

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

MINISTRY PROFILE

June 2017 updated edition

Gladstone United Church

Prairie to Pine Region

May 21, 2019

33 Morris Street

PO Box 82

Gladstone, MB R0J 0T0

Church office: 204-385-2719

Minister's office: 204-385-3924

*Approved by Pastoral Relations Commission, Prairie to Pine  
June 11, 2019 Mtn # 2019-20 KK*

**RECOMMENDATIONS: (MOTIONS)**



**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:**

We understand that our church is changing and are making a move from a full-time minister to a three-quarter time minister. We would like to continue to offer services on a weekly basis with support from our Worship committee, members of the congregation and pulpit supply.

**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? 7 or 8

**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 2 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 200 people

Are there meeting rooms?  Yes  No

What are they used for?

UCW meetings, church committee meetings, Sunday School, and other community groups.

Is there a nursery?  Yes  No

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

Are there Sunday School rooms?  Yes  No

How many? 2 Are they also multipurpose use?  Yes  No

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

Brief descriptions:

**The annex is a large hall that accommodates approx 130 people and is used for activities and group bookings. Can be divided to accommodate more than one group.**

Where is the office located for the minister? **In the basement.**

Describe it:

**Large enclosed office with a desk, bookcases, filing cabinets and a door that locks. It has a south facing window and its own thermostat. There is also an office located in the Manse.**

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

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

**The church facility is used on a weekly basis by community 4-H groups, a Play Group and Healthy Baby program. It is also booked regularly for showers, birthday parties and meetings and annually for the Gladstone Music and Arts Festival. The local Church of the Nazarene congregation uses our facility twice per month for their services.**

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 to the sanctuary as well as a ramp into annex. There is also a fully accessible washroom with a change table.**

#### **Administrative Support:**

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

Yes  No

If yes, how many hours per week? 6

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 meetings per year with additional meetings when necessary**

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?

**The Worship committee organizes Pulpit supply, leads the service or recruits volunteers from the congregation to lead the service when the Minister is away.**

**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   6%    
 Rental of building/services   1%                        Bequests/Reserves/Investments   3%  

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)

**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.

**Gladstone is a small town with the most needed amenities, including a grocery store, post office, pharmacy, library and clinic. We also have a senior's support centre and a daycare. A Handi-Van is available for transportation. Our community boasts 2 museums, an outdoor swimming pool, campground, golf course, hiking and snow mobile trails, skating rink, curling rink and community hall.**

**Our community is diverse and has a balance between the older generations and young families.**

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

**Keeping our Doctors and Nurses, few new businesses, declining population.**

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

[www.westlake-gladstone.ca](http://www.westlake-gladstone.ca)

[https://en.wikipedia.org/wiki/Gladstone,\\_Manitoba](https://en.wikipedia.org/wiki/Gladstone,_Manitoba)

Other faith communities represented in our community/region are:

**Gladstone Christian Fellowship**

**Church of the Nazarene**

We have close ties with the following faith communities:

**As above.**



## Ministry and Mission Profile

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

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

Our church is the oldest operating church in town and has many members whose families have been a part of our congregation for generations. We have a thriving Sunday |School program with 6-10 children attending on a weekly basis and a very active UCW.

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

Our services are mostly traditional in nature although we often incorporate more modern elements including music, plays, and readings from different cultures. We are open to adding more of these elements to our worship and would like to explore different ways to incorporate the old and the new.

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

*Gladstone United Church Vision Statement*

We are Gladstone United Church, where people of all ages, makes and models come together to celebrate life's passages; to worship God and nurture faith; to celebrate with music, prayers and praise; to find welcome, acceptance and safety; to honour tradition and explore new expressions of faith for our time. We are a caring community with an open door, an open table, and open minds; we accept differences and value each person. We reach out to those within our congregation, community and world; we are caring, compassionate and practical. We are people of Christ on a journey – sharing fun and food, while growing in faith and hope that enable us to meet the challenges and changes that come.

May the love we learn to share enrich us all. A warm welcome awaits you!

Category Title	This is who we are as a Local Ministry Unit:
<b>Community Outreach and Social Justice</b>	<p>We are currently doing the following in community outreach and social justice:</p> <p><b>Our church operates a Food Cupboard as an emergency food resource for our area. We provide funds for the elementary school to purchase school supplies for students in need and collect used glasses to be reground.</b></p> <p><input type="checkbox"/> We have a specific goal related to community outreach and social justice as follows:</p> <p><b>X</b> We do not have a specific goal related to community outreach and social justice.</p>
<b>Church Community and Neighbourhood</b>	<p>We are currently doing the following in the church community and neighbourhood:</p> <p><b>A choir composed of church and community members gathers twice a year to practice and perform.</b></p>

	<p>We have a specific goal related to the church community and neighbourhood as follows:</p> <p>X We do not have a specific goal related to the church community and neighbourhood.</p>
<b>Faith Formation and Christian Education</b>	<p>We are currently doing the following in faith formation and Christian education:</p> <p><b>Our Sunday School program is regularly attended by 4-8 children. Bible studies have been offered annually by the resident minister and we have recently invited the community to attend special presentations (ie: blanket exercise, talk on a mission trip to Cuba)</b></p> <p><input type="checkbox"/> We have a specific goal related to faith formation and Christian education as follows:</p> <p>X We do not have a specific goal related to faith formation and Christian education.</p>
<b>Leadership</b>	<p>We are currently doing the following in Leadership:</p> <p><b>Our church is in the process of structuring our leadership and committees to streamline the workload and duties of running the church and providing support to our ministry personnel.</b></p> <p>X We have a specific goal related to Leadership as follows:</p> <p><b>Continue to develop skills among our lay worship leaders.</b></p> <p><input type="checkbox"/> We do not have a specific goal related to Leadership.</p>
<b>Pastoral Care</b>	<p>We are currently doing the following in pastoral care:</p> <p><b>Visits by ministry and congregants are made regularly to community and church-family members, and those in the hospital and care home.</b></p> <p><input type="checkbox"/> We have a specific goal related to pastoral care as follows:</p> <p>X We do not have a specific goal related to pastoral care.</p>
<b>Spirituality and Self-Care within your Local Ministry Unit</b>	<p>We are currently doing the following in Spirituality and Self Care:</p> <p><b>Ministry personnel and others in leadership are encouraged to identify and practice means of self-care. Any goals will be supported by the M &amp; P committee.</b></p> <p>X We have a specific goal related to Spirituality and Self Care as follows:</p> <p><b>We would like any ministry personnel to find a work/life balance, it is important that stress levels are managed and support is given as needed.</b></p>

	<p><input type="checkbox"/> We do not have a specific goal related Spirituality and Self Care.</p>
<b>Worship</b>	<p><input type="checkbox"/> We are currently doing the following in Worship: <b>Weekly services are held on Sunday mornings, with no additional services during the week. Ministry personnel plan each service with support from the Music Director.</b></p> <p><input checked="" type="checkbox"/> We have a specific goal related to Worship as follows: <b>Our goal is to continue with weekly Sunday services with paid or volunteers leaders.</b></p> <p><input type="checkbox"/> We do not have a specific goal related to Worship.</p>
<b>Inclusion</b>	<p><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.</p> <p><input checked="" type="checkbox"/> We would list the following barriers that would limit our ability to be inclusive regarding candidates for ministry personnel: <b>There are portions of both the church and manse that are not wheelchair accessible (ie: basements)</b></p>

## Ministry Position Description

**Closing Date:**

**Position Title:** Minister

**Position Profile:**     Full-time     **Part-time**    If Part-time, hours/week    **30 hours**  
                                   **Solo**                     Team ministry (# of other Ministry Personnel):     

**Position Summary:** (2-4 sentences that summarize the position)

Part-time Ministry Personnel responsible for leading worship services 3 Sundays per month.

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Provide leadership to church community and committees, providing pastoral care and support.

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**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 Prairie to Pine Regional Council.

**Communication, Meetings, Office Work, Support to the Governing Body: 20%**

Be available to congregants and community through regularly scheduled office hours (divided between the church and manse offices).

Proactively communicate with church leadership and office support via phone, email or text.

Attend Council, Worship and Education and Outreach committee meetings providing guidance and support and work collaboratively with the Council and Congregation.

Maintenance of Church Records Re: births, marriages, deaths and funerals.

**Community Outreach and Social Justice: 5%**

Serve as a resource to encourage people to engage in educational, outreach, and justice work within the scope of the United Church.

**Continuing Education: 3%**

Consult with Ministry and Personnel committee to make arrangements for 3 weeks of continuing education per year as outlined in the Manual of the United Church of Canada.

**Church Community and Neighbourhood: 5%**

Be a presence in the church community and neighbourhood, participating in wider church and community events. Participating as able in the activities of the Prairie to Pine Region.

**Faith Formation and Christian Education: 10%**

Work with the Education and Outreach committee and Sunday School to provide spiritual nurture for our children and youth. Provide leadership for pre-baptism, pre-marriage and confirmation classes. Provide resources and leadership for Bible study groups, faith related student groups and adult study groups, where interest and need are shown for such.

**Leadership: 9%**

Act as a primary point of contact for congregants and committee members for support, encouragement and direction.

**Pastoral Care: 15%**

Coordinate with the UCW, visits to members, adherents and newcomers to the community. Provide pastoral care in crisis situations as needed.

**Self Care: 3%**

Identify and act upon ways to promote and maintain spiritual, mental, emotional and physical health. Discuss and communicate with the Ministry and Personnel committee for support.

**Worship: 30%**

The minister is responsible for leading worship 3 Sundays per month (funerals and bereavement visitation, weddings, baptisms) and regular communion (minimum 4 times per year). Work with the music leadership to plan hymns and music for services – a mixture of traditional and contemporary music is ideal. Work to include and incorporate children into the service.

Plan and lead short services at the local care home in rotation with other local clergy.

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

Proactive communication and time management skills, proficient in Microsoft Office, Powerpoint and Excel.

Working knowledge of the policy and polity of the United Church in Canada and an overall sense of what is going on in the pastoral charge.

**Other “Preferred” Assets:**

**Terms of Employment:**

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

Percentage of time  Full time  Part time 30 hrs/week

Salary Schedule:

Manse included

**\*\*it is expected that Ministry personnel will live in the manse provided by the church.**

N/A (no manse)

Minimum Comprehensive Salary up to and including Category C & D  
for Cost Of Living (COL) group: n/a

Additional salary above minimum:

Percentage \_\_\_\_\_ (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)

Manse, including heat over \$800 per year.

Telephone/Internet costs (budgeted dollar amount): \$420.00/year (\$35/month)

Continuing Education and Learning allowance: \$1,060.00/year (pro-rated)

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.

Adequate administrative assistance defined as: 6 hours/week

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

Moving Expenses to maximum of \$3000.00 (must be included)

Other:

ADP # \_\_\_\_\_ 4008 \_\_\_\_\_

# Financial Viability Review

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Community of Faith: Gladstone United Church

Date: May 2019

## 1. Do your expenses exceed your revenues?

Year	Revenues	Amount given through envelopes	Amount given through PAR	Expenses	Do expenses exceed revenues? (yes/no)	Bank balance at end of year
Current year	\$106,939.60	\$22,317.10	\$10,175.00	\$103,802.77	no	\$39,111.56
One year ago	\$100,958.61	\$22,186.40	\$10,420.00	\$100,813.30	no	\$35,473.42
Two years ago	\$105,131.30	\$22,451.00	\$11,360.00	\$103,176.70	no	\$34,827.05
Three years ago	\$95,412.61	\$23,275.50	\$11,360.00	\$100,961.70	yes	\$32,368.92
Four years ago	\$113,093.80	\$23,045.28	\$10,560.00	\$108,786.76	no	\$37,415.36
Five years ago	\$95,980.86	\$23,983.00	\$9,828.00	\$100,803.25	yes	\$32,606.90
Six years ago	\$103,231.01	\$26,564.50	\$6,380.00	\$105,755.87	yes	\$36,929.05

### Comments:

Please include any comments you think are pertinent to your consideration—renovations, special fundraising, money that comes in as revenue but you really don't have use of because it goes out to organizations, GICs, term deposits, memorial fund, support of M&S, no minister, or minister on sabbatical. These comments help you understand why expenses might grow one year and revenues another.

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: **30** hours per week

Secretary: **6** hours per week

Custodian: **6** hours per week

Music Director: **4** hours per week

Other (youth, Sunday School, etc.): \_\_\_ hours per week

Cost of payroll (\$ paid plus employer contributions (EI, etc.) for everyone.

Current year 2018	One year ago 2017	Two years ago 2016	Three years ago 2015	Four years ago 2014	Five years ago 2013	Six years ago 2012
\$50,382.72	\$60,676.70	\$60,876.08	\$57,830.63	\$57,445.23	\$54,935.95	\$52,962.31

3. Have you experienced a deficit for more than two consecutive years in the last five 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)
Current year	\$3087.83	\$3106.11	\$23,113.27	31,307.25	yes
One year ago	\$2456.61	\$2816.53	\$14,244.42	\$19,517.56	no
Two years ago	\$2171.77	\$2692.74	\$15,395.94	\$20,260.45	no
Three years ago	\$2076.39	\$3480.62	\$16,825.53	\$22,382.54	no
Four years ago	\$2568.62	\$4120.60	\$22,667.97	\$29,357.19	yes
Five years ago	\$2044.06	\$3312.59	\$15,062.83	\$20,419.42	no
Six years ago	\$2033.74	\$2501.33	\$20,483.93	\$25,019.00	no



**6. How many contributors support your congregation?**

<b>Current year - 2018</b>	<b>One year ago - 2017</b>	<b>Two years ago - 2016</b>	<b>Three years ago - 2015</b>	<b>Four years ago - 2014</b>	<b>Five years ago - 2013</b>	<b>Six years ago - 2012</b>
161	148	179	188	198	217	227

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

0-20 years	0
21-30 years	1
31-40 years	5
41-50 years	12
51-60 years	43
61-70 years	26
71-80 years	38
81+ years	12

8. Is there a reliance on a few generous contributors where 50% of the revenues come from one or two contributors? NO

**Contributors and Givings**

Annual giving	Number of givers: Current year	One year ago 2017	Two years ago 2016	Three years ago 2015	Four years ago 2014	Five years ago 2013	Six years ago 2012
\$0-\$100	32	47	50	57	47	65	71
\$101-\$500	78	59	80	91	82	104	107
\$501-\$1,000	31	25	28	22	35	25	18
\$1,001-\$5,000	21	16	20	17	22	18	20
\$5,001+	1	0	1	1	0	0	0

9. Have you taken part in a stewardship project (campaign) in the past two years?

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 the Church with information during worship, letters, and a request for commitment

Program and information presented at a congregational get-together

All-member visitation

Other

If you did, what were the results?

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

No

**10. Please list any investments, special funds, and other monies your community of faith holds. What are the rules/restrictions around the use of those funds?**

Memorial Fund made up of bequests and donations "in memory of" that is used for special projects.

The Board of Trustees has invested bequests of \$21,000.00 with the stipulation that the interest be transferred to the church on an annual basis. The principle amount is to be reinvested

\*\*At the time this document was compiled the 2019 Budget had already been determined, the congregation is aware of the increase in phone costs from \$360 to \$420 per year.



**Expenses****Gladstone United Church Financial Statement 2018****Ministry & Personnel**

Minister's salary	\$ 28,439.40
Housing allowance	
Phone (basic residential)	\$ 300.00
Travel @ .39 /km	\$ 250.38
Cont. Ed., incl. bks	\$ 257.73
CPP, EI, WCB	\$ 2,791.69
UCC pension & benefits	\$ 5,230.18
Organist	\$ 7,186.45
Secretary	\$ 3,035.00
Custodian	\$ 3,700.00
<b>Total M&amp;P</b>	<b>\$ 51,190.83</b>

**Worship**

Pulpit supply (8 wks @ 209.00)	\$ 2,926.00
travel for Sun. supply (1000km)	\$ 760.75
Resources and supplies, choir	\$ 1,377.02
Gathering – subscription	\$ 27.25
<b>Total Worship</b>	<b>\$ 5,091.02</b>

**Christian Education**

Mandate	\$ 62.48
Observer \$25 / subscription resources	\$ 75.00
<b>Total CE</b>	<b>\$ 137.48</b>

**Mission, Outreach**

M&S (from general funds)	\$ 2,646.75
M&S (from designated gifts)	\$ 3,992.35
Emergency needs fund	\$ 628.22
Special appeals, projects --	\$ 1,085.90
<b>Total Mission &amp; Outreach</b>	<b>\$ 8,353.22</b>

**Pastoral Care & Visiting****Finance & Property(church)**

Utilities: phone	\$ 2,260.32
internet	\$ 966.68
hydro	\$ 1,057.70
gas	\$ 3,106.11
sewer & water	\$ 340.26
Insurance	\$ 5,376.24
Taxes	\$ 295.03
Repairs	\$ 7,331.87
Capital exp: equip., furnishings, & building upgrades	\$ 1,051.78
Banking & ADP fees	\$ 319.49
Presbytery Allocation	\$ 4,176.52
Office & Admin. supplies	\$ 5,409.12
Moving Costs	
<b>Total finance &amp; property</b>	<b>\$ 31,691.12</b>
<b>TOTAL</b>	<b>\$ 103,802.77</b>

**Manse**

Utilities	\$ 1,689.87
Insurance	\$ 1,470.96
Taxes	\$ 2,989.13
Repairs, decorating	\$ 1,189.14
<b>Total manse</b>	<b>\$ 7,339.10</b>

**Income**

Congregational donations	
envelope – General Fund	\$ 32,492.10
envelope – M&S	\$ 3,361.00
loose offering	\$ 2,395.10
fall canvass	\$ 40,650.00
UCW (M&S)	
UCW (Presbytery)	\$ 300.00
Donations - church and choir	\$ 4,579.93
Church Use – rent & donations	\$ 1,775.00
Interest, dividends, co-op equity	\$ 86.48
Special appeals, projects	\$ 16,257.25
Observer Subscriptions	
Manse rental	
GST rebate	\$ 304.36
Other income	\$ 3,713.38
Ministers Honoraria	\$ 1,025.00
<b>TOTAL INCOME</b>	<b>\$ 106,939.60</b>

**PLAN 24**

Balance January 1, 2018	\$ 2,508.91
Transferred from General account	\$ 500.00
Interest	\$ 1.31
<b>Balance December 31, 2018</b>	<b>\$ 3,010.22</b>

**Bank Reconciliation**

Balance January 1, 2018	\$ 32,964.51
Add deposits	\$ 106,939.60
Less expenses	<u>-\$ 103,802.77</u>
<b>Balance December 31, 2018</b>	<b>\$ 36,101.34</b>
Plan 24	\$ 3,010.22
<b>Balance December 31, 2018</b>	<b>\$ 39,111.56</b>

Respectfully Submitted By

*Glenn Scott*

Reviewed By

*James Gaertgen*

# Manse Information Summary Sheet

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## Identification of the manse

Street and mailing address: 17 Brussels Street Gladstone MB R0J 0T0

## Area Data

Neighbourhood:  Apartments  Residential  Rural  Industrial  Commercial

Distance to: Schools: .5 km Church: 0 km Shopping: .5 km Transportation: \_\_\_\_ km

Access:  Paved roads  Sidewalks  Other

Services:  Municipal water  Sewers  Well  Septic system

Size of lot: 100 x 120

Type of manse:  Bungalow  Split-level  Detached  Semi-detached  
 Apartment  Mobile home

Number of stories:  1  1.5  2  3

Number of bedrooms: 5 Number of bathrooms: 2 Number of living spaces: 2

Floor plan (link to file, if available): floor plan attached

## Features of the manse

### Utilities

Electrical wiring:  200 amps  100 amps  Cable TV  Phone service 3 # of jacks

Heating system:  Hot water  Gravity air  Forced air  Electric

Estimated annual heating cost: Minister is responsible for the first \$800 in heating costs, church pays anything over this amount.

Fuel:  Gas  Oil  Wood  Electricity  Other

Outbuildings: Garage (size) 15 x 25 (attached)  Garden shed (size) \_\_\_\_\_  Other \_\_\_\_\_

Storms and screens:  Wood  Aluminum  Vinyl

	All rooms	Some rooms	No rooms
Window shades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Curtain rods	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Curtains/drapes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rugs/carpets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (basement)	<input type="checkbox"/>

Appliances:  Electric stove  Gas stove  Refrigerator  Freezer  Dishwasher  
 Dryer  Automatic washer  Other \_\_\_\_\_

Type of insulation: fiber glass

Other equipment:  TV aerial/cable/dish  Lawn mower  Snow removal equipment

Safety equipment:

Location of smoke detectors: front hall and basement

Location of carbon monoxide detectors (if gas is used): n/a

Location of fire extinguishers: **back door and basement**

**Insurance:** Insurance coverage on the manse has been reviewed on (date): **December 18, 2018**

**Furniture:** Manses are generally unfurnished. If there is any furniture, a list is attached:  **Yes**  **No**

**Recent photo attached to ministry personnel copy:** (link to file, if available)

Current monthly rental market value of manse \$ 900.00

**Attachments documenting agreed repairs and timelines:** (link to file, if available) n/a

**The required features of a manse include heavy appliances (fridge, stove, washer and dryer), window coverings, and rugs. The pastoral charge is also responsible for the annual cost of heat over \$800.**

### Manse Committee

The pastoral charge Manse Committee and a regional council representative confirm the information on this sheet and its attachments and agree to any suggested improvements.

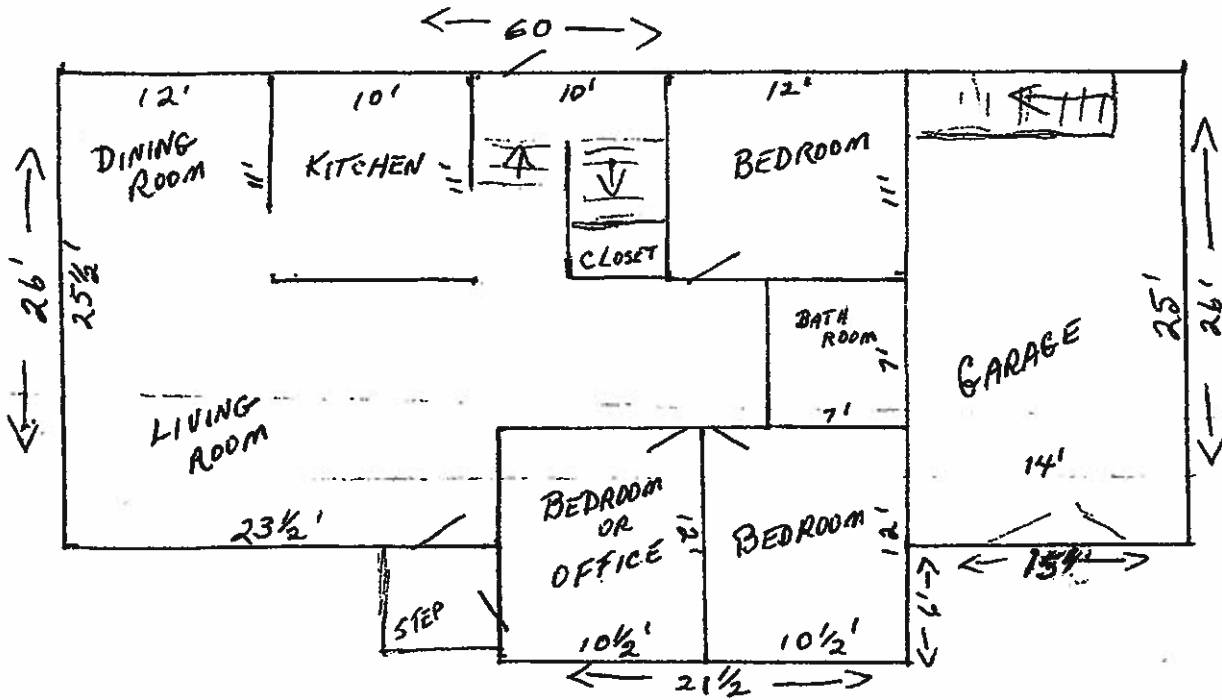
May 21/19 W. Mot Milne  
Month/day/year Printed name: Chair of pastoral charge Manse Committee  
(or designate)

May 21/19 Ruth Scott  
Month/day/year Printed name: Regional Council representative  
(or designate)

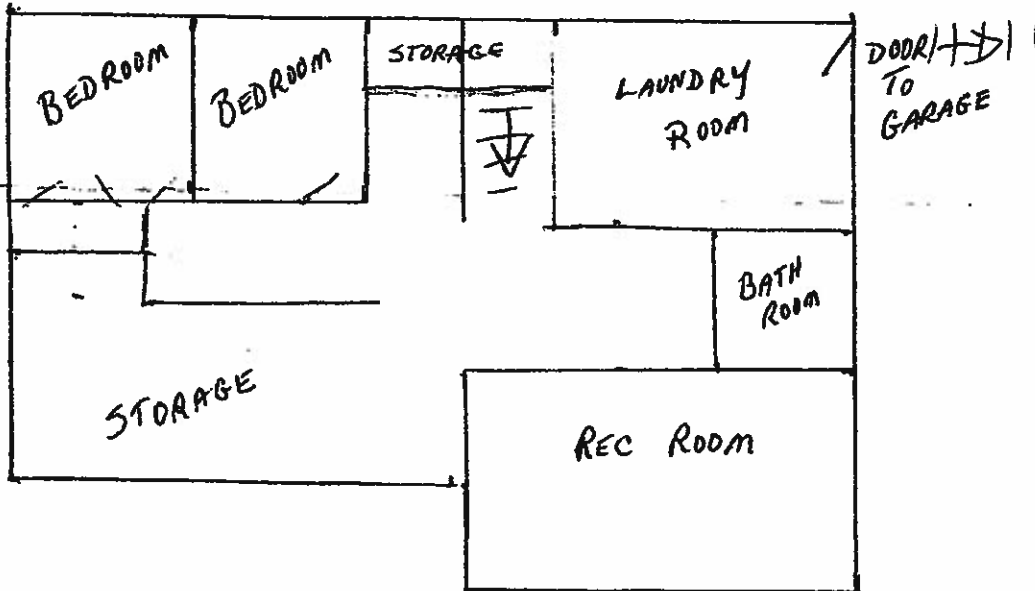


# GLADSTONE MANSE

## MAIN FLOOR LAYOUT



## BASEMENT LAYOUT



Basement rooms are similar in size to main floor plan.



Furnishings Included in 17 Brussels Street  
Gladstone United Church Manse

- Dining table and 4 chairs
- 2 small couches (loveseats)
- 2 double beds (bedding for one bed included)
- Dehumidifier for basement
- Central vacuum
- Piano

