

# **Trinity – St. Andrew’s United Church**

## **Community of Faith Profile**



**Open Hearts   Open Minds   Open Doors**

For

EOORC Pastoral Relations

December 6, 2024

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## 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 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. (2018)

## GOALS

**Goal #1:** Spirituality: *“As a community of faith led by the Spirit”,* a variety of resources and methods of access will be available to meet the spiritual needs and requirements of the congregation.

**Goal #2:** Outreach and Partnerships: *“We challenge ourselves to deepen our relationship to God, to see the light of the divine in each person and in all creation.”* Local, regional, national and international needs, including both social justice and climatic justice will be supported through: TSA Thrift Shop; Mission and Service; Camp Lau-Ren; Mat Group; Newcomers; Community Dinners; partnerships within the community (i.e. other denominations, LGBTQ Community, First Nations Community) and participation in the Canadian Foodgrains Bank.

**Goal #3:** Resources: Resource utilization to achieve Goals #1 and #2 will be monitored. Financial resources will continue to be monitored by the Finance and Stewardship Committee, Council and Trustees.

## **ADMINISTRATION**

**(Goals #1, #2, & 3)**

Trinity-St. Andrew's United Church (TSA) is an Affirming Congregation which utilizes a Council Lead Governance Model. The Council is comprised of a chair, a secretary and chairs of all standing committees as well as a member at large and a Regional Representative. Council Meetings are held monthly and there is an Annual General Meeting held in the early spring. There is a Board of Trustees which holds the TSA property in trust for the congregation and the United Church of Canada. A Board of Directors has been established to oversee the administration of the Thrift Shop. Financial information is shared quarterly by the Chair of the Finance Committee and the information is also shared through print in the Bulletin.

Trinity - St. Andrew's United Church (TSA) relies on a combination of staff and volunteers to take care of the administrative needs of the Faith Community. Currently, there is a full-time minister, a part-time music director, a part-time office administrator, and a part-time caretaker. A team of volunteers, coordinated through the Property Committee, provides support in the routine maintenance of the building. The UCW has a well-organized volunteer base which provides support for catering events and an annual Christmas Treats and Treasures Sale which spans two weekends. A group of volunteers take care of changing the liturgical colours in the Sanctuary and have held information sessions for the congregation to explain the meaning and symbolism of the colours.

Technology is widely used as an administrative tool. Worship services and special events are livestreamed and have an increasing number of followers. Council Meetings are held via Zoom as necessary, especially during inclement weather. A smart TV is available for use at meetings for guest or staff presentations. There are also several cameras in use at the entrances of the building to maintain sight lines for staff and volunteers working on site.

The staff and volunteers are a team dedicated to the well-being of the congregation and of communities, whether they be local, national or global. The missions of supporting, caring and giving are lived daily.

## **COMMUNITY OUTREACH AND SOCIAL JUSTICE**

**(Goal #2)**

Trinity St.-Andrew's United Church is in the town of Renfrew, Ontario. Please check out the Town of Renfrew website to learn more about this historic town at [www.renfrewontario.com](http://www.renfrewontario.com)

The TSA Congregation, since its creation, consistently supports the community and continues to focus on the needs locally, federally and internationally. TSA is an Affirming Congregation (since 2018) and welcomes everyone to the fully accessible church facility. Members of the congregation and the community at large can access the use of facilities through the TSA website. Communication relies heavily on social media as print media is very limited in the Renfrew area.

Currently there are numerous activities happening at TSA:

- Sunday Worship is held at 10:00 a.m. and live on Facebook
- Fellowship during coffee hour is held every Sunday following Worship
- The St. James Lutheran Congregation worships weekly in the TSA Chapel
- TSA Choir supports the TSA Music Ministry during worship and rehearsals are held Thursday evenings at 7:00p.m.
- Rainbow Worship Services are held the first Sunday of each month at 6:30 p.m. in the Chapel
- Music to Memories Dementia Choir meets monthly
- Bible Study is held each Wednesday at 11:00 a.m.
- TSA has a lending library
- Ukulele Group meets two Mondays per month
- Mat Group meets on Wednesday afternoons and the sleeping mats are sent internationally to countries in need
- Crafty Ladies meet on Wednesday afternoons
- TSA Youth Meet Up / Jam Session gather on Monday evenings and periodically support TSA Music Ministry during worship services
- Men's Group meets monthly for breakfast and assists with the Community Lunch meal preparation
- Community Lunch is served once per month free of charge. Average monthly attendance is 60 -65 people.
- United Church Women hold an annual Treats and Treasures Bazaar along with other events to support the local community
- There is an annual concert in support of Canadian Foodgrains Bank
- Numerous community groups utilize space in the building to hold meetings and / or conduct business. Meeting rooms, the Sanctuary and Stewart Hall are available to the community at a very affordable rental rate.
- Mitten tree and nonperishable food items gathered during Advent are donated to the Renfrew and District Food Bank
- Annual plant sale fundraiser supports Camp Lau-Ren and other needs
- The Thrift Shop has been the largest financial support for TSA over the past 8 to 10 years. Ten percent of all monies earned at The Thrift Shop are given to local charities each quarter.

TSA's building is widely used by members of the community for a variety of purposes:

- Renfrew Victoria Hospital Auxiliary use the kitchen facilities to make tourtieres as a Christmas fundraiser
- Several AA groups meet weekly in a variety of spaces
- Dementia Support meet monthly
- Parkinsons Support meet monthly
- McKay Manor Yoga is held weekly
- Office space is rented to several enterprises (i.e. counselling)
- Rotary Music Festival rents the sanctuary for portions of the annual festival

The Thrift Shop is located on the lower level of the building and ten percent of all monies earned are donated to local charities each quarter. The most recent donation of \$3 250 given to the Renfrew and Area Food Bank from the 2024 3<sup>rd</sup> Quarter revenues. The Thrift Shop also provides goods for people in need at no cost.

Following a generous bequest, a five year annual \$1,500 Mary Elizabeth Plaunt Scholarship will be awarded to a Renfrew Collegiate Institute student pursuing a university degree for a career in teaching with a preference given to primary grades; or to pursue a college diploma for teaching in Early Childhood Education.

A 10kw solar panel array is installed on the roof of the church and feeds electricity into the grid. Under the provisions of the MicroFit program, TSA receives approximately \$10, 000 per year for the power produced and fulfills the mission to serve as stewards of the earth by producing renewable energy.

Two events, a Camp Day worship with special offering and an Annual Plant Sale, are held in support of Camp Lau-Ren. TSA leads spring clean-up and repair so that the camp is ready for summer. TSA believes in supporting youth in their spiritual endeavours and is a major contributor to Camp Lau-Ren.

An annual concert is held in the fall to support Canadian Foodgrains Bank. Members of the TSA Choir, TSA Youth Praise Band and guest performers present a variety of music and share information about this worthy cause to encourage donations.

Every week a group of volunteers gathers in Stewart Hall to make sleeping mats which are made of woven milk bags. The sleeping mats are then delivered to Toronto and from there, distributed to nations in need.

TSA has a lending library with a good selection of books on a broad range of spiritual and current social justice topics.

Several members or adherents are involved in groups such as Canadian Federation of University Women, Canadian Foodgrains Bank, Rotary, Royal Canadian Legion, Renfrew and District Food Bank and National Council of Canadians, all which support social justice issues.

## **DENOMINATIONS AND COMMUNITIES**

**(Goal #2)**

TSA is well respected in the local community and plays an integral role in supporting local needs. Many community members, along with congregational members and adherents, volunteer in the Thrift Shop on a regular basis and take great pride in supporting the citizens of the greater Renfrew area. Initiatives, such as Canadian Foodgrains Bank, the Annual Plant Sale and the Treats and Treasures Bazaar, are well attended by members of the community and demonstrate the need for care of others not only locally, but globally as well is part of the mission of TSA. Partnerships are established within the Renfrew Communities of Faith to share in World Day of Prayer which will be held at TSA in 2025.

St. James Lutheran Church holds Sunday Worship in the Chapel at TSA. This partnership is very successful and several joint worship services are held annually, and the congregations

share in supporting the community of Renfrew with donations to the Renfrew and District Food Bank and other worthwhile endeavours.

General Council Resources are accessed as necessary when decisions need to be made, such as, the Affirming Process and Remit 1 Indigenous Autonomy within the United Church of Canada. Resources from the General Council are critical to the success of these ideals.

The minister at TSA, along with members of the Council, takes a leadership role within the greater community, creating networking opportunities with other United Church Communities of Faith to form partnerships to solve similar circumstantial issues. TSA participates in the 'New to the Frew' event held each September to welcome newcomers to the community. A colourful display is set up highlighting upcoming TSA events, Thrift Shop information and activity groups which are held at the church. This venue provides members of the Council with an opportunity to speak with new neighbours and share the gifts TSA has to offer.

<b>FAITH FORMATION AND CHRISTIAN EDUCATION (Goal #1)</b>
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Faith formation and Christian education are part of the spirituality goal of the congregation. The Minister leads a weekly Bible Study as well as a Lenten book study. Previous Lenten book studies have looked at a number of different topics including Missional Church and evangelism. The Bible Study also includes a time of faith sharing. This weekly spiritual exercise is extremely valuable to the congregants. The Minister is invitational in practice and provides encouragement and guidance.

The Music Director plays an integral role with youth at TSA. The Praise Band meets weekly and share their gift of music as part of their mission. The Band does participate in Sunday Worship periodically.

<b>LEADERSHIP (Goal #3)</b>
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At TSA it is considered vital to encourage the ongoing educational aspects of the staff and to provide support for their success. Through the M&P Committee, opportunities for workshops and training are shared and subsidized as necessary. The minister uses Study Leave as a time to reflect and to seek God's guidance for future endeavours.

The current Music Director has taken on a leadership role in several aspects of the Ministry of Music at TSA. In addition to working with the Minister in the selection of weekly hymns, she leads the monthly Rainbow Worship, the weekly Youth Praise Band, the monthly Music to Memories Dementia Choir and assists with the organizing of the annual Canada Foodgrains Bank Concert.

The Council takes the responsibility of leadership very seriously and is diligent in its practice and sharing of information through the publication of the newsletter 'Realm' as a means of open communication. Realm is comprised of decisions made at Council and upcoming events and it is available to everyone through email or in hard copy.

The Minister is a leader by example and encourages everyone to follow the teachings of Jesus and to look for God in things each day. Being open to new ideas, which support the Statement of Purpose and the Goals of TSA, match the needs of the TSA Community of Faith and motivate others to be creative in their vision.

<b>PASTORAL CARE</b>
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<b>(Goal #2)</b>
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TSA has a Pastoral Care Team who work under the guidance and leadership of the minister. Training for members of the team is offered on an ongoing basis. The team makes visits to shut-ins, to the ill, and to congregants in retirement and long-term care homes. Pastoral Care members also support the minister with monthly worship in each of the three retirement / long-term homes in the town of Renfrew. Visits are also made to Renfrew Hospice as needed. Greeting cards are sent to seniors for special occasions, prayer shawls are given to people in need of support and funding is made available for the Sunshine Coach for congregants who require transportation to worship and events at TSA.

<b>SELF-CARE</b>
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<b>(Goals #1 &amp; #3)</b>
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Within the TSA Community of Faith, spirituality is considered something which is done well, and that God is seen making a difference in the life of the congregation. The focus of time together is for fellowship, laughter and fun. The church is a bustling hub of activity which welcomes everyone, and where everyone works toward the mission of supporting a need in the community while they enjoy time spent together and assisting each other. Congregants refer to the Community of Faith as a family – The TSA Family. There is time to share stories, wishes and prayers over a cup of tea or coffee or a glass of juice.

It is important that everyone has a balance in their lives, and it is important that congregants care for each other. Open, honest communication and support are necessary for this to occur, and this can be achieved through getting to know one another. Having time to sit and talk is critical, and this happens at TSA regularly.

<b>WORSHIP</b>
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<b>(Goal #1)</b>
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### **Sunday Morning Worship:**

- Traditional order of worship
- Livestreamed on Facebook
- Lay Scripture reader
- Prayers led by minister
- Time for silent prayer
- Sharing opportunities for pastoral prayers or prayers of Thanksgiving from congregants
- Hymns are selected to reflect the scripture readings
- There is a grand piano, an organ and several members of the choir play guitar, fiddle, drums etc.
- Sermons have a clear explanation of the historical meaning of the readings and how they fit into our everyday lives
- Special music is a vast array of styles which reflect the liturgical season

As of November 20<sup>th</sup>, 2024, livestream average from 15 – 30 people watching live each week. Total weekly views online average 615. This average is from September to November of 2024. The Remembrance Day service was viewed 809 times.

### **Rainbow Worship (1<sup>st</sup> Sunday monthly):**

- Contemporary order of worship
- Livestreamed on Facebook – most recent service had 700 total views online
- Lay and ordained worship leaders
- Contemporary music
- Communion
- Congregation participation

During the summer months, Sunday Worship is held in Stewart Hall which is in the air-conditioned lower part of the building. Congregants sit at round tables, and they have an opportunity to get a refreshment prior to worship and can chat comfortably. This format allows for some focused discussion and has been used in interactive services and congregational annual meetings.

“Our worship has ended. Now when you leave this place, your service begins.” Rev. Bill Whiston

\*\*\***Demographics** – insert maps provided through the United Church of Canada and the Canada Census and data information from livestream services\*\*\*

**FINANCIAL VIABILITY REVIEW****(Goal #3)****Community of Faith:** Trinity – St. Andrew’s United Church

291 Plaunt St. Renfrew, ON

K7V 1N2

**Date:** December 5, 2024**1. Do your expenses exceed your revenues?**

Year	Revenues FT (Flow Through)	Amount given through envelopes & PAR	Amount given through other Plate E Transfer	Expenses	Do expenses exceed revenues? (yes / no)	Bank balance at end of year
Current yr 2024 Budget Est.	\$292,728 FT \$26,316 \$313,080	\$145,000	?	\$347,207	Yes	?
One year ago 2023	\$313,080 FT \$39,360	\$147,026	\$2,268	\$312,907	No	\$74,332
Two years ago 2022	\$296,322 FT \$37,269	\$141,437	\$2,298	\$278,569	No	\$75,082
Three years ago 2021	\$286,016 FT \$24,709	\$152,369	\$2,529	\$269,147	No	\$65,550
Four years ago 2020	\$281,934 FT \$28,966	\$155,490	\$2,530	\$261,987	No	\$57,420
Five years ago 2019	\$288,176 FT \$34,906	\$152,019	\$6,006	\$255,753	No	\$80,080
Six years ago 2018	\$305,919 FT \$36,957	\$161,872	\$4,989	\$287,649	No	\$83,950

**Comments:** FT (Flow Through) is calculated separately from the operating budget.

**2. Payroll Costs**

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

Minister: Full-time Professional – 40 hours per week

Secretary: 25 hours per week

Custodian: 25 hours per week

Other (youth, Sunday School etc.): Music Director: 16 hours per week

Bookkeeper: 32 – 35 hours per month

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

Current year 2024	One year ago 2023	Two years ago 2022	Three yrs ago 2021	Four years ago 2020	Five years ago 2019	Six years ago 2018
\$225,407	\$210,158	\$187,275	\$170,551	\$166,344	\$119,684	\$156,777

**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 percent of revenues? No**

Year	Utilities (Power and Water)	Fuel	Maintenance	Total	Exceeds 25%
Current year 2024	\$17,000	\$22,000	\$43,000	\$80,5000	No
One year ago 2023	\$17000	\$20,000	\$39,882	\$76,822	No
Two years ago 2022	\$15,428	\$12,940	\$31,510	\$59,878	No
Three years ago 2021	\$14,952	\$9,105	\$37,354	\$61,411	No
Four years ago 2020	\$14,643	\$8,711	\$37,514	\$60,867	No
Five years ago 2019	\$16,864	\$10,365	\$72472	\$99,655 CapX \$43,157 Net \$56,498	No
Six years ago 2018	\$18,392	\$11,954	\$65,777	\$96,123 CapX \$37,228 Net \$58,895	No

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

Current year	One year ago 2023	Two years ago 2022	Three years ago 2021	Four years ago 2020	Five years ago 2019	Six years ago 2018
2024	137	140	179	175	182	207

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

0 – 20 years	0
21 – 30 years	0
31 – 40 years	0
41 – 50 years	1
51 – 60 years	2
61 – 70 years	11
71 – 80 years	81
81 + years	42

Note: This is an estimate based on the 2023 demographic calculation.

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

Annual Giving	Number of givers: Current Year	One year ago	Two years ago	Three years ago	Four years ago	Five years ago	Six years ago
\$0 - \$100							
\$101 - \$500							
\$501 - \$1,000							
\$1,001 - \$5,000							
\$5,001+							

**Note: There is no reliance on a few generous contributors where 50% of the revenues come from one or two contributors**

**9. Have you taken part in a stewardship project (campaign) in the past two years? No**

- \_\_\_\_\_ 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* (on the Stewardship Toolkit website) 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? **Yes**

**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?**

Information from 2024 AGM based on 2023 data

Investments: \$673,714

- Breakdown:
- 1. Library (externally restricted) \$11,693
  - 2. McManus (externally restricted) \$2,223
  - 3. Endowment (internally restricted) \$659,798

Transfer from Building Fund \$140,365.71

Balance at Start of 2024	\$814,070.71
Transfer out	\$1,500.00
<u>Balance September 30, 2024,</u>	<u>\$878,418.36</u>
Net Gain	\$65,847.65

## POSITION DESCRIPTION

**Position Title:** Minister of Trinity – St. Andrew’s United Church

**Position Profile:** Full Time Ordered (ordained or diaconal),  
Solo (in good standing with the United Church of Canada)

### **Autonomy in Decision Making**

Within the Church, the Minister will maintain copyright of their sermons and have full autonomy of the Professional Development dollars and travel budget that are allotted to them annually. The discretionary fund found in the annual budget is to be used for people in need at the discretion of the Minister.

The Minister will have the flexibility to pursue new ministries (special projects) that follow Trinity -St. Andrew’s Statement of Purpose and support the three goals. There will be 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 may select two members of the Council to act as confidential advisors to ensure the project is in line with TSA’s Statement of Purpose and the three goals. For larger projects, the Minister will make a proposal to the Council for approval.

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

#### **1. Administration – 10%**

- a) Attend to the administrative needs of the congregation in consultation with the Council, Church Committees and the Office Administrator
- b) Attend monthly Council meetings, serve as an ex officio member of all committees, except for the Ministry and Personnel Committee and Nominations Committee and provide resource support to Committee Chairs as requested or required.
- c) Participate in meetings of the Eastern Ontario Outaouais Regional Council as scheduled
- d) Participate in developing and implementing strategies to allow the community of faith to adapt to a changing demographic.

**2. Community Outreach and Social Justice – 20%**

- a) Explore, with the congregation, opportunities for community faith formation and a deepening spirituality based on the needs of the greater Renfrew area community.
- b) Encourage TSA's continued participation in the Mission and Service Fund of the United Church of Canada.
- c) Provide leadership and guidance for the Council to achieve success of Goal #2.

**3. Continuing Education – 5%**

- a) Pursue ongoing study to achieve personal, vocational and professional goals with the support of the M & P Committee.

**4. Denomination and Communities – 5%**

- a) Demonstrate a willingness to form closer ties with other local faith communities.

**5. Faith Formation and Christian Education – 10%**

- a) Lead a weekly Bible Study and offer seasonal studies as appropriate (i.e. Lent).
- b) Support the monthly Rainbow Worship Service.

**6. Leadership – 5%**

- a) Emphasize empowerment of the congregants to maximize talents, skills and grow as a community of faith.
- b) Support the Pastoral Care Team with mentoring strategies.

**7. Pastoral Care – 10%**

- a) Provide spiritual guidance, care, and support for the congregation.
- b) Provide for visitation of congregants who reside in retirement or long-term care homes.
- c) Provide leadership for and work in collaboration with the Membership, Fellowship and Pastoral Care Committee and the Pastoral Care Team.
- d) Provide leadership and guidance for the Council to achieve success of Goal #1

**8. Self – Care – 5%**

- a) In consultation with the M&P Committee, set personal goals with a focus on a healthy, balanced lifestyle.

**9. Worship – 30%**

- a) Plan and lead deeply meaningful worship services that connect with the congregants.
- b) Currently, hymns are selected by the Minister and Music Director working together to reflect the scripture readings, musical themes, and preaching choices in each liturgical season.
- c) Work collaboratively with the Music Director to select appropriate hymns for worship.

- d) Preaching, prayer and music are all very important to the TSA congregation.
- e) Administer the sacrament of communion a minimum of six times per year.
- f) Perform funerals and weddings, initiating pre-arrangement meetings as required.
- g) Conduct special services and services at retirement and long – term care facilities monthly.
- h) Extend an invitation to shut-ins to receive communion, at the discretion of the Minister.
- i) Participate in community services as necessary (i.e. Remembrance Day and World Day of Prayer).
- j) Provide leadership and guidance for the Council to achieve success of Goal #1.

### **Required Knowledge, Skills and Abilities**

- a) Meaningful, well-delivered sermons – The ability to preach and interpret the Bible with relevance to the present day is important to the congregation. The aging demographic also requires a clear and audible speaking voice.
- b) Interpersonal skills –
  - i) clear oral and written communication skills,
  - ii) active listening skills,
  - iii) an ability to seek positive solutions to contentious issues through collaboration and problem solving,
  - iv) an ability to be assertive when necessary, and
  - v) an ability to make thoughtful decisions are all important in developing positive relationships within the TSA community of faith.

### **Other Preferred Assets**

- a) Proficiency in the use of all technology (i.e. computers, audio and video)
- b) Media skill competency
- c) Advanced organizational skills
- d) Ability to assist and support the Men’s Group with monthly community meal prep