

**THE UNITED CHURCH OF CANADA  
L'ÉGLISE UNIE DU CANADA**

**JOINT NEEDS ASSESSMENT REPORT  
FOR**

**Hamiota Pastoral Charge**

**Assiniboine Presbytery**

November 17, 2016

**Box 98**

**45 Birch Avenue East**

**Hamiota, Manitoba**

**R0M 0T0**

**1-204-764-2552**



**RECOMMENDATIONS: (MOTIONS)**

**THE UNITED CHURCH OF CANADA  
L'ÉGLISE UNIE DU CANADA**

**Demographic, Financial, and Community Profile**

**PART A: ABOUT OUR PEOPLE:**

**(Multi-point Local Ministry Units will complete Part A, B and C for each congregation)**

Number of congregations:     1     2     3     NA (e.g. for Outreach Ministries)

Congregation A	<b>Hamiota</b>	<b>229</b>	<b>45</b>
	(Name of Congregation)	( # on roll)	(Avg. Sunday attendance)

**\*A contractual agreement with the neighbouring pastoral charge of Kenton-Shiloh has been in existence for 16 years. This agreement provides a regular church service and limited pastoral care. (See attachment which outlines agreement).**

**We think of ourselves MAINLY as:**     Rural     Remote     Small town     Suburban  
 Urban     Inner City     Other \_\_\_\_\_

**Most of us live** (check only one):     In apartments     In single-family homes  
 In retirement homes     In long-term care homes  
 On working farms     On rural retirement properties  
 Other \_\_\_\_\_

**The rest of us live** (check all that apply):     In apartments     In single-family homes  
 In retirement homes     In long-term care homes  
 On working farms     On rural retirement properties  
 Other \_\_\_\_\_

**Our congregation includes** (these numbers don't need to be exact, rather it should give an approximation)

Infants and pre-school    **5**    Children (5-12)    **5**    Teens (13-19)    **3**

Young adults (20-30)    **2**    Adults - (35-50)    **2**    Adults- (51+)

Young retirees (51-64)    **25**    Older Retirees (65-70)    **35**    Seniors (over 70)    **45**

**Note: All these people are involved with the activities of our church:**

**Thrift Shop volunteers: 97**

**UCW membership: 196**

**Most of us...:** (choose one)

Grew up in this area

Moved to this area for work

Moved here to be close to family or other resources

Moved here for other reasons

**Note: It is very hard to choose only one as both apply equally.**

**Many of us work (or used to work) in the following industries or sectors:** (check all that apply)

Health or social services

Education

Manufacturing

Transportation

Agriculture and food production

Tourism/Hospitality

Retail

Environment

Mining/Forestry

Information Technology

Government

Other (specify):

**Our congregation is like:** (choose one that best applies)

A big family where we all know each other;

A medium sized church where we recognize each other but may not know each other well;

A big church with lots of staff, where small groups of people are close to one another based on common interests.

Other description:

**Our heritage as a local ministry unit:** (check one that best applies):

Has its roots as a Methodist/Congregationalist/Presbyterian/Local Union/Aboriginal congregation prior to Union in 1925;

OR, Began

between 1925 and 1945.  between 1945 and 1965.  between 1965 and 2000.  After 2000.

**We think of our local ministry unit as in the following way:** (choose one that best applies):

We have a new vision and are really excited; still working out how to live into that vision

We are clear about our vision and purpose and have/are developing the skills and gifts to bring it about; we are excited and optimistic about our vision.

Our congregation is changing and it is clear that we can no longer continue as we have been. We have some anxiety and either have a rough idea or don't know how to go forward. We believe that we have a future but can't quite see it.

We see that the ministry within this community is probably winding down after many positive and productive years of faithful ministry, mission and service; we want to celebrate what we have been as we intentionally and graciously end this ministry.

**We also want to say this about our ministry:**

**Regular church attendance does not reflect the number of people we minister to in our community nor the number of people who support us financially, who work in the Thrift Shop or at funerals or in our outreach programs. Perhaps because we are the largest and longest established church in the community there is an expectation that we lead in many ways. Even though times have changed the expectations are still high for our church and its smaller number of dedicated members.**

## **PART B: ABOUT OUR TANGIBLE ASSETS**

**Governance structure:**

How many people are on your Governing Body? **12**

How many are typically present at a meeting of your Governing Body? **8-10**

**Usually Church Council meets 10 times each year with no meetings in July and August. Church Council is the sole governing body consisting of a Chairperson with Committee representatives: Ministry & Personnel, Worship/Christian Education, Mission & Service, Property (this is handled by Church Council and project co-ordinators), Finance & Stewardship, Trustees, UCW, Presbytery (2 reps). The minister is of course present at all Council meetings. Some committees have rotating representation at the meetings so more people are involved in decision making during the course of a church year. The annual meeting is usually held in the 1<sup>st</sup> week of February. Note: the secretary-treasurer is considered as staff and as such is paid.**

**Our Church Building(s):** (include information for each building if more than one)

We don't have a church building. (if you check this one, please comment briefly on where you worship and what other spaces you use for your ministry.)

Or

We have **1** (how many) building(s).

**Our church building(s) are mostly:** (choose one that best applies):

Newly built in the last 10 years.

Significantly renovated and .

**X** Is doing pretty well given that it has served us for many years. Some repairs may need to be done, but nothing major.

Is in need of significant work or repairs in order to be used in the coming years.

Sanctuary holds **300** people

Are there meeting rooms? **X** Yes  No

What are they used for?

**The choir room which is quite a large room has a big cupboard for choir gowns, music, and storage for worship materials. Two long tables and several chairs in this room make it a suitable meeting area for Church Council, Church committees, UCW General, interviews, or any smaller group. The main Sunday School area which is carpeted, has two long tables, several chairs, storage cupboards for Sunday School materials, a computer/cupboard. It is also used for mourners to gather prior to funerals and for small group meetings. It is currently being used the 1<sup>st</sup> Sunday of the month for coffee after church. Chumah Hall which is a very large area is used for congregational and annual meetings, church luncheons, funeral luncheons, and occasional Presbytery meetings. Another area just outside of the Choir room is sometimes used as a place for mourners to gather prior to a funeral. It is carpeted, has a couch and chairs, some children's tables and chairs and a few toys. The lift comes into the lower level of the building at the east end of this area.**

Is there a nursery?  Yes **X** No

Are the nursery toys/furniture compliant with current safety standards?  Yes  No

Are there Sunday School rooms? **X** Yes  No

How many? **4** Are they also multipurpose use? **X** Yes  No

Are there activity rooms? (ie quilting, gym, library) **X** Yes  No

Brief descriptions: **Chumah Hall because of its size is the area usually used by the local church and outside groups for any type of activity.**

Where is the office located for the minister?

Describe it: **The office which is located in the manse on the main floor has a separate outside entrance. When the manse was built for the minister and his family a 10” x 12” room was specifically set aside for the minister’s study or office. In fact a sign was placed on the outside of the house indicating that this was the office. The east wall of the study has a full length built in book case while the west wall has a large built in closed cupboard for the storage of other materials. The study is further furnished with two desks, a chair, and a filing cabinet. A separate phone line and high speed internet connection are also conveniently located in the study. The phone number is the officially listed number for the church. A south facing window allows plenty of natural light. The room was recently painted and laminate flooring was installed. The room, although private, has easy access to the rest of the house through a door which connects to the hallway between the living room and the kitchen. This arrangement is helpful if the minister has a partner or family and wishes or needs to work at home. The office is conveniently located across the street from the church.**

Is the building used by outside groups as well as ministry activities?       Yes       No

Brief descriptions (tenants, occasional rentals, frequency of use) **Chumah Hall which is a large open space (30 x40”) is periodically rented by groups for birthday parties, anniversary teas/suppers, community luncheons and meetings. It has been used by the Guiding and Scouting organizations for many years on a regular basis. Unfortunately neither organization is operating this year. A few times in a year the Midwest School of Dance uses the facility or recently the Arts Council used it for a Community Halloween party for children. Most recently a yoga group has been meeting there. Sometimes groups who want to rent Chumah Hall also wish access to the kitchen. There are two bathrooms adjacent to the hall and kitchen. The three other spaces in the downstairs area are also often used by those renting the larger space.**

Is there a photocopier in the church?       Yes       No

Is internet provided at the church?       Yes       No      *if yes*       High Speed       Dial-up

Is the church accessible (including for those with disabilities)?       Yes      Tell us how:       No

**A lift which was installed on the main level of the church allows access to the sanctuary as well as the lower level of the church. The installation of the lift was made possible by a very generous bequest. It has made access to church services and to events in Chumah Hall possible for many people who could not previously participate. The pew in the back row has been replaced with several moveable padded chairs with arms which certainly is better for those who have difficulty in getting up and down. The moveable nature of the back row also makes it easier for someone in a wheelchair to maneuver in the sanctuary. An excellent sound system which is manned by an operator for all services has been installed for those who have difficulty with hearing. We have attempted to make all aspects of our building and services accessible. However, one has to keep in**

**mind that the main part of church was built in 1914. One of the two washrooms in the basement is accessible for those in wheelchairs. An excellent sound system makes the service more accessible for those with compromised hearing. In the past we had additional headsets for those with hearing difficulties but that did not seem to be popular so we looked for other ways to assist these people by adding extra speakers in the choir loft and in the back pews.**

### **Administrative Support:**

Is there support for administrative tasks (e.g. bulletin, scheduling, reception)?

Yes     No

If yes, how many hours per week?    **15**

If yes, is this     paid    or     volunteer    or     other (please specify)?

### **Ministry and Personnel Committee:**

How many members?    **3**

How often does the committee meet?    **3-4 times per year (more often if needed)**

Has one or more of the committee members attended a M&P Committee Training event in the last three years     Yes     No

**All members of the committee attended a training event held in Hamiota in 2015**

Who takes the service when your minister is away on holidays or study leave?    **Local lay people or pulpit supply usually take the service when our minister is absent.**

## **PART C: ABOUT OUR FINANCES**

**The word or phrase that best describes our current financial situation is:**

Abundant                     Adequate                     Not meeting expenses but optimistic

Not meeting expenses and relying on bequests and reserves to fund operating budget.

Other (describe)

**Our Revenue Sources** are (please indicate approximate percentage of your current operating budget that comes from each source:

Congregational giving    **75%**                    Congregational Fundraising Activities    **2 %**

Rental of building/services 1%      Bequests/Reserves/Investments 2%

Other (please briefly describe): **Hamiota has a contractual agreement with Kenton-Shiloh Pastoral Charge which supplies \$1250 monthly to Hamiota (10%). The UCW & the Thrift Shop (15%-20%)**

**Investments, the Building Fund, and the Memorial Fund are also available as sources of revenue if needed.**

**Our Financial Reserves:**

We have sufficient reserves in the bank that we could cover three months of expenses if we had an emergency.  Yes     No

**Our Financial Accountability:**

Our financial statements are reviewed by an external person each year:

Yes: a formal third-party review.

No: (describe)

**X We have completed the financial viability form. Having done so, we believe that we can financially support the recommendations made in this report.**

**PART D: ABOUT OUR COMMUNITY**

**This is what we love about our community. This is what makes it unique.**

**One of the things we love about our community is the people. Hamiota is a close knit and caring community that provides programs and support to all ages. Although Hamiota & District does not have a large population it has long been as its motto suggests “A Leader in Community Innovation”. Community support and a strong volunteer base combined with dedicated professionals has made it a leader in the areas of Education, Recreation, Culture and Heritage, and Health Care. The Community Health Care Model, Seniors’ Support Services, the Heritage Arts Centre, Hamiota and District Archives, the Community Recycling program and excellent recreational facilities are just a few of its unique features. Most recently the community has been involved in developing a new fiber optic network for our area. On Nov. 11<sup>th</sup>, 2016 the local Lions**

**Club with community support has just unveiled a Veterans Wall to honour all those in our area who served Canada during times of war.**

**The three economic, demographic or political challenges or characteristics facing our area are: The challenges are many in small rural prairie communities. A shrinking and aging rural population combined with a trend to larger farms results in fewer young families living in our town and on our farms. The present trend in government and other institutions towards amalgamation of municipalities, health care, education, hydro, telephone services, and businesses is making it difficult to maintain jobs in rural communities and to maintain a quality of life. Communities have to work hard to maintain services. There is always variability in farm income and related jobs. With the downturn in the economy many of the newly created jobs in the nearby oilfields and potash industry have been lost.**

**Here are two or three websites that offer detailed information about our community:**

**Hamiota Municipality [www.hamiota.com](http://www.hamiota.com)**

**Hamiota Collegiate / Hamiota Elementary [www.hamiotacollegiate.ca](http://www.hamiotacollegiate.ca)**

**Campbell's Funeral Home [www.campbellfuneralhome.com](http://www.campbellfuneralhome.com)**

**Other faith communities represented in our community/region are: The Pentecostal Church, now known as Cornerstone Community Church, is the only other denomination with an active congregation in our community. The few remaining Anglicans, Baptists, and Roman Catholics travel to the neighbouring communities of Rivers, Shoal Lake, or Virden.**

**We have close ties with the following faith communities:**

**Our closest ties are with the Kenton-Shiloh Pastoral Charge. For the past 16 years (since 2001) the Kenton-Shiloh Pastoral Charge has contracted with Hamiota for pulpit supply and limited pastoral care. It is a mutually beneficial situation. However, it should be noted that our ties go beyond a shared faith. Their young people attend school in Hamiota and their residents use the Health Care system in Hamiota (clinic, hospital, dentist, physiotherapist, personal care home, seniors housing). Hamiota's recreational facilities (swimming pool, golf course, sports teams) are a further attraction for members of the Kenton community. Kenton's car dealership and lumber yard attract business from Hamiota. Although much is shared, each community has its own distinct identity.**



## Ministry and Mission Profile

**Website Address** (it's fine if you don't have one):

**Brief Description of Local Ministry** (three sentences):

**The presence of a hospital and clinic, a personal care home and elderly persons' housing in a town with a high percentage of retired seniors results in a lot of the minister's time spent in the area of pastoral care. Visiting and funerals are at times a priority. Providing meaningful regular worship services is equally important to the community. A church presence in the community in terms of outreach and participation in community events is desired.**

**Our Worship Style** (three sentences):

**Our worship style could be described as rather traditional, in the middle of the theological spectrum, but progressive and flexible in that we have been willing to make changes when faced with a number of theological and justice issues in recent years. We tend to follow the lectionary but at times have experimented with theme based worship. Children's time, dramatizations, individual musical items, and a regular choir anthem are all parts of our services. Music is an important part of our worship with a choir providing leadership through anthems and hymns from *Voices United* and *More Voices*.**

**Vision and Mission Statement** (it's fine if you don't have one):

**Our purpose is to be:**

**A COMMUNITY OF GOD'S LOVE:**

- \* Celebrating the love of God, in worship and Fellowship**
- \* Seeking to know Jesus Christ and His Will for us;**
- \* Sharing our knowledge and love of Christ with others;**
- \* Committing our God-given gifts in Christian service through the empowerment of the Holy Spirit.**

<b>Category Title</b>	<b>This is who we are as a Local Ministry Unit:</b>
<b>Community Outreach and Social Justice</b>	<p>We are currently doing the following in community outreach and social justice:</p> <p><b>An active and dedicated M&amp;S committee with a financial goal of \$19,000 provides leadership by creating awareness of needs through the Minute for Mission each Sunday and spearheading fund raising for disasters. Each year they have at least two soup and biscuit fundraisers (usually after church in November and after the Annual meeting)), support the local food bank and the local Christmas Cheer Board, and take a church service with the focus on Mission and Service. The committee has collected coins</b></p>

	<p><b>in water bottles to raise funds for digging wells in needy countries and collected school supplies for distribution by the Mennonite Central Committee.</b></p> <p><input type="checkbox"/> We have a specific goal related to community outreach and social justice as follows:  <b>Our goal is to be a caring and supportive community by putting our faith into action at home and abroad.</b></p> <p><input type="checkbox"/> We do not have a specific goal related to community outreach and social justice.</p>
<p><b>Church Community and Neighbourhood</b></p>	<p>We are currently doing the following in the church community and neighbourhood:</p> <p><b>On the 1<sup>st</sup> Sunday of the month there is a time for coffee and fellowship after church. Our minister is involved with the Pastoral Care Committee at the hospital and the Palliative Care program. The minister or a member of the congregation with support from our choir conducts church services at Birch Lodge (Personal Care Home) as part of a rotation. Various members of the congregation are involved in the Palliative Care Program. Our UCW provides luncheons for many church and community funerals. A major community service is our Thrift Shop, now in its 39<sup>th</sup> year of operation, which is run by approximately 97 volunteers from the church and community. Funds raised from the Thrift Shop support various non-profit organizations both inside and outside the community, disaster relief, and our local church. The Thrift Shop not only provides affordable clothing and other items to the community and surrounding areas, but sends surplus materials to Samaritan House, Value Village, the Mennonite Central Community Thrift Store, the Birdtail First Nation, and the Rotary Club Book Sale.</b></p> <p><input type="checkbox"/> We have a specific goal related to the church community and neighbourhood as follows: <b>Our goal is to provide a sense of community both within our congregation and in our local area by giving church goers and non-church goers an opportunity to interact with one another and to show faith in action.</b></p> <p><input type="checkbox"/> We do not have a specific goal related to the church community and neighbourhood.</p>
<p><b>Faith Formation and</b></p>	<p>We are currently doing the following in faith formation and Christian education:</p>

<p><b>Christian Education</b></p>	<p>Two sessions, one in the fall and one in the spring using the “One Room Sunday School” curriculum have been tried last year and this fall, both with limited success. Rainbow bags have been placed at the front of the church with activities for children when there is no Sunday School. A secret friend project which paired an older Sunday School child and a member of the congregation provided lots of interest. White Gift Sunday has always been a part of our church services. This year a Play/Sing/Learn program is being tried with younger children. Adult study programs have been tried this past year (Where Faith and Genetics Meet) and will be offered again this year depending upon interest.</p> <p><input type="checkbox"/> We have a specific goal related to faith formation and Christian education as follows:  <b>Our goal is twofold 1) to attract more young people and their parents to church by providing a welcoming atmosphere and a program to meet the needs of today’s busy families.2) to try to provide faith programming that will attract and create further interest for all ages.</b></p> <p><input type="checkbox"/> We do not have a specific goal related to faith formation and Christian education.</p>
<p><b>Leadership</b></p>	<p>We are currently doing the following in Leadership:  <b>We have a strong core of individuals in our church who fulfill many of the needed leadership roles: choir’s leaders, scripture readers, worship leaders, UCW leaders, Church Council members, Committee chairs, Presbytery reps, etc.</b></p> <p><input type="checkbox"/> We have a specific goal related to Leadership as follows:  <b>Our goal is to recruit “new” people to help and eventually lead in all areas of church life. We certainly encourage and support anyone prepared to attend Presbytery and Conference workshops in any of the leadership areas.</b></p> <p><input type="checkbox"/> We do not have a specific goal related to Leadership.</p>
<p><b>Pastoral Care</b></p>	<p>We are currently doing the following in pastoral care:  <b>Our minister is certainly involved and expected to be involved in any of the formal pastoral care in our community (home visits, hospital visits, personal care home visits, new families) but, informal pastoral care comes from many caring individuals in our congregation through visits, rides, food, phone calls, and offers of help.</b></p>

	<p><input type="checkbox"/> We have a specific goal related to pastoral care as follows: <b>Our actions and involvement in local community programs and church directed ones on a formal and informal basis are an indication re: our goals for pastoral care in our community.</b></p> <p><input type="checkbox"/> We do not have a specific goal related to pastoral care.</p>
<p><b>Spirituality and Self-Care within your Local Ministry Unit</b></p>	<p>We are currently doing the following in Spirituality and Self Care: <b>The M &amp; P Committee works with the minister on these issues to see that opportunities for spiritual development and self-care are not being ignored. Any recommendations are taken to Church Council.</b></p> <p><input type="checkbox"/> We have a specific goal related to Spirituality and Self Care as follows: <b>Our goal is to encourage our minister to be healthy physically, emotionally, and spiritually. This support may come formally through the M &amp; P Committee or informally through supportive individuals within the congregation.</b></p> <p><input type="checkbox"/> We do not have a specific goal related Spirituality and Self Care.</p>
<p><b>Worship</b></p>	<p>We are currently doing the following in Worship: <b>An active worship Committee which includes the minister discusses changes and new approaches to the worship services. Our services regularly include celebration time and announcements, a children's time, hymns selected from Voices United or More Voices, a choir anthem, readings from the lectionary by members of the congregation, a reflection or sermon, sometimes special musical items by individuals, and the M &amp; S Minute for Mission. We have experimented with different Bible translations but the favorite ones seem to be the NRSV and the Good News translation. Communion is celebrated 4 times a year. We follow the seasons of the church year and support this with changing banners and decorations. White Gift Sunday, Remembrance Sunday, the Christmas Choir Service, and Christmas Eve are special times in our church.</b></p> <p><input type="checkbox"/> We have a specific goal related to Worship as follows: <b>Our goal is to provide meaningful worship experiences/services on a regular basis.</b></p> <p><input type="checkbox"/> We do not have a specific goal related to Worship.</p>

## Ministry Position Description



**Closing Date:** July 1, 2017

OR,  There is no closing date.

**Position Title:** fulltime resident ministry person (any stream)

**Position Profile:**     Full-time     Part-time    If Part-time, hours/week

Solo                     Team ministry (# of other *Ministry Personnel*): \_\_\_

***Position Summary:*** (2-4 sentences that summarize the position). **This position requires someone with strong preaching skills and a willingness to work with the Worship Committee and the congregation in blending traditional and new ways of worshipping. An appreciation of music and a desire to work with the choir would be helpful. A warm and engaging personality combined with a genuine interest in people and a desire to become an active part of a rural community would be an asset. Strong interpersonal skills and pastoral skills are essential when working with all ages.**

### Accountable to:

This position is accountable to the governing body of the local ministry unit, through the Ministry and Personnel Committee. This position is accountable to MNWO Conference for oversight and discipline. This position has a relationship of support and collegiality with the members of their presbytery.

**The percentages indicate the importance for the congregation.**

**Administration: 10 %** (This includes local administrative duties and involvement in the wider church|)

**Community Outreach and Social Justice: 10%**

**Continuing Education: 5 %**

**Church Community and Neighbourhood: 10%**

**Faith Formation and Christian Education: 5%**

**Leadership: 10%**

**Pastoral Care: 20%**

**Self Care: 5%**

**Worship: 25%**

**Other Required Knowledge, Skills and Abilities:**

**Spiritual Maturity, Ability to communicate with all ages, ability to listen, pastoral care skills, organizational skills, background in community outreach**

**Other “Preferred” Assets:**

**Personal qualities: patience, tolerance, outgoing and friendly, compassionate, sense of humour**

**Terms of Employment:**

- The United Church Manual, The United Church Employment Guidelines, the original Call/Appointment Form, and any relevant Provincial Legislation shall be used as terms of employment for this position.
- Increments of salary and benefits, consistent with national United Church schedules, are to be determined by the Council, in consultation with the minister and the M&P Committee.

**Wage Scale:** As per experience and scale, up to and including Category F as per 2017 Minimum Salary and Allowance for Ministry Personnel

**Housing:** Manse provided, also all utilities including water, hydro, and natural gas

**Holidays:** 1 month or 23 working days

**Study Leave:** 3 weeks as per Manual

**Continuing Education and Learning Resource Allowance:** \$1374.00 as per 2017 Minimum Salary and Allowances for Ministry Personnel

**Travel:** Current rate of 39 cents per kilometer

**Secretarial Assistance:** typing, bulletin preparation, other duties as required (15 hours per month is allowed for the combined position of secretary-treasurer of Church Council).

**Telephone/ Internet:** Basic residential land line costs plus basic internet costs per month of \$112.00 are covered. (Since there is no office in the church the phone in the manse is regarded as the church phone). Personal long distance calls are the responsibility of the minister.

**Cell phone:** basic plan costs of \$75.00 per month are covered by the Church.

**Moving Cost Budget: \$10,000**