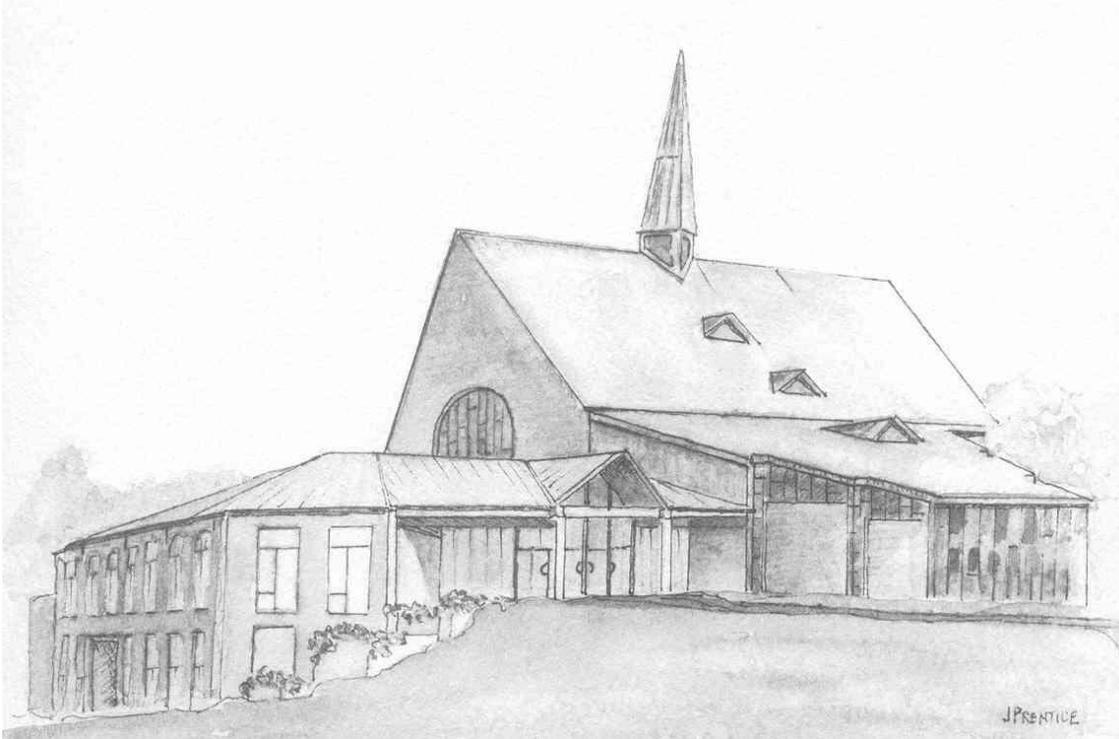


# Trinity-St. Andrew's Community of Faith Profile



Prepared for

Trinity-St. Andrew's United Church  
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Table of Contents:

- Our Statement of Purpose
- Our Ministry and Mission Priorities
- Our People
- Our Finances
- Our Real Property
- Our Community of Renfrew
- Our Ministry Personnel Terms Profile

## **Our Statement of Purpose**

As a community of faith led by the Spirit, we welcome all to worship God and live in loving, just and respectful relationship with each other, our neighbours and the earth. Inspired by the life and ministry of Jesus Christ we strive to recognize the light of God in each person regardless of age, race, physical or mental ability, sexual orientation, gender identity and gender expression, economic status or any other category by which the world may seek to divide. We challenge ourselves to deepen our relationship to God, to see the light of the divine in each person and in all creation, and to live the faith we proclaim in every aspect of our lives.

We will live into this statement by encouraging all who make TSA their faith home to participate fully in all aspects of the life and work of this community of faith. TSA is a place where the gifts of all people are celebrated.

## **Our Ministry and Mission Priorities**

Our congregation is guided by our Statement of Purpose as we engage in the day-to-day life of our church. The priorities below are listed in the order decided through consultation in 2017 with the congregation and at a TSA Council meeting.

### 1. Worship

Sunday worship service is the heart of our spiritual lives. Through word, story and music we encounter God, are inspired by Jesus' life and ministry and are moved by the spirit's comfort and guidance. We welcome all children who attend church to worship together in Godly Play (Sunday School). A strong, relevant and diverse music program is an important part of our worship, nurturing fellowship and spiritual growth. We have a talented music director and choir. Traditional organ and piano accompaniment is most common, but we also use guitar, flute, hand drums and percussion instruments. After service, we meet in the chapel for refreshments and fellowship.

Through worship, we strive to incorporate the relevance of traditional Christian teachings, sacraments, rituals and values into our everyday lives.

### 2. Leadership

Successful leadership means being able to provide others with vision. At TSA we see this occur in many ways. The chairs of council and various committees are strong, gifted and committed. The members of these groups work well together and have a strong sense that what they do matters. Our Licensed Lay Worship Leader leads strongly, on a level that is realistic and comprehensible. Our office is run smoothly and efficiently, and our Administrative Assistant is deeply respected. Leadership with team expectations is the norm here and is a crucial element. It is the glue that holds all the Ministry and Mission Priorities together.

### 3. Discipleship

Discipleship takes many forms at TSA. Our weekly Bible study is an active, engaged and theologically diverse group (between 12 and 25 participants.) Congregants have come to look forward to a Friday email preview of the upcoming Sunday sermon, with its mix of humour and information. We have a Christian Education and Faith Formation committee. Our UCW groups hold regular meetings and special events, some of them interdenominational, and/or open to the public. Discipleship threads through most of what we do, especially in our efforts to live out the gospel.

#### 4. Pastoral Care

TSA has a three-member Pastoral Care Team who work under the leadership of our minister. Two of the members have taken Pastoral Care training in Ottawa. Continued training for the team is ongoing. They visit the ill, shut-ins, and congregants in senior and long-term care homes. Following Jesus' call, each member of our congregation is invited to take responsibility in caring for and supporting one another.

#### 5. a) Justice and Outreach – Affirming Congregation

In 2018, we became an Affirming Church, have an active committee supporting this ministry, host PFLAG meetings and are a sponsor of Pride Week.

#### b) Justice and Outreach

We strive to live in a loving, just and respectful relationship with each other. Our goal is to make our church community welcoming for all. This expands into the community through our Thrift Shop, Community Dinners, and modestly priced rental space for community groups. Our library has a good selection of books on a broad range of current social justice issues. We support the Canadian Food Grains Bank through donations.

#### 6. Ministry Partnerships

Our Local Ministry Unit is in transition with an influx of new ministers in the area. TSA participates in World Day of Prayer with neighbouring churches.

#### 7. Stewardship

TSA's financial situation is monitored at every Council meeting, and a formal review is done annually. We operate within our set budget, and last year had a surplus.

Planning is underway to increase our Stewardship activity around encouraging and empowering the gifts found in the members of our congregation. To date a workshop is being offered around worship leadership and courses that enhance spirituality are being continued.

Each year Council establishes goals for the coming year to provide focus for activities.

#### GOALS for 2018 and results:

**Goal 1: To move towards a more sustainable future.** This means looking for ways to better utilize and maintain our large, aging building at the same time as our congregation is aging. We have increased the permanent space used by the Robbie Dean Centre, a youth suicide prevention counselling service; made office space available to the minister of the Admaston Pastoral Charge, and opened up the Godly Play room and a lower storage room for meetings. We have met with Admaston representatives to share insights on issues of aging congregations and building maintenance and costs. We have established a Property Reserve Fund and a Human Resources Reserve Fund to help offset unforeseen or large expenses in those areas. In 2018 we had a small surplus which was put into the Property Reserve Fund.

We continue to imagine what Trinity-St Andrew's might look like in five years, in ten years and establish plans to manage a number of scenarios. This work will continue into 2019 and to that end we have budgeted money to get help in this planning if required and will focus on that at our 2019 Retreat.

**Goal 2: To complete the Affirming Process.** Each week leading up to our October 21st vote on whether or not to become an Affirming Ministry, an article in support of this process, written by a member of the congregation, was published in the Bulletin. In addition, our Affirming team met with Perth and Smiths Falls churches for discussions and guest speaker Emmet Cameron joined us in September.

A positive vote on October 21<sup>st</sup> to become an Affirming Ministry was celebrated on November 25. Our Statement of Purpose was updated to acknowledge this change. A standing committee of Council has been established in 2019 to provide leadership in this area.

**Goal 3: To improve building accessibility.** A government grant for \$16,000 was received and power assist doors were installed on the Quarry St. entrance. In addition, new flooring was provided in that entrance way to improve the flooring interfaces for wheelchairs/walkers.

**Goal 4: To produce statements that clarify roles in the community.** We established a Behavioural Covenant to guide meeting behavior, updated our Wedding and Funeral Policies and approved a new Baptismal Policy.

**Goal 5: To improve communication with the congregation.** We provided more updates in the Bulletin to help keep the congregation informed of activities and decisions. We also updated our financial statements to make them more transparent and streamlined our Annual Report.

**Goal 6: To update the physical appearance of our building with a specific focus on the narthex and exterior signage.** We accomplished much in this area. A welcome banner was put up outside, the TSA sign was updated, the pillars and light posts were painted and the door handles were polished. Following our Affirming vote both the United Church of Canada and Affirm United logos were added to the outdoor banner.

We moved the heritage display cabinets and pictures into the chapel to create a new heritage area. Chairs were put in the Narthex to welcome people to sit in that area. The Narthex and upper hall were painted to freshen the space. Our Statement of Purpose was posted on the wall so that it is easy to read as you leave the Sanctuary. Beside the Statement of Purpose a table displays our programs, activities and passions. Logos for TSA's outreach partners were posted on the wall. New flags for the Sanctuary were purchased.

#### GOALS for 2019:

Inspired by the New Creed of the United Church of Canada, the Council of TSA commits in 2019 to:

1. Living with Respect in Creation- TSA will **take action on Climate Justice** by trying to model as a community a more sustainable life style - ie. reduction of waste. We will support conversations within the community of people seeking to live with less.
2. Loving and Serving Others – we will **promote local and broader outreach** through both our own congregation and Mission and Service Fund. Local outreach will include Meals on Wheels, Community Supper, Camp Lau-Ren, Mat Group, Renfrew Refugee Welcome Group, Food Bank, Thrift Shop, and funeral luncheons. Global outreach will include Canadian Foodgrains Bank, and UCC special appeals.
3. Being the Church. Sustainability – we will establish a **strategic plan** to for the future of TSA. The plan will include consideration of our building - its use and anticipated costs of upkeep, congregation demographics, givings projections, fundraising reliance and management structure with a goal of optimizing volunteer time.
4. Being the Church. Finances and Fundraising – we will **improve the stewardship of our time and monies.** We will continue to simplify financial statements to improve transparency. We will review the funds held by the Trustees to ensure they are serving the church well. We will evaluate fundraising efforts looking at

our overall reliance upon them to run the church. We will evaluate our expectations of volunteers asking whether or not these are reasonable.

- 5. Being the Church. Building Improvements – we will **update the physical appearance** of our building with a specific focus on the sanctuary.

### Our People

Trinity-St. Andrew's United Church is in the small town of Renfrew, population 8200. As of December 2018, we had 207 official members on the roll, and as 72 adherents. On Sundays, an average of 110 people attend our morning service.

Most of our congregation live in single-family homes, some in apartments, a few in the country and a few in retirement or long term care homes. Most of our congregation are retirees, or seniors. Most grew up in the Renfrew area.

Our congregation is like a family where most of us know each other. Many members are related. We're a medium-sized church with an active core of 100 or more people who attend services regularly, and who are very involved in a range of different programs, small groups, and community outreach/fundraising activities. We are clear about our vision and purpose and are developing the skills and gifts to bring it about; we are excited and optimistic about our vision.

#### Demographics

|             |     |
|-------------|-----|
| 0-50 years  | 15% |
| 51-60 years | 12% |
| 61-70 years | 20% |
| 71-80 years | 25% |
| 81+ years   | 28% |

### Our Finances

Our current financial situation is satisfactory. The breakdown of revenue for our current (~\$315K) operating budget:

- Congregational giving 58%
- Thrift Shop 15%
- Rental of building/services 9%
- Congregational fundraising 8%
- Bequests/reserves/investments 7%
- Solar 3%

We have run a small surplus for the past three years and forecast a surplus for 2019.

We have an endowment fund of about \$310K held by our Trustees (see p.9).

We do not have any mortgages or outstanding loans.

Our financial statements undergo a formal third-party review each year. A copy of our 2018 Financial Statement is attached.

## 1. Expenses vs Revenues

| Year        | Revenues Total (including fundraising and flow-through) | Amount given through envelopes + PAR | Expenses (including flow-through funds) | Do expenses exceed revenues? (yes/no) | Bank balance at end of year RBC + ING |
|-------------|---|--------------------------------------|---|---------------------------------------|---------------------------------------|
| 2019 Budget | \$315,000.  | \$170k                               | \$311,103.                              | No                                    | -----                                 |
| 2018        | \$343,457   | \$167k                               | \$309,574.                              | No                                    | \$151k                                |
| 2017        | \$328,651.  | \$165k                               | \$304,653                               | No                                    | \$122k                                |
| 2016        | \$302,970.  | \$160k                               | \$275,963.                              | No                                    | \$98k                                 |
| 2015*       | \$306,325   | \$160k                               | \$347,034                               | Yes                                   | \$66k                                 |
| 2014        | \$305,225   | \$167k                               | \$287,792                               | No                                    | -----                                 |

\*In 2015 there was a large building roof repair expense.

In 2017 we went from 1.25 ministers to 1.0.

About 25% of contributors use PAR.

## 2. Payroll Costs

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

Minister: 40 hours per week

Secretary: 21.5 hours per week

Music Director: 10 hours per week

Custodian: 25 hours per week

Bookkeeper: on contract

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

| 2019 Budget | 2018      | 2017      | 2016      | 2015      | 2014      |
|-------------|-----------|-----------|-----------|-----------|-----------|
| \$166,572   | \$156,666 | \$170,495 | \$157,344 | \$159,879 | \$161,131 |

### 3. Utilities, maintenance, and repairs vs 25% of revenues

| Year        | Utilities<br>(Power &<br>Water) | Fuel     | Maintenance | Total     | Exceeds 25%<br>of Revenues<br>(Yes or No) |
|-------------|---------------------------------|----------|-------------|-----------|---|
| 2019 Budget | \$20,500                        | \$14,000 | \$31,592    | \$66,092  | No  |
| 2018        | \$18,392                        | \$11,954 | \$48,740    | \$79,086  | No  |
| 2017        | \$19,927                        | \$9,940  | \$35,503    | \$65,370  | No  |
| 2016        | \$19,050                        | \$8,394  | \$23,911    | \$51,356  | No  |
| 2015*       | \$25,240                        | \$12,676 | \$63,131    | \$101,047 | Yes                                       |
| 2014        | \$23,475                        | \$10,775 | \$20,678    | \$56,928  | No  |

\*In 2015 there was a large building roof repair expense.

### 4. Contributors supporting TSA

| 2018 | 2017 | 2016 | 2015 | 2014 | 2013 |
|------|------|------|------|------|------|
| 220  | 222  | 233  | 248  | 334  | 334  |

### 4. Stewardship projects (campaign) in the past two years

Several times each year, the congregation is encouraged to give through PAR through notices in the Bulletin and verbal announcements. Other initiatives have been - information on givings quarterly in the Bulletin, Toonie campaigns - 2018 for world hunger and 2019 for northern poor, thank you notes to contributors at the end of each year, volunteer recognition celebration each year, specific requests to the congregation each year for Sunshine Coach, Camp Lau Ren, and Food Grains.

## 5. Investments, special funds

Based on our current financial position we feel confident that we can support a full-time ordered minister into the foreseeable future.

### Our Real Property

**Our church building** located on Plaunt Street in Renfrew. The **title** for this property has been confirmed as being properly held as the property of the Trustees of Trinity-St. Andrew's congregation of the United Church of Canada and the Town of Renfrew. Our current building was built in 1990 after our church burned down in 1986.

Trinity-St. Andrew's does not have a **manse or a cemetery**. We have used the new compensation model since 2015.

TSA has a **sanctuary** that holds 400 people. Most of the congregation sit in pews. There are chairs at the back and the choir sits in chairs at the front. Our music is enhanced by a beautiful pipe organ and a grand piano. We have a chapel separated from the sanctuary by folding doors which can be opened. The sanctuary is also used for funerals, weddings, community concerts and the Rotary Music Festival.

Our building is fully **wheelchair accessible**. There is a ramp leading to the front entrance (Plaunt Street) which has push button doors; there is a level, walk-in side entrance (Quarry Avenue) to the ground floor with push button doors and an elevator to the second floor. In addition, we provide large print bulletins, large print hymnals, and a hearing-aid loop. Walkers and transfer wheelchairs are available if needed. Our congregation funds the Sunshine Coach (a transportation service) on Sundays which enables handicapped congregants to attend church.

We have **meeting rooms** which are used by church and community groups. We have a nursery with toys and furniture that are compliant with current safety standards, and a Godly Play (Sunday School) room. Activity rooms include a well-stocked library; Stewart Hall, a larger, multi-purpose space; a full, a modern, well-used kitchen; and a music room. There is a large, well-organized storage space, with a furnace room at the back.

**The Minister's office** is located off the narthex, close to the reception area, for the sole use of the minister. In addition to a desk, the room is furnished with bookcases, a couch, chairs and a coffee table – a comfortable spot for offering pastoral care. Large windows on one wall keep the room bright. There is a washroom next to the office.

Telephones are found in the church office, the minister's office, the narthex, and the kitchen. There is a photocopier in the office. Both the church office and the ministers' offices have computers. There is also a portable computer that can be used for presentations, etc. We have high speed internet. Currently we have two Social Media accounts (Facebook and Twitter) in addition to a church Webpage, all maintained by the minister and our office administrator.

Our **building is used** by roughly 80,000 people a year, including outside groups. We run a Thrift Shop three days a week, staffed with church and community volunteers. The Thrift Shop rooms are located on the ground floor of the church, and ten percent (10%) of our receipts go to local charities. The Robbie Dean Centre rents rooms to run a full time counseling program. UCW Presbyterial meetings are held three times a year. A range

of community groups hold weekly/ bi-weekly meetings: AA, NA, AL-Anon, Crafty Ladies, crocheted milk-bag Mat Makers. Other occasional users include the Camp Lau-Ren executive, and the Renfrew Refugee Welcome Group.

Being committed to good stewardship, **training** of our staff and committee members is a priority that we have recognized. Our intention is to make supporting the work of the church an embedded practice, through facilitating the education needs of those doing the work. All required employment policies are in place.

### **Our Community of Renfrew**

Renfrew is a small, active community of 8200 people, with a very rich volunteer tradition. It is the commercial hub of the area. Renfrew is steeped in Ottawa Valley heritage and tradition: in 2018, we celebrated 160 years of history. The Renfrew Agricultural Fair is one of the oldest in Canada, dating back to 1854. There is a good blend of town and country, with the advantages of town amenities plus the recreational opportunities of the countryside. We are at the junction of Highway 60, coming from Algonquin Park (a two-hour drive), and Trans-Canada Highway 17, coming from Ottawa (a one hour drive), with the Bonnechere River flowing through on its way to join the Ottawa River. North Bay, Toronto and Montreal are all within driving distance. We face the challenges of an aging population and economic adversity. Renfrew is a very conservative town where tradition provides a strong sense of community and connectedness.

There are seven other faith communities in Renfrew: Roman Catholic, Presbyterian, Christian Reformed, Pentecostal, Salvation Army, Anglican and Lutheran. While connections with these other faiths are limited, we are open to having closer ties with them.

The following websites will provide a snapshot of our church, our municipal government, care services, our police and fire departments, our school systems, our business climate, our interests and our daily life.

|  |   |
|--|---|
| Trinity-St. Andrew’s United Church       | <a href="http://www.tsarenfrew.ca">www.tsarenfrew.ca</a>                    |
| Town of Renfrew                          | <a href="http://www.renfrew.ca">www.renfrew.ca</a>                          |
| Renfrew Victoria Hospital                | <a href="http://www.renfrewhosp.com">www.renfrewhosp.com</a>                |
| Renfrew Hospice                          | <a href="http://www.hospicerenfrew.ca">www.hospicerenfrew.ca</a>            |
| Renfrew Economic Development Corporation | <a href="http://www.redc.ca">www.redc.ca</a>                                |
| Renfrew Business Improvement             | <a href="http://www.renfrewbia.ca">www.renfrewbia.ca</a>                    |
| Renfrew County District School Board     | <a href="http://www.rcdsb.on.ca">www.rcdsb.on.ca</a>                        |
| Renfrew Mercury (weekly newspaper)       | <a href="http://www.insideottawavalley.com">www.insideottawavalley.com</a>  |
| Radio – myFM Renfrew                     | <a href="http://www.myfmradio.ca">www.myfmradio.ca</a>                      |
| Valley Heritage Radio                    | <a href="https://valleyheritageradio.ca">https://valleyheritageradio.ca</a> |
| Dragonfly Golf Links                     | <a href="http://www.dragonflygolf.com">www.dragonflygolf.com</a>            |
| Renfrew Golf Club                        | <a href="http://www.renfrewgolf.com">www.renfrewgolf.com</a>                |
| Renfrew Fall Fair (County Fair)          | <a href="http://www.renfrewfair.com">www.renfrewfair.com</a>                |
| Ottawa Valley Tourism                    | <a href="http://www.ottawavalley.org">www.ottawavalley.org</a>              |

### **Our Ministry Personnel Terms Profile**

**Terms Profile:**

1. Seeking one (1) full-time UCC ordered (ordained or diaconal) minister, or eligible to be ordered.
2. Cost of living, COL #2 (no manse).

3. Salary and benefits provided according to current annual UCC Minimum Salary Guidelines, including:
  - a. Annual vacation of one (1) month, including five (5) Sundays;
  - b. Annual continuing education leave of three (3) weeks, including Sundays;
  - c. Annual Continuing Education allowance,
  - d. Reasonable moving expenses;
  - e. Sabbatical after five (5) years.
4. Administrative Assistant services, 21.5 hours per week.
5. Final terms, including salary, will be negotiated with successful applicant.

### **MINISTRY PERSONNEL POSITION DESCRIPTION**

**Position Title:**

Full-time minister – ordered (ordained or diaconal), or eligible to be ordered, in good standing within The United Church of Canada.

**Position Summary:**

The Minister, in conjunction with Church Council, will be responsible for the general leadership and direction of Trinity-St. Andrew's United Church. The Minister will provide overall spiritual leadership for TSA, with primary responsibility for Worship, Pastoral Care, Discipleship, Administration, Social Justice, and Outreach.

**Autonomy in Decision Making:**

Within the Church the Minister will have full autonomy over the Professional Development dollars and travel budget that are allotted to them annually. The discretionary fund annual budget is to be used for people in need by the Minister as the Minister sees fit.

The Minister will choose the hymns which work well with the services planned. These should be relayed to the music director well in advance. The music director will have flexibility to prepare pre-service music as well as the anthems which are suitable with the theme of the service.

The Minister will have the flexibility to pursue new ministries (special projects) that follow Trinity-St. Andrew's Statement of Purpose. The Minister will be given a budget of \$1,500 for this purpose. The Minister will be able to direct or coach staff/volunteers towards the project completion. The Minister will have a sounding board of two Council members of their choosing to ensure the project is in line with Trinity-St. Andrew's Statement of Purpose. For larger projects the Minister will make a proposal to Council for approval.

**Principal Areas of Responsibility and Associated Duties:**

- 1) Worship – 40%
  - a) Plan and lead lively worship services that connect with the congregation, working in consultation with the Worship and Music Committee and the Music Director. Preaching is important to us, so is music and prayer.
  - b) Administer the sacraments six times per year.
  - c) Perform funerals and weddings, initiating pre-arrangement meetings as required.
  - d) Conduct special services and services at long term care facilities, at the discretion of the minister.
  - e) Extend communion to shut-ins, at the discretion of the minister.
- 2) Pastoral Care – 20%
  - a) Provide spiritual guidance and care, and support for the congregation.
  - b) Provide for visitation of people from the congregation who are in long term care facilities and hospitals.

- c) Provide leadership for, and work in conjunction with, the Membership, Fellowship and Pastoral Care Committee and the Pastoral Care Team.
- 3) Discipleship, Social Justice and Outreach – 25%
- a Lead a weekly Bible Study, and offer seasonal studies as appropriate (e.g., Lent).
  - b Explore with the congregation opportunities for community formation and deepening faith.
  - c Help develop and enhance the involvement and skills of TSA's leadership in the congregation's efforts towards climate justice, and our responsibilities as an Affirming Church.
  - d Reach out to neighbouring United Church of Canada congregations to share plans to mitigate changing demographic circumstances.
  - e Create a community of United Churches in our region to support a Christian presence.
- 4) Administration – 15%
- a Attend to the administrative needs of the congregation in consultation with Council, Church Committees and the Office Administrator.
  - b Attend monthly Church Council meetings, serve as ex officio member of all Committees (except Ministry and Personnel and Nominations) and provide resource support to Committee Chairs as requested or required.
  - c Participate in meetings of Eastern Ontario Outaouais Regional Council as scheduled.
  - d Participate in developing and implementing strategies to allow the pastoral charge to adapt to changing demographic circumstances.

### Core Competencies

1. **Strong, well-delivered sermons.** The ability to preach and interpret the Bible with relevance to the present day is important to our congregation. Our aging congregation also requires a clear and audible speaking voice.
2. **Leadership ability**, with an emphasis on empowerment. Ours is an active church with willing and talented members. Empowering the congregation means we can maximize our talents, learn new skills, and grow as a faith community.
3. **Organization.** Advanced planning and the coordination of events and committees is essential to the smooth running of both Sunday services and the overall rhythms of the Church year.
4. **Interpersonal skills.** Clear verbal communication, solid listening skills, an ability to negotiate, an ability to be assertive when needed, a willingness to participate in problem solving, and an ability to make thoughtful decisions are all important in developing positive relationships with the congregation.
5. **A positive outlook.** People respond well to optimism and encouragement.
6. **Ability to work with all ages**, and a special understanding of seniors.
7. **An appreciation of the role of music.** Music is an important part of our worship. It moves us as individuals, provides an atmosphere for spiritual growth, and nurtures fellowship.
8. **Willingness to form closer ties with other local faith communities.**
9. **Computer skills.** These are necessary to enhance your ministry work in administration, worship and outreach.