the lack of ministry leadership and a general tiredness, is present and cannot be discounted.

St John's Commitments (Expenditures):



The Official Board assessment has always been the most significant expenditure obligation the Point has had, and ranged from a low of 51% to a high of 76%; most often it was in the 60% to 70% range. The Pastoral Charge has been a grant-receiving Charge (i.e.; Mission Support Grant) for many years, until 2009 when we will no longer have access to the grant. The unevenness in the amount of the Mission Grant and changes in the form of ministry over time, have also influenced the Official Board assessments in a like manner.

Other expenditures for St John's were dominated in the first ten years by the costs of maintaining a Church building. The building demolition in 2005 allowed the congregation to relieve itself of building operating costs but they were partially replaced by annual loan repayments over the following ten years. Other expenditures for the most part now consist of the loan repayment, organist honorarium, insurance and minor amounts for office expenses, Sunday school and outreach activities such as World Vision.

Property Resources:

St. John's Cemetery is a short distance from the chapel site, and is cared for by the St. John's cemetery committee with maintenance support provided by a perpetual care fund and with some limited capacity for property improvements through a memorial fund.

People Resources:

Resources which the people of St. John's bring are:

- Frequent visitation, telephone calls and cards to those not able to regularly attend

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

- An active Willing Workers Committee which coordinates fund-raising events
- A 'Cheer' fund supported through donations that supports regular provision of cards, small gifts, and visits to members in times of both celebration (seasonal events, birthdays, school graduations and 'thank you's) & difficulty (illness, bereavement)
- Church Elders who provide support and guidance to the congregation
- A small but active Sunday School, that annually makes donations to World Vision
- Shared attention to the beautification and maintenance of the chapel space
- A volunteer secretary who coordinates with St. Paul's to prepare service bulletins

Shared Resources

Together, St. John's and St. Paul's have active committees including:

- **Worship Committee** – meets regularly to discuss upcoming events, special services, the setting of opening and closing hymns, prayer needs and concerns, attention to lectionary readings, and the bringing forward of congregational suggestions for services
- **Ministry & Personnel Committee** – liaison group for clergy and congregation
- Official Board, including an active Joint **Finance Committee** that provides support to the treasurers of each congregation

It is important to note that St. John's and St. Paul's share a high degree of coordination and sharing between their working committees and groups.

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

Section 6 - Position Profile

The responsibility of the Minister is to lead our congregations in the fulfillment of our Mission Statements.

Through the 2008 joint needs assessment survey, a number of priority areas were identified by members for our congregational programs:

- Activities for children and youth
- Inter-generational programs
- Visiting 'shut-ins'
- Community outreach
- Church music
- Commitment to teamwork
- Support for stewardship (time/talent/resources)
- Sharing faith with Christ as the focus

The Charge commits to supporting, cooperating and collaborating with the minister by:

- Attending worship & meetings
- Supporting the minister in outreach & ministry to surrounding communities
- Providing appropriate sanctuary facilities
- Providing support to worship ministry with a pianist/organist, lay and volunteer readers, choir members (where available) and Sunday school teachers (where required)
- Providing an adequate supply of hymn books for each congregation
- Providing or being prepared to provide Sunday school program material
- Providing an active Joint Ministry & Personnel (M&P) Committee
- Providing an office, supplies, some equipment, and volunteer-based clerical support that - where appropriate and/or as required by the minister - assists with clerical administration. St. John's office space has access to an internet connection.

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

Section 7 - Skills Profile

The congregations in the Charge consist of a wide range of ages, with the majority being over 50 years of age. This age group forms the bedrock of the Charge, bringing experience, wisdom, time, and financial support of their church. They also have particular interest and needs to which a new minister must relate. Each congregation also has a strong, but smaller number of members who are young families and youth. Older congregants feel that in large part, the future of the charge lies with children and their parents. The Sunday school and the ministry are vital in making both children and their parents feel as important part of the congregation. These two different age groups and sets of needs within one charge must be taken into account when considering the skills required in a new minister.

As reflected in the 2008 Joint Needs Assessment questionnaire, congregation members identified and ranked the following as desirable qualities and skills in a minister:

- ability to plan & lead worship, sensitive to congregational needs,
- ability to convey the spiritual message,
- ability to communicate clearly in spoken/written word, with good listening skills,
- ability to work with all ages,
- ability to work in a team,
- ability to develop and support all-ages Christian education,
- ability and willingness to engage in personal counseling,
- enthusiasm for personal and professional development,
- enthusiasm for outreach and social action,
- solid administrative and organizational skills,
- enthusiasm for evangelism.

St. John's and St. Paul's seek a minister who can lead, facilitate and challenge us as individuals and groups to participate in various aspects of the life and work of the church.

*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

Section 8 - Terms Profile

Position

This charge is seeking an Ordained or Designated Lay Minister (Conference recognized) to fill a 50% role, defined as up to 20 hours per week. Secretarial support and office equipment are available for both sites.

Salary

Based on the United Church General Council Schedule, salary is pro-rated to 50% status, for up to \$19,250 per annum, and paid bi-weekly.

Allowances & Expenses

- Housing Allowance: Up to \$500.00 per month, negotiable and subject to real estate market conditions within the Pastoral Charge
- Moving expenses: Where needed, and based on reasonable estimates supported by three quotes and final receipts.
- Travel: Pastoral charge-work is reimbursed at .39 cents per kilometer and recorded in a travel log.
- Telephone: Cost of initial installation, (*) basic daily charges and pastoral-charge related long distance fees, to a maximum of \$75-\$100 per month (**willing to negotiate on cost of 'bundled' packages that include a landline, cell phone and/or internet service.*)

** Learning, study leave and vacation allowances are full, not pro-rated.*

- Life-long Learning: \$1200 per annum, on reimbursement basis.
- Study Leave: Three weeks per annum.
- Vacation: One month and five Sundays per annum.

Benefits

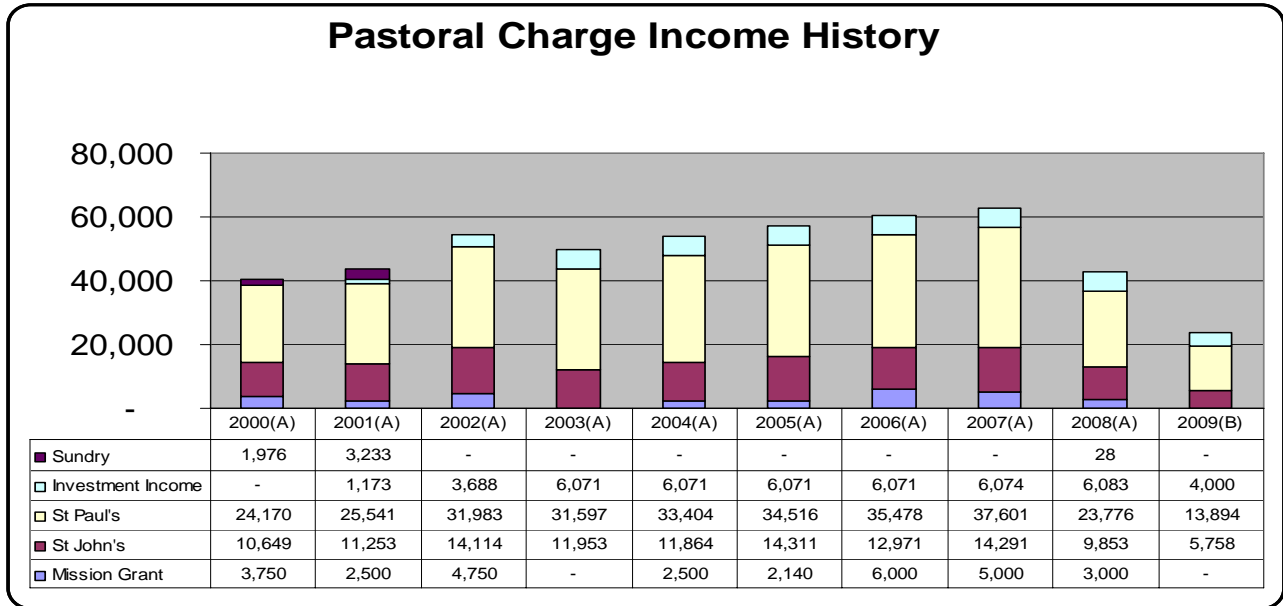
Pension, group insurance & sick leave: pro-rated and paid as per UCGC policy

Other Considerations:

Attendance at Presbytery meetings and Maritime Conference is expected; committee membership is encouraged where time permits and/or where Charge interests directly involved. Community involvement is encouraged where time permits and/or expected when ecumenical activities are involved

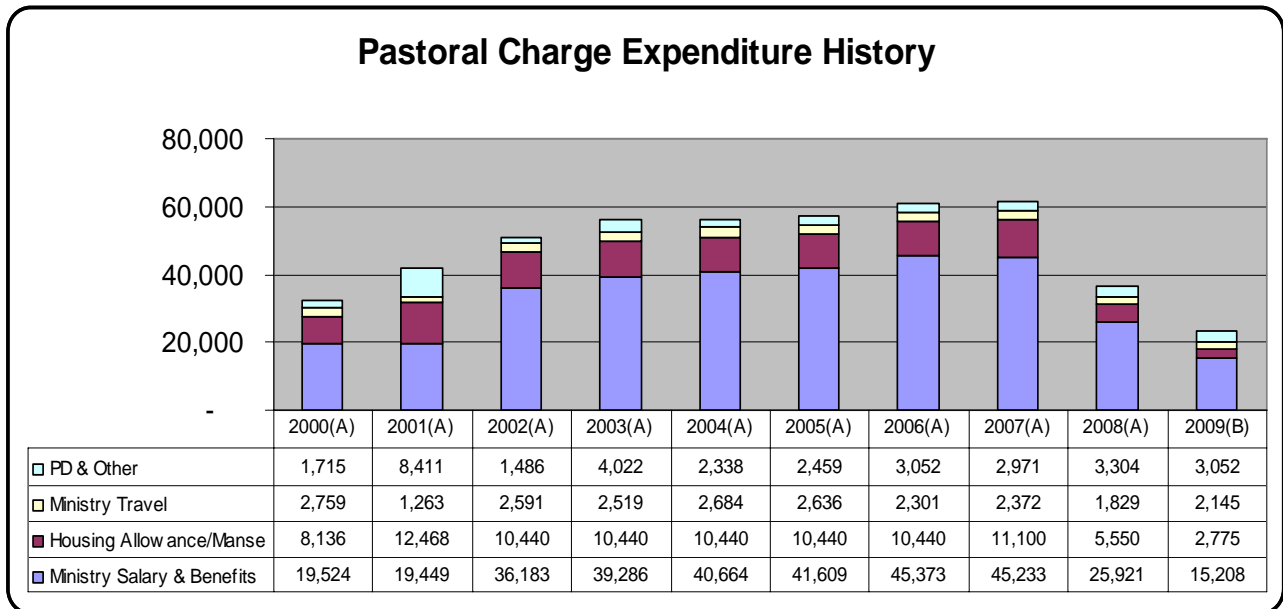
*St. John's – St. Paul's Pastoral Charge
Joint Needs Assessment Committee Report - 2009*

Section 9 – Appendix I
Pastoral Charge Comparative Budgets, 2000 to 2009 - Income Profile



The Pastoral Charge has been in receipt of Mission Support Grants, most years, until 2008. The Charge is no longer eligible for this grant effective with the 2009 fiscal year. Contributions from both Points account for up to 85% of the funding while investment income from an investment of proceeds from the Manse sale in 2000 provides the remaining funding.

Expenditure profile



The 2009 budget (B) assumes that 50% ministry will be in place by July 1, 2009.