

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

MINISTRY PROFILE

June 2017 updated edition

Niverville United Church

Box 375

Niverville, MB

R0A 1E0

October 2018



RECOMMENDATIONS: (MOTIONS)

- **TO HIRE A 3/4 TIME MINISTER FOR THE NIVERVILLE UNITED CHURCH**

**THE UNITED CHURCH OF CANADA
L'EGLISE 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 Niverville United Church 110 45
(Name of Congregation) (# on roll) (Avg. Sunday attendance)

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 3 Children (5-12) 16 Teens (13-19) 5
Young adults (20-30) 5 Adults - (35-50) 17 Adults- (51+) 15
Young retirees (51-64) 10 Older Retirees (65-70) 10 Seniors (over 70) 12

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

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 /Presbyterian/ iginal 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:

The Niverville United Church building was erected in 1907 as a Presbyterian Church, then became the Niverville United Church in 1924. The Niverville United Church was the first church building in

Niverville, MB. During this time many of the other churches in the area rented the space for their worship.

PART B: ABOUT OUR TANGIBLE ASSETS

Governance structure:

How many people are on your Governing Body? 9

How many are typically present at a meeting of your Governing Body? 5

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 .

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 180 people

Are there meeting rooms? Yes No

What are they used for?

Is there a nursery? Yes No

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

Are there Sunday Schools rooms? Yes No

Sunday School classrooms can be created in the basement with the use of curtains.

How many? _____ Are they also multipurpose use? Yes No

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

Brief descriptions:

We do have a library, just not as a separate room

Our basement is wide open and used for quilting every week during the winter months

Where is the office located for the minister?

Describe it:

The office for the minister is located upstairs near the sanctuary and bathroom. It is a large office with three windows. The office has plenty of room for desk, shelving units and chairs.

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

Brief descriptions (tenants, occasional rentals, frequency of use)

Scouts

Brownies

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

There is a ramp that goes to a door way on the side of the building

Administrative Support:

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

Yes No

If yes, how many hours per week? 4

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

Ministry and Personnel Committee:

How many members? 4

How often does the committee meet? varies – at a minimum quarterly

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

Who takes the service when your minister is away on holidays or study leave?

Pulpit supply or a congregation member

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 givings 90% Congregational Fundraising Activities 7%

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

Other (please briefly describe):

Fundraisers include bake sales, garage sales, trivia nights, Congregational Thanksgiving supper

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.

The size of the community and the family oriented atmosphere

The three economic, demographic or political challenges or characteristics facing our area are:

1. People deciding not to attend church anymore
2. The society being a 24 hour, 7 day a week society
3. Being a bedroom community to Winnipeg, many have a home in Niverville but do not partake in any activities, etc in the town

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

Town of Niverville - www.wheretheybelong.ca

Niverville Chamber of Commerce – www.niverville.com

Other faith communities represented in our community/region are:

Mennonite

Evangelical

We have close ties with the following faith communities:

Niverville United Church takes one service a month at the Niverville Personal Care Home

Minister is part of a Ministerial Committee, with all the ministers of the churches in Niverville

Ministry and Mission Profile

Website Address (it's fine if you don't have one): www.nivervilleunitedchurch.com

Brief Description of Local Ministry (three sentences):

Niverville United Church: Living the Questions Together

Relationship, Connection & Service! It's what we do here.
Relationship with the Mystery we call God,
Connection with Jesus the Christ, in and through one another,
And service to a world in need.

At Niverville United you don't have to prove anything, defend anything or be anything other than what you already are; a beloved child of God. All are welcome to explore life together as people seeking a community of compassion, hospitality and justice.

Our Worship Style (three sentences):

We like to have a good balance between new modern ways of worship and "old school" way. We have a fabulous pianist that helps us to bring music to each worship service. We also have the use of a screen and projector that we use to run the services.

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

The mission of the Niverville United Church is to worship God, care for each other, seek justice and deepen our faith within our Christian Church family.

Category Title	This is who we are as a Local Ministry Unit:
Community Outreach and Social Justice	<p>We are currently doing the following in community outreach and social justice:</p> <ul style="list-style-type: none"> Collect for Helping Hands Collect Mittens/Scarfs for children Provide Christmas Hampers for the less Fortunate <p><input type="checkbox"/> We have a specific goal related to community outreach and social justice as follows:</p> <p><input checked="" type="checkbox"/> We do not have a specific goal related to community outreach and social justice.</p>
Church	We are currently doing the following in the church community and

Community and Neighbourhood	<p>neighbourhood:</p> <p>Monthly services at the Personal Care Home in Niverville Prayer Shawl Ministry</p> <p><input type="checkbox"/> We have a specific goal related to the church community and neighbourhood as follows:</p> <p><input checked="" type="checkbox"/> We do not have a specific goal related to the church community and neighbourhood.</p>
Faith Formation and Christian Education	<p>We are currently doing the following in faith formation and Christian education:</p> <p>Sunday School Programs for ages 3 – 18 Children are involved in the Sunday Services</p> <p><input type="checkbox"/> We have a specific goal related to faith formation and Christian education as follows:</p> <p><input checked="" type="checkbox"/> We do not have a specific goal related to faith formation and Christian education.</p>
Leadership	<p>We are currently doing the following in Leadership:</p> <p>Have various committees in the congregation to look after the various areas of the church</p> <p>Have a Council that meets monthly to discuss the business of the church</p> <p><input type="checkbox"/> We have a specific goal related to Leadership as follows:</p> <p><input checked="" type="checkbox"/> We do not have a specific goal related to Leadership.</p>
Pastoral Care	<p>We are currently doing the following in pastoral care:</p> <p>Committee recently formed in 2017</p> <p><input checked="" type="checkbox"/> We have a specific goal related to pastoral care as follows:</p> <p>The purpose of the Pastoral Care at the Niverville United Church is to equip and empower those ministering to individuals and groups so that everyone experiences the faithful presence and compassionate love of Jesus Christ.</p> <p><input type="checkbox"/> We do not have a specific goal related to pastoral care.</p>

Spirituality and Self-Care within your Local Ministry Unit	<p>We are currently doing the following in Spirituality and Self Care:</p> <p>We fully support the minister in all studies and ensuring that they take their study leaves to help strengthen their skills and knowledge.</p> <p><input type="checkbox"/> We have a specific goal related to Spirituality and Self Care as follows:</p> <p>X We do not have a specific goal related Spirituality and Self Care.</p>
Worship	<p>We are currently doing the following in Worship:</p> <p>Involve the children Use music both new styles and old styles to enhance the services Use visual effects Use of powerpoint/videos/photos to enhance service</p> <p><input type="checkbox"/> We have a specific goal related to Worship as follows:</p> <p>X We do not have a specific goal related to Worship.</p>
Inclusion	<p>X We know of no barriers that would limit our search for ministry personnel with regard to age, ability, sexual orientation, gender identity, etc.</p> <p><input type="checkbox"/> We would list the following barriers that would limit our ability to be inclusive regarding candidates for ministry personnel:</p>

Ministry Position Description

Closing Date: **January 30, 2019**

Position Title: **Minister** _____

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)

Our spiritual leader will demonstrate an engaging preaching style, effective pastoral care skills and a passion to inspire and develop Christian Education in a multi-generational context.

Please attach “a detailed job description including all of a minister’s duties and indicating the percentage of time per week that each duty takes “. This is to ensure that the pastoral charge/community ministry is able to meet Canada Revenue Agency requirement that this be available for those making application for Clergy Residence Deduction (T1223).

Accountable to:

This position is accountable to the governing body of the local ministry unit, through the Ministry and Personnel Committee. Ministry Personnel in this position description are under the oversight and discipline of the presbytery.

Communication, Meetings, Office Work, Support to the Governing Body:

Community Outreach and Social Justice:

Continuing Education:

Church Community and Neighbourhood:

Faith Formation and Christian Education:

Leadership:

Pastoral Care:

Self Care:

Worship:

Other Required Knowledge, Skills and Abilities:

Other "Preferred" Assets:

Terms of Employment:

The call/appointment will begin on the following date: March 1, 2019

Percentage of time . Full time Part time 30 hrs/week

Salary Schedule:

Manse included

N/A (no manse)

Minimum Comprehensive Salary up to and including Category F

for Cost Of Living (COL) group 3

Additional salary above minimum:

Percentage X (will continue to apply to increment and cost of living increases)

Dollar amount _____ (will not automatically increase according to cost of living or increment increases)

N/A

Telephone/Internet costs (budgeted dollar amount): \$2000

Continuing Education and Learning allowance: \$1061.25

X (minimum 3) weeks of study leave in each pastoral year

4 weeks of vacation per year (minimum of one month, including 5 Sundays)

Minimum of three consecutive months of sabbatical leave after 5 consecutive years of service to the pastoral charge.

Adequate administrative assistance defined as 4 hours/week

Travel expense reimbursement (based on the current minimum salaries for Ministry Personnel document)

Moving Expenses to maximum of \$4000.00 (must be included)

This amount may not be adequate – MNWO Conference is recommending at least 5000 per move across one Province – even moving from Winnipeg could cost \$4-5000

Other:

ADP # _____ W0ZM _____

Niverville United Church Job Description

POSITION	¾ time ordered (ordained or commissioned) or Designated Lay Minister licensed for word, sacrament and pastoral care.
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Start Date – January 1, 2019

This position reports through Ministry and Personnel to the Niverville United Church Council. The position is also accountable to Presbytery or Region.

Job Responsibilities (percentages based off of 60 hours/biweekly)

Spiritual Leadership (35%)

- To exercise a ministry of Word and Sacrament by:
 - Planning, preparing and conducting inspiring spiritual worship services, including sermon, music and children's time
 - Working with the Worship Committee to plan and coordinate regular celebrations of sacraments and various seasons of the church
 - Coordinating and conducting special services – i.e. Blue Christmas Service, Ash Wednesday Service
- Prepare for and preside at baptisms, weddings and funerals

Christian Education (20%)

- Lead and support Christian Education programming that will engage the families of the congregation and/or new members
- Plan, conduct and support confirmation classes, Bible Study and other study groups as required
- Counsel couples for marriage preparation
- Inspire the young generation of the congregation
- Be available approachable for personal and spiritual discussion, questions and counselling as necessary.

Pastoral Care (15%)

- Provide adequate pastoral care to members, adherents and acknowledge newcomers by working together with the Pastoral Care Committee
- Continuing to build relationships with people in the surrounding areas

Outreach (15%)

- Participate on local community Ministerial Committee
- Conducting services in local senior care homes in coordination with other local clergy
- Encouraging the growth in outreach

Administration (15%)

- Work with and act as a resource to the Council and its committees, and attending meetings as requested
- Regular communication with the congregation through various methods
- Foster a network of lay leadership and skill development within the congregation
- Facilitate and encourage annual visioning and goal setting
- Meet with the Ministry and Personnel Committee quarterly to discuss needs of the congregation and minister
- Participate in the Region as required and in ecumenical activities as time permits

Qualifications

- Proven leadership skills – the ability to lead the congregation as we continue to evolve, embracing our past and planning for the future
- The ability to motivate others, volunteers and encourage participation in church life and work
- Exemplary skills in conducting, planning and delivering sermons
- Proving skills in providing exceptional personal counseling
- An ability to relate well to children and youth
- Strong organizational and time management skills
- Ability to resolve conflict
- Exceptional communication skills
- Musical ability considered an asset

Terms of Employment

- **SALARY RANGE (Comprehensive Salary, Cost of Living Group 3)**
 - \$51,979 – \$60,121 @ ¾ time
- **STUDY/BOOK LEAVE**
 - Book/study allowance \$1415.00 @ ¾ time
 - The Minister is entitled up to three weeks of study leave per year and is arranged in consultation with the Ministry and Personnel Committee or Church Council
- **REIMBURSEMENTS**
 - Telephone and long distance charges for church related business - \$2000.00 budget
 - Travel Reimbursed at United Church rates (\$0.40/km)
 - Moving Expenses – up to \$4000.00

- **SABBATICAL LEAVE**
 - 3 weeks of study leave per year

- **SECRETARIAL ASSISTANCE**
 - The Church Secretary provides administrative assistance and support to the Minister for approximately 4 hours/week

- **TECHNOLOGY**
 - The minister will have the use of a Niverville United Church computer for business purposes. There will also be access to a printer, fax machine and photocopier in the church.

ADP number – W0ZM

FINANCIAL VIABILITY REVIEW

Help for Filling in this form:

This document needs to be completed as soon as possible when you start the Joint Needs Process.

This resource document is meant to help the Local Ministry Unit Governing Body (Pastoral Charge Board) and the Ministry Profile Committee consider the financial situation of the pastoral charge and of each point in a multi-point charge. Knowing how much income the Local Ministry Unit has for salary costs, as well as a detailed estimate of what the ongoing salary AND benefits including pension will be for various ministry options will help the Local Ministry Unit make decisions about their future ministry that are affordable and sustainable. It will also be helpful for Local Ministry Unit considering any sort of shared ministry with neighbouring pastoral charges.

Making financial decisions for a congregation is difficult. We seem to avoid discussions around this until we get into trouble. Few of us have looked at expenses and revenues over a period of time, looking for patterns that remain constant and for changes. Once you have collected the data, discuss the patterns you see and their implications. We recommend that your committee meet at least once with the Treasurer to discuss financial implications. Note your thoughts in the observations section. Use your observations to make recommendations that will hopefully help your committee make decisions that balance your expectations.

This completed document, without this help section, must accompany the Ministry Profile Report when it goes to Settlement Commission and in some cases to Presbytery.

Question #1

This information can be found for past years in the financial statements of the Annual Meetings. It can be quite a job for the Treasurer to be assigned all of this work. Someone from the Ministry Profile Committee might consider helping fill in the form – it is a lighter load if one finds the information and another types it into the document.

Question #3

If you have experienced a deficit, consider the following questions and others that may come up in your conversation. Make note of the pertinent answers. How have you managed your finances? Did you borrow from yourselves? From others? If the deficits have been in the last 3 years, what are your plans for turning this around? How long have you struggled with this?

Question #4

If so, how much is still owing? To whom do you owe that money? At what interest rate is the money to be paid back? Does the interest plus the principal exceed 20% of the income? Did you have a plan for paying that money back before you borrowed it? If so, how is this working?

Question # 5

Maintenance is the regular yearly keeping your building(s) running. If you had capital changes, please include that in Comments for questions 1. Do you heat your building with electricity? If so, and you can't separate the utilities and fuel, just put in the one number under Utilities.

Questions # 6-8

It is sometimes difficult to remember in past years how the contributors donated. Please do your best here. If you can only give the last year, do so. If you can give the last year and a reasonable guess at the year before, please do so. This information is valuable in projecting into the future the financial resources of a congregation.

Question # 9

We would like to know what sort of Stewardship project you used and the results. You can give us numbers if you like – or be descriptive (i.e. ___ people were contacted by ___, ___ responded, our givings went up/down by a committed amount of ___, ...)

FINANCIAL VIABILITY REVIEW

Question #10

Include \$\$ from the sale of the manse – interest only to be used to support minister’s housing if that is the case
 \$\$ in ___ Fund – only for funding learning in theology It is really important that you list this information because that holding may be what gives you the opportunity to call/appoint the minister you need.

Observations:

The Ministry Profile Committee, your Treasurer or Stewardship Committee, your Governing Body might be asked to help look at the data in order to make the recommendations. Some Presbyteries look at and make their own observations and Recommendations because they are able to look at the data without being personally involved in the same way as congregation members.

Consider

- Patterns seen in the givings over the years
- Patterns in expenses
- Cost of the Building(s) (Is it overextending us?)
- Patterns seen in the congregation (givers)
- One time moving allowance (How much can we set aside?)
- Search Committee Allowance (How much can we set aside for advertising, interviews, ...?)
- Efficiency of your buildings and upgrades that might be needed soon

These are only meant to be suggested thoughts – you will have others that speak directly to your situation.

Recommendations

You may have recommendations that speak to all of your church life. A viable church funds all of its ministries. Because we are asking that this tool be used during the Ministry Profile and Search process we are asking that you specifically speak to staffing costs and ongoing viability.

Other recommendations might include the necessity to undergo some form of Stewardship Process, some upgrading of property, or simply the note that our wants and needs in calling Ministry Personnel are supported by this Financial Viability findings.

FINANCIAL VIABILITY REVIEW

Local Ministry Unit (Pastoral Charge): Niverville United Church

Presbytery:

Date: October 1, 2018

1. Do your Expenses exceed your Revenues?

Information is only on our Operating Account

Year	Revenue	Amount given through envelopes /PAR	Amount given through PAR	Expense	Do Expenses exceed Revenues? (Yes – No)	Bank balance at end of year
2012	\$62,129.00	\$46,818.20	\$	\$61,664.79	No	\$464.24
2013	\$69,071.00	\$50,136.00	\$	\$66,186.00	No	\$2,886.00
2014	\$63,357.00	\$56,038.00	\$	\$58,658.00	No	\$4,699.00
2015	\$83,897.10	\$56,545.75	\$	\$77,191.81	No	\$6,705.29
2016	\$84,601.00	\$63,157.00	\$	\$59,017.00	No	\$25,584.00
2017	\$92,630.39	\$66,071.45	\$	\$80,191.73	No	\$7,000.00

Comments:

Please include any comments you think are pertinent to our consideration – renovations, special fund raising, money that comes in as revenue but you really don't have use of because it goes out to organizations, GIC's, Term Deposits, Memorial Fund, support of M&S, No Minister, Minister on Sabbatical, ... These comments help you and us understand why expenses might grow one year and revenues another.

Other accounts we currently have are a Memorial Fund (\$5192.64), Building Fund Term (\$61,575.82), Improvement Fund (\$655.90) and Legacy Giving Fund (\$15,840.27), Building Fund (\$5113.13)

In 2012:

In 2013:

In 2014:

In 2015:

FINANCIAL VIABILITY REVIEW

In 2016:

In 2017:

A recent Financial Statement should be appended to this document.

2. Payroll Costs:

At present we have called or appointed the following paid staff:

Minister: _____ hours per week

Secretarial: 4 hours per week

Custodial: 4 hours per week

Other (Youth, Sunday School, ...): _____ hours per week

Cost of Payroll (\$ paid plus pastoral charge burdens (EI, ...) for everyone.

	2012	2013	2014	2015	2016	2017
	\$41,684.28	\$46,265.00	\$52,766.00	\$52,173.25	\$51,035.00	\$50,566.06

3. Have you experienced a deficit for more than 2 consecutive years in the last 5 years? No

4. Are there any outstanding loans? No

5. Do utilities, maintenance and repairs exceed 25% of revenues?

Year	Utilities Power & Water	Fuel	Maintenance	Total	Exceeds 25% of Revenues (Yes or No)
2012	\$1824	\$	\$658	\$2482	No
2013	\$2956	\$	\$498	\$3454	No
2014	\$4659	\$	\$1153	\$5812	No
2015	\$2594	\$	\$219	\$2813	No
2016	\$3997	\$	\$3490	\$7487	No
2017	\$3387	\$	\$747	\$4134	No

6. How many contributors support your congregation?

2012	2013	2014	2015	2016	2017
55	59	58	65	61	64

7. How many contributors would you have in each age group this year?

FINANCIAL VIABILITY REVIEW

0-20 years	
20-30 years	5
30-40 years	17
40-50 years	15
50-60 years	10
60+ years	22

8. Is there a reliance on a few contributors where 50% of the revenues come from 10% of the contributors?

Contributors and Givings						
	2012	2013	2014	2015	2016	2017
\$0 - \$100	6	6	7	9	6	5
\$101 - \$500	12	15	12	18	17	12
\$501 - \$1000	13	12	15	13	13	14
\$1001 - \$5000	24	26	24	25	24	31
\$5001 +					1	

9. Have you taken part in a Stewardship Project (Campaign) in the last 2 years? If you did, what were the results?

- No Project
- Letters to congregation when we have the need
- Regular information and letters sent to all members and adherents
- Program such as Called to be Church with information during worship, letters and a request for commitment
- Program and information presented at a Congregational get together
- All Member visitation
- Other

Results:

Have you encouraged members yearly or more regularly to increase PAR givings?

Yes, the stewardship finance committee do an annual encouragement of PAR as well as regular speakings on the financial situation of the church

10. Please list your investments, special funds, other monies your congregation may hold. What are the rules/restrictions around the use of those funds?

Operating Fund – the operating fund for the general operation of the church (\$17706.36)

Memorial Fund – the memorial fund was established to pay for memorial items and bursaries for the theological training for our members. The fund increases as people make donations in memory of their loved ones. Memorial items must be for the congregation members or adherents. The church council has the authority to approve any disbursements from the fund for its intended use. Interest earned in the fund in the current year may be allocated to general operations by the church council. Dissolution of the fund requires the congregation's approval. (\$5192.64)

FINANCIAL VIABILITY REVIEW

Building Fund – the building fund was established in the early 1980's. The fund is restricted for the construction or purchase of a church building. Interest earned in the fund in the current year may be allocated to general operations by the church council. Any use or dissolution of the fund requires the approval of the congregation. (\$61575.82)

Improvement Fund – the improvement fund was established to pay for major repairs or renovations, whether capital in nature or not. Interest earned in the fund of the current year may be allocated to general operations by the church council. The church council has the authority to approve any disbursement from the fund for its intended use. Dissolution of the fund requires the congregation's approval. (\$655.90)

Legacy giving Fund – The legacy giving fund is a fund set up to received and disburse certain funds from legacy gifts. The legacy giving policy is to be adhered to. (\$15840.27)

FINANCIAL VIABILITY REVIEW

This is the point at which you will want to look at the expectations of the Ministry Profile Committee for the Position which you are considering. You will want to look at what that position will cost in the next year and ensuing years to help guide your considerations for Recommendations. This is a good time to involve your Treasurer again as this person will understand these tools perhaps more clearly than members of the Ministry Profile Committee:

The United Church of Canada provides Budgeting Tool for Treasurers on the General Council website for both Ministry Personnel and Lay Employees. Go to:

<http://www.united-church.ca/leadership/church-administration/budgeting-tools-treasurers>

Please remember that in addition to the employer costs noted in the tables in these UCC tools there are employee and employer premiums for Employment Insurance and Canada Pension Plan. (Tables for these are available on the Canada Revenue Agency website (www.cra-arc.gc))

FINANCIAL VIABILITY REVIEW THINKING ABOUT THE DATA YOU HAVE COLLECTED ABOVE

The covenant with a minister that you call is seen to be at least a 3-year commitment. Show how (Can you see how) you will be able to meet that commitment?

Estimate of costs for ¾ time Minister

Average salary for full time	\$42710.25
Benefit costs @ 20%	\$8542.05
Education	\$1061.25
Phone (based on budget)	\$2000.00
<u>Travel (based on budget)</u>	<u>\$1000.00</u>
TOTAL COST	\$55313.55

OBSERVATIONS:

Treasurer's Observations:

Ministry Profile Committee's Observations (if separate from above):

Presbytery's Observations (if expected by Presbytery):

RECOMMENDATIONS:

Now that you have all of this information, what is your plan for ministry (Ministry Stream, highest category you feel you can afford, full or part time) and how are you planning to pay for this for at least a three year commitment?

Ministry Profile Committee's, Board's and Treasurer's Recommendation:

___ Pastoral Charge is viable to call appoint a minister in Category __3__ for __30__ hours per week.

Presbytery's Recommendation (if expected by Presbytery):

- Riley put forth motion:
 - *Make the motion to request that the Settlement Commission declare a vacancy in this Local Ministry Unit in accordance with the positions description that was provided and the following terms of employment - Minimum Salary at \$45812.25 (category F, Cost of Living Group 3), 60 hours biweekly (30 hours weekly), telephone \$2000, Continuing Education \$1061.25, Three weeks of study leave within pastoral year - including Sundays, no less than three consecutive months of sabbatical after 5 consecutive years of service the pastoral charge that is parte to this covenant, a minimum of one month vacation (including 5 Sundays) within each pastoral year, moving expenses up to \$4000, secretarial assistance - 4 hours/wk, travel reimbursement, pension and other benefits as assessed, with the Pastoral Charge committing to remuneration of the ministry personnel through the Pastoral charge payroll service (ADP) WOZM*

Motion seconded by Roxanne Anderson
All in favor and carried

- Riley Keam put forth the motion:
 - *Make the motion to authorize a Search Committee to recommend a match of eligible Ministry Personnel to the vacancy declared with the representatives from the Location Ministry Unit being Riley Keam, Jessica Beaupre, Eric Hinton, Jerry Hawkins*

Motion seconded Tom McLarty
All in favor and carried.

- Riley Keam put forth the motion:
 - *To disband the Ministry Profile Committee with our thanks for their work*

Motion seconded by Jerry Hawkins.
All in favor and carried.

- Riley asked John Robertson if all was in order which he stated yes.

- Myra Kehler and Bill McVicar questioned the motion put forth by Andy Hiebert. Riley Keam stated again that John Robertson had stated if first motion was not accepted then we would put forth Andy Hiebert's motion but this was not the case. And should the church not be able to fill the approved $\frac{3}{4}$ time minister the church would need to reassess their needs and relook at a $\frac{1}{2}$ time minister option.

- Meeting adjourned at 11:35 am

**NIVERVILLE UNITED CHURCH
CONGREGATIONAL MEETING NOVEMBER 18, 2018**

Attendance – See attached list

Recording Secretary – Leslie Reimer

- Meeting called to order at 11:07am by Riley Keam, Chairperson of Ministry Profile Committee
- Riley Keam acknowledged that John Robertson was on speaker phone as a representative from Presbytery.
- Riley Keam discussed purpose of the meeting was to get congregational approval on the distributed job description. The profile committee consisted of 5 members who met to discuss the needs of the church minister wise. The committee spoke with members of the congregation and held a survey which 25 people responded to.
- The recommendation from the committee is ¾ time vs full time minister feeling as a church we are not financially able to support full time. Cost wise it is @\$56,000 vs \$78,000
- Riley then opened the floor for any questions regarding the presented job description
 - Jerry Hawkins questioned why it took so long with no minister? Riley's answer was due to processes of how it works and that the committee is based on volunteers, time it does take time to complete the process. There was an attempt fill the vacancy on an interim bases but there was no responses.
 - Susan Hryb commented with the changes within the United church processes it does all take time.
 - Pat Tetlock questioned if we had thought of sharing ½ minister With Steinbach United Church as they are without a minister and are only looking for ½ time. Riley Keam answered that we had discussed this option and spoke with Steinbach and we feel Niverville United Church needs more than ½ time. The committee feels our pastoral care needs alone require more than a ½ time
 - Andy Hiebert stated that it would be prudent to look at sharing with SUC. And we needed to seek out this option with the congregation and that he would like to put forth this option.
 - Ellen Gaudry commented that she would like to thank the committee for all their hard work and dedication to the entire process.
- At this time Riley Keam questioned John Robertson as to what we do when there is another motion brought forth. He suggested that we put forth the committee's motion and that if it doesn't pass we put forth the second motion.
- Riley Keam put forth the motion:
 - *The Niverville Pastoral Charge, having received the report of the Ministry Profile Committee and having reviewed its recommendations, request that the Conference of MB and NW Ontario through the Ministry Profile review Group of the Settlement Commission.*

Motion Seconded by Claire McLarety

All in favor and carried.

Draft 2019 Budget

Income	
Church Rental	\$ 150.00
Donations	\$ 2,000.00
Fundraising	\$ 2,500.00
General Offering	\$ 73,575.00
Interest income	\$ 2,300.00
UCW	\$ 3,200.00
TOTAL INCOME	\$ 83,725.00
Expenses	
Administrative Expenses	\$ 1,700.00
Advertising for Outreach	\$ 500.00
Bank Charges & Interest	\$ 850.00
Custodians	\$ 2,500.00
Pastoral Care	\$ 500.00
Donations & Gifts	\$ 200.00
Heritage Centre Contributions	
Insurance	\$ 3,425.00
Pastoral Charge Selkiek Presbr	\$ 2,500.00
Property Taxes	\$ 1,050.00
Repairs & Maintenance	\$ 8,500.00
Salaries	\$ 60,000.00
Telephone & Internet	\$ 2,000.00
Utilities	\$ 3,500.00
Worship Expenses	\$ 3,500.00
Lay Minister	
TOTAL EXPENSES	\$ 90,725.00

\$ 7,000.00

BUDGET

Balance

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan.-Dec-18	TOTAL
Transfer To Building Fund	0.00	0.00	0.00	0.00	4,469.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Niverville PCH Chaplin	20.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	
Transfers					2,734.72	1,000.00								
Other Items - Collected		90.00	30.00		327.00			125.00						
Other Items - Envelopes		100.00	30.00	0.00				10.00	5.00					135.00
Total Other														
M & S Fund - Collected														
M & S Fund - sent to United Church														
Balance	447.00	421.00	489.50	509.00	554.00	456.50	435.50	365.00	408.00	499.50	0.00	0.00	4,585.00	1,357.50
														3,227.50
Total Monthly Income	4,843.00	5,979.48	4,615.30	5,838.85	6,353.00	6,313.85	6,565.00	6,208.00	5,045.02				51,761.50	
Total Monthly Expenses	9,224.19	7,191.03	7,774.68	5,363.37	5,029.92	7,001.07	2,863.19	5,602.23	3,097.75				53,167.43	
	9,305.84													
Difference	(4,381.19)	(1,211.55)	(3,159.38)	475.48	1,323.08	(687.22)	3,681.81	605.77	1,947.27				(7,640.78)	

• fiscal 2017 salaries, insurance, etc. issued in Dec cleared account in January

Notes: \$1200 transferred in error should have been a transfer from Gods Will
 \$4469.00 transferred to Building fund
 \$2734.72 transferred from Gods Will for dental bill
 \$327.00 transferred to God's Will re free will offering for postage Humbolt
 \$2400 transferred from God's Will \$1200 for the error transfer \$1200 for the approved HC donation
 \$1000 transfer to Cemety account
 \$154 additional dental bill requires God's Will transfer ???

