

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

MINISTRY PROFILE

June 2017 updated edition

Name of Pastoral Charge Rivers Pastoral Charge

Name of Presbytery Assiniboine Presbytery

Date November 26, 2018

Address of Pastoral Charge/contact No

PO Box 444

Rivers MB R0K 1X0

Phone 204-328-7940

Picture, if desired

*M.H. # 13 L
Dec 04, 2018*

RECOMMENDATIONS: (MOTIONS)

That the Congregation of Rivers Pastoral Charge accept the revised Ministry Profile Report and that the Congregation request that the Conference Settlement Commission declare a vacancy in accordance with the position description in that revised Report as received on November 26, 2018.

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:

Music plays a large part. We have a 10-20 member choir, a regular organist and choir director.
We have a strong Church Council with good lay participation.

PART B: ABOUT OUR TANGIBLE ASSETS**Governance structure:**How many people are on your Governing Body? 11How many are typically present at a meeting of your Governing Body? 10**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 one (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. We plan to replace the roof shingles in 2018.

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

Sanctuary holds 180 peopleAre there meeting rooms? Yes NoWhat are they used for? Friendship Hall - multipurpose
KitchenIs there a nursery? Yes No Shared with Community Nursery SchoolAre the nursery toys/furniture compliant with current safety standards? Yes NoAre there Sunday Schools rooms? Yes NoHow many? One (1) Are they also multipurpose use? Yes No Friendship HallAre there activity rooms? (ie quilting, gym, library) Yes No

Brief descriptions: Basement

- Nursery school
- Kitchen
- Photo Copier Office
- Wheelchair accessible washroom
- Choir room
- Minister's office

Where is the office located for the minister? Basement

Describe it: 10 x 20 ft with desk, filing cabinet, shelves, couch and chairs

Is the building used by outside groups as well as ministry activities? Yes No
We try to be a gathering place.

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

Nursery School - daily (\$400 per month)
Yoga - seasonal
Occasional meetings - \$20 per session
Rentals for birthday parties, showers - \$20 - \$70
Funeral lunches

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 an elevator from the main floor to the basement, an outdoor ramp to the main floor and a wheelchair accessible bathroom.

Administrative Support:

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

Paid secretarial support for worship preparation.

Yes No

If yes, how many hours per week? as required

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

Ministry and Personnel Committee:

How many members? 5

How often does the committee meet? 3 to 4 times per year

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, (local & other)

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 78%

Congregational Fundraising Activities 11%

Rental of building/services 9%

Bequests/Reserves/Investments 0

Other (please briefly describe):

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)

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.

- Small town only 40 km from Brandon
- Our own Police Force
- Good schools (K-12)
- Lots of recreation opportunities and service organizations
- Medical Clinic
- Recreational Lake
- New Community Complex

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

Limited employment opportunities (due to close proximity to Brandon)

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

riversdaly.ca

Other faith communities represented in our community/region are:

- Pentecostal
- Anglican
- Catholic
- Baptist

We have close ties with the following faith communities:

- Anglican
- Baptist

Ministry and Mission Profile

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

Brief Description of Local Ministry (three sentences):

Warm and friendly worship services that attempt to include all ages.
Desire to make the church a gathering place.
Church family sincerely cares for those within the congregation and the wider community.

Our Worship Style (three sentences):

Mixture of contemporary and traditional.

Vision and Mission Statement (it's fine if you don't have one): Please refer to the attached Mission Statement.

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"> -regular mission minutes -Thrift sales -annual Amnesty Luncheon -promote Gifts With Visions <p><input checked="" type="checkbox"/> We have a specific goal related to community outreach and social justice as follows: Work for social justice.</p> <p><input type="checkbox"/> We do not have a specific goal related to community outreach and social justice.</p>
Church Community and Neighbourhood	<p>We are currently doing the following in the church community and neighbourhood:</p> <ul style="list-style-type: none"> -host Vacation Bible Camp (with help from the Baptist Church) -share Holy Week services with the Anglican Church -have a presence on FaceBook -annual Fall Supper and booth at the Summer Fair -share space with the Nursery School <p><input checked="" type="checkbox"/> We have a specific goal related to the church community and neighbourhood as follows:</p> <p>We hope to build a connection with the community by following the example of Jesus Christ in loving and serving others.</p> <p><input 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> <ul style="list-style-type: none"> -Sunday School once per month -Vacation Bible Camp annually in August <p><input checked="" type="checkbox"/> We have a specific goal related to faith formation and Christian education as follows: We want to encourage Christian education for all ages but we have let this lapse.</p>

	<input type="checkbox"/> We do not have a specific goal related to faith formation and Christian education.
Leadership	<p>We are currently doing the following in Leadership: We have some good lay leadership but these people are getting tired. We are looking for leadership in a minister.</p> <input type="checkbox"/> We have a specific goal related to Leadership as follows:
	<input checked="" type="checkbox"/> We do not have a specific goal related to Leadership.
Pastoral Care	<p>We are currently doing the following in pastoral care: Our minister does pastoral care at hospitals and the Personal Care Home but our lay people do not take this on. We send cards in sorrow & celebration.</p> <input checked="" type="checkbox"/> We have a specific goal related to pastoral care as follows: We want to offer compassionate ministry to all.
	<input type="checkbox"/> We do not have a specific goal related to pastoral care.
Spirituality and Self-Care within your Local Ministry Unit	<p>We are currently doing the following in Spirituality and Self Care: Regular worship service.</p> <input type="checkbox"/> We have a specific goal related to Spirituality and Self Care as follows:
	<input checked="" type="checkbox"/> We do not have a specific goal related Spirituality and Self Care.
Worship	<p>We are currently doing the following in Worship: -PowerPoint -Mix of traditional and contemporary -Some new music from More Voices</p> <input checked="" type="checkbox"/> We have a specific goal related to Worship as follows: We worship regularly with services that joyfully celebrate God. Another goal is to develop a music program that is more enticing and uplifting.
	<input type="checkbox"/> We do not have a specific goal related to Worship.
Inclusion	<input checked="" type="checkbox"/> We know of no barriers that would limit our search for ministry personnel with regard to age, ability, sexual orientation, gender identity, etc.
	<input type="checkbox"/> We would list the following barriers that would limit our ability to be inclusive regarding candidates for ministry personnel:

Although our congregation has changed greatly over the past 20 years, we still have a very positive attitude and hope for the future. We celebrate what we have instead of focusing on what we have lost.

Ministry Position Description

Summary statement: The following is the job description for a half-time (20 hours per week) ministry position at Rivers Pastoral Charge.

Theology: It is expected that the Minister of Rivers United Church will develop a theological position that is liberal enough to allow interpretation of scripture and discussion of social concerns, yet conservative enough to satisfy the need for continuing tradition and United Church doctrine.

Accountable to:

- The governing body of Rivers Pastoral Charge through the Ministry and Personnel Committee.
- Assiniboine Presbytery of the United Church of Canada for oversight and discipline.

Responsibilities/Tasks: (percentages and hours are based on a four-week cycle)

1. Administration 7.5% 6 hours
 - Attend meetings of the Spiritual Leadership and Outreach committees as an ex-officio member.
 - Attend regular and special Board meetings
 - Maintain open communication with the chair of the Church Board.
2. Community Outreach 4% 3 hours
 - Conduct a monthly service at the Rivers Personal Care Home.
 - Submit messages to the local newspaper and the church website if time allows.
3. Fellowship of Ministry 6% 5 hours
 - Attend all social functions of the pastoral charge if possible.
4. Pastoral care 22.5% 18 hours
 - Conduct funerals/celebrations of life for members of this church family. If there are a number of these funerals in a short period of time, the Minister and the Ministry and Personnel Committee will discuss how this changes the time management plan. There are also lay people who can conduct funerals if necessary. (If there are no funerals, some of the time allotted for Pastoral Care can be shifted to Christian Education).
 - Conduct funerals in accordance with the policies set by the Church Board through the Spiritual Leadership Committee. Funerals require follow-up visitation.
 - If requested and if time allows, visit members of the church family in hospital (Hamiota, Rivers, Minnedosa, or Brandon).
 - As time permits, attempt household visiting, with special attention to the ill, shut-ins, and newcomers.

5. Worship 50% 40 hours
 - Plan and lead Sunday worship with the 5th Sunday of each month (when applicable) "off".
 - Work with the Spiritual Leadership Committee in the planning of regular and special services.
 - Lead the congregation into a more modern style of worship (including contemporary choir selections and hymn choices) while still preserving important traditions.
 - Encourage lay participation.
 - Regularly administer the sacraments (Baptism and Holy Communion) following discussion and arrangement with the Spiritual Leadership Committee.

6. Christian Education 10% 8 hours
 - Establish a program for adult Christian education.
 - Working with the Spiritual Leadership Committee, strive to increase the involvement of young families in our Sunday school program.

Required skills:

- **Ability to preach a sermon that relates to current times**
- **Good oral and written communication skills**
- **Computer skills**
- **Outgoing personality**

It is expected that the Minister of Rivers United Church will:

- Attend meetings of the Ministry and Personnel Committee as requested to discuss mutual concerns.
- Take time regularly for rest and relaxation.
- Normally, inform the Chair of the Ministry and Personnel Committee and then the Chair of the Spiritual Leadership Committee of any upcoming absences. If the minister is suddenly unable to conduct a worship service because of illness, she/he should contact the Chair of the Spiritual Leadership Committee as soon as possible.

Terms of Employment: Part-time - 20 hours per week

The call/appointment will begin on the following date: July 1/19 (or sooner)

Salary Schedule:

Manse included

N/A (no manse)

Minimum Comprehensive Salary up to and including Category F
for Cost Of Living (COL) group 2

Additional salary above minimum:

Percentage 3% (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

Basic home phone and/or half basic

Telephone/Internet costs (budgeted dollar amount): cell phone (negotiable)

Continuing Education and Learning allowance: \$708 per pastoral year (paid upon receipts received)

3 (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.

Moving Expenses to maximum of \$5000 (must be included) negotiable

Other:

Travel reimbursement - 40 cents per km

Adequate secretarial assistance defined as casual.

Pension and other benefits as assessed with Rivers Pastoral Charge committing to remuneration of the ministry personnel through the Pastoral Charge Payroll Service.

ADP # J11D

Mission Statement

The mission and purpose of Rivers United Church is to grow in faith as followers of Jesus.

We have a vision for a church that:

- **Welcomes all**
- **Is Bible-based and Christ-centred**
- **Lives and works in unity with all God's people**
- **Encourages Christian education for all ages**
- **Worships regularly with services that joyfully celebrate God with thankfulness**
- **Offers compassionate ministry to all**
- **Builds a connection with community by following the example of Jesus Christ in loving and serving others**
- **Works for social justice**
- **Provides a gathering place**
- **Fosters hope for the growth of God's kingdom**

God is with us. We are not alone.

FINANCIAL VIABILITY REVIEW

Local Ministry Unit (Pastoral Charge): Rivers

Presbytery: Assiniboine

Date: March 14, 2018 / November 26, 2018

1. Do your Expenses exceed your Revenues?

Year	Revenue	Amount given through envelopes	Amount given through PAR	Expense	Do Expenses exceed Revenues? (Yes - No)	Bank balance at end of year
2011	94273	49457	1045	96500	Y (2227)	20653
2012	133274 ^{\$}	47750 ^{\$}	1060 ^{\$}	89074 ^{\$}	N 44200	64853 ^{\$}
2013	92393 ^{\$}	49011 ^{\$}	1180 ^{\$}	95543 ^{\$}	Y (3150)	61703 ^{\$}
2014	90472 ^{\$}	52314 ^{\$}	1040 ^{\$}	91721 ^{\$}	Y (1249)	60454 ^{\$}
2015	93207 ^{\$}	52500 ^{\$}	1100 ^{\$}	95462 ^{\$}	Y (2255)	58199 ^{\$}
2016	94748 ^{\$}	51138 ^{\$}	1100 ^{\$}	97979 ^{\$}	Y (3231)	54968 ^{\$}
2017	108,950 ^{\$}	51513 ^{\$}	1200 ^{\$}	89134 ^{\$}	N 19,216	74195 ^{\$}

Estate 50000

Restorative Care Plan 21778

- No mts in above numbers - capital expense in cluded

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.

In 2012: mts 10000, capital purchase - 4516, use of facility - 1240
 other donations - 62365 (50000 estate), Oak River - 12300, fundraising - 5197

In 2013: mts - 10160, capital purchase - 6849, use of facility - 925
 other donations - 16307, Oak River - 15000, fundraising - 9061

In 2014: mts - 10000, capital purchase - 136, use of facility - 990
 other donations - 10806, Oak River - 15000, fundraising - 6357

In 2015: mts - 10000, capital purchase - 1672, use of facility - 2800
 other donations - 10856, Oak River - 15000, fundraising - 7265

In 2016: mts - 8108, capital purchase - 0 (or 4691), use of facility - 7230
 other donations - 8000, Oak River - 15000, fundraising - 9074

In 2017: mts - 7645, capital purchase - 371, use of facility - 6500
 other donations - 9392, Oak River - 6438, fundraising - 9582

A recent Financial Statement should be appended to this document.

UC of C Restorative Care - 21778

FINANCIAL VIABILITY REVIEW

2. Payroll Costs:

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

- Minister: 20 hours per week
- Secretarial: hours per week *as needed \$100/month*
- Custodial: hours per week *as needed \$258/month*
- Other (^{Treasurer}Youth, Sunday School, ...): hours per week *as needed \$302/month*

Cost of Payroll (\$ paid plus pastoral charge burdens (EI, ...) for everyone. *Minister, Treasurer, Secretary, Organist, Custodian, grounds, ADP*

	2012	2013	2014	2015	2016	2017
	63921\$	66709\$	68427\$	69116\$	70900\$	67387\$

3. Have you experienced a deficit for more than 2 consecutive years in the last 5 years?

2012 + 2017 -- No 2013 - 2016 -- Yes

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	1282	\$ 2337\$	1156	\$ 4775\$	NO 3.6% *1
2013	991	\$ 2599\$	1419	\$ 5009\$	NO 5.4%
2014	1058	\$ 3161\$	1627	\$ 5846\$	NO 6.5%
2015	1049	\$ 2687\$	2921	\$ 6657\$	NO 7.1%
2016	1138	\$ 2292\$	*2 6443	\$ 9873\$	NO 10.4% or 5.5%
2017	1153	\$ 2354\$	1766	\$ 5273\$	NO 4.8%

**1 had 50000 donation
2 4691 of this 6443 could have been called capital purchase

6. How many contributors support your congregation?

2012	2013	2014	2015	2016	2017
			95	81	67

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

0-20 years	0
20-30 years	0
30-40 years	2
40-50 years	2
50-60 years	7
60+ years	59

70

FINANCIAL VIABILITY REVIEW

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				17	17	6
\$101 - \$500				31	31	23
\$501 - \$1000				19	13	18
\$1001 - \$5000				27	24	20
\$5001 +				1	2	0

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~~ every fall
- 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: *Not wholly successful*

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

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

at Dec 31/17

Memorial Fund -- 6131 → *special projects or purchases not for ongoing expense or maintenance*

Benevolent Fund - 334 → *at the discretion of the minister*

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:

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 ())

2018 Fulltime Cat F \$44,332 + housing top up
 mileage \$1500
 cont ed + books \$1393
 telephone \$720
 pension
 payroll costs

Halftime Cat F \$2166

other payroll 7728
 utilities 9873

**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?

OBSERVATIONS:

Treasurer's Observations: *Fulltime minister is not possible.*

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

- *We will have no difficulty paying the costs for a half time minister.*
- *Our congregation is dwindling in size. We need to try to change this trend.*

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 F for 20 hours per week.

Presbytery's Recommendation (if expected by Presbytery):

