

WOODROFFE PASTORAL CHARGE
JOINT NEEDS ASSESSMENT PROCESS—SUMMARY REPORT

06/09/2014

As approved by Council

16/09/2014

As approved by the Congregation

27/09/2014

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JOINT NEEDS ASSESSMENT SUMMARY REPORT

Needs Assessment Profiles

Pursuant to the guidelines set out in *The Manual* of the United Church of Canada (2013), Section I. Pastoral Relations, and *The Joint Needs Assessment Process* (2014) developed by the Montreal and Ottawa Conference, the Joint Needs Assessment Committee completed the following six Profiles to describe the community served by Woodroffe United Church, the ministry of the pastoral charge and its resources, to describe the positions needed to further its mission, to determine the skills, knowledge and experience needed for those positions and the terms under which they should be filled. For Profiles 3, 4 and 5, two separate profiles were created.

Profile 1: Demographic, Financial and Community

Profile 2: Living Ministry Profile

Profile 3: Position Description

Profile 4: Skills, Knowledge and Experience

Profile 5: What We Can Offer

Profile 6: Telling Our Story.

The Summary Report which follows is based on those profiles. The data for the profiles was collected from a series of documents including the Joint Needs Assessment Committee Report (2011), the Woodroffe United Church Annual Report (2013), a financial update from the church Treasurer (2014) and notes from a series of congregational “visioning” workshops held during 2013-2014, interviews with both current Ministers, and a major one-day Congregational Workshop, facilitated by Ottawa Presbytery on 7 June 2014.

1. The Community of the Pastoral Charge

Woodroffe United Church was founded in 1948 in what was at that time just beyond the western boundary of the City of Ottawa. Over the intervening 66 years, the community has become fully urbanized, home to a mix of single-family and multi-unit housing and commercial establishments. The residents are a mixture of age groups with the senior demographic becoming increasingly significant, especially in the immediate area of the church.

While the immediate neighbourhoods are mainly “middle class,” there are large pockets of low-income housing within a kilometre or two. These areas are the focus of Woodroffe’s local outreach activity to which almost \$40,000 was dedicated in 2013, including food banks, school lunches and supplies, emergency relief and Christmas gifts in addition to volunteer assistance with a number of programs. Outreach, both local and global (through the Mission and Service Fund) has been a signature activity of Woodroffe from the outset.

Woodroffe partners with and supports a number of community agencies and provides free or low-cost accommodation to many community groups, including Scouts, Alzheimer Society and Alcoholics Anonymous. The church building is extensively used from morning to evening throughout the week. In that respect, it remains a very active church and the provision of space is understood to be a part of our outreach to the local community.

2. The Ministry of the Pastoral Charge

Woodroffe has, from its beginning, had three key aspects to its mission: Spiritual Growth, Outreach and Pastoral Care. These have been clearly reflected in the responsibilities and time allocations assigned to successive ministry personnel and continue to be so.

The congregation has been in a steady numerical decline for some time. Over the past four years, this has accelerated, with Sunday worship attendance falling from 179 to about 130, in a sanctuary that seats 700. Recent updating of the church roll has reduced the number of active members and adherents from 788 to 430 and the number of families from 495 to 314. This has been reflected in church revenues, so that congregational givings are now less than half of the total revenue.

The congregation is rapidly aging. Over half the membership is over 50 and 32% are over 70. At the same time, the number of children and youth is shrinking, now making up just over 11% of the congregation. This has had a significant effect not only on finances but also on volunteers. Both challenges are the focus of ongoing congregational discussions. Three separate workshops occurred during the 2013-2014 church year which actively involved over 70 congregants.

The congregation, however, continues to be very generous with its support of both local and world outreach. In addition to the community givings, over \$39,000 was contributed to the United Church Mission and Service fund in 2013. As well the congregation is quick to respond to emergencies, both locally and abroad.

The congregation leans towards a more traditional approach to worship on Sunday, following the lectionary in preaching, scripture and music. However, the occasional alternative service has been well-received and special services occur annually, such as services to remember those who died during the previous year, an Advent service for those who find that season difficult, an Easter sunrise service on the banks of the Ottawa River and a “midnight” communion on Christmas Eve.

Dedicated adult education has not been common at Woodroffe for some time. However, a faithful group meets for early breakfast on Fridays during Advent and Lent to share their spiritual journeys. This is recognized as an area in need of development.

Music has been and remains a major strength and focus of worship at Woodroffe, whether on Sunday morning, at special services or regular concerts. Congregational hymns are chosen from *Voices United* with occasional printed inserts of new music. The choir anthems are a mix of

classical pieces, gospel and new compositions. The choir has occasionally commissioned new works. The annual concert series is well-attended by the congregation and the community.

3. Resources of the Pastoral Charge

Woodroffe has a solid history of volunteerism, both in its own programs and those of the community. Most of the daily work of the church has been carried out by volunteers, largely under lay leadership. However, lay leadership and participation is a growing challenge. The folks who were providing pastoral care a few years ago are now the recipients. Woodroffe has a trained Pastoral Care Team of 11 members who, among them, visited over 50 congregants during 2013, many on multiple occasions. It is becoming increasingly difficult to find volunteers to assist with all of the church programs, including serving on Council and its Standing Committees. While the total number of volunteer hours is still strong, more and more of them are being filled by the same people. Burnout has become a serious concern.

Woodroffe has been served by a team of two full-time ministers, either ordained or diaconal, for most of the past 30 years. Until July 2014, it had one full-time and one three-quarter-time minister. The Christian Education program is led by a volunteer on a part-time basis. The music program is led by a part-time paid Music Director who reports to the Music Committee through the Ministry and Personnel Committee. The office administration is handled by a part-time paid Secretary at 30 hours per week with the assistance of daily volunteers. A part-time Custodian (35 hours per week) works afternoons and evenings to allow for supervision during regular and special evening events.

The physical plant consists of a 700-seat sanctuary, three halls able to accommodate 225 people, a large and well-equipped kitchen, a 60-seat multi-purpose chapel, a 40-seat meeting room with kitchenette and a number of smaller multi-purpose rooms used for Sunday school and child care during the week. There are two offices for the ministers with telephone and computer connection. The main office consists of three rooms, fully equipped with computers, telephones and photocopier. Woodroffe does not have a manse but pays a housing allowance in lieu.

WUC has a sound system with recording equipment and an audio loop system in the sanctuary and banquet hall; a large church library, and a Keates 3 manual pipe organ. The main floor of the church, including sanctuary and banquet hall, is fully accessible to persons with mobility disabilities. There is ample parking at the sides and back of the church, including designated spaces for Ministers and Accessible Parking Permit holders.

The church building is a busy community resource and activity center for congregation. It is well-maintained but subject to the usual maintenance and repair challenges of a plant of this age. Over the last 20 years, the church has replaced the roof, upgraded the heating system with new furnaces, completely overhauled the banquet room, lower hall and sanctuary and installed air conditioning in all. The great majority of the work was financed through donations to our building fund.

WUC has no mortgage, a \$15,000 debt which will be cleared by the end of 2014, and currently has \$40,000 in available funds. Major designated funds included Mission and Service, Outreach, Building and the Woodward Bursary Fund which provides support to candidates for ministry. The 2014 operating budget is set at some \$366,000. About 72% is assigned to personnel. Building and property are the next major expenditures at \$52,000. Operating revenues for 2014 are forecast to be \$356,000 of which \$186,000 is anticipated from envelope givings from members, \$130,000 in donations for use of space, and \$35,000 from fundraising.

Our anticipated deficit for 2014 is \$10,000 which takes into account having only one three-quarter time minister on staff as of 1 July, with some additional staff support as needed over the balance of the year. Our estimate for church reserves at the end of 2014 is \$50,000 which takes into account the \$10,000 deficit for 2014. Currently our reserves are strictly in a cash bank account. We have no investments in any form. In 2014, we've received bequests totalling \$350 and are anticipating an additional \$5,000 before the end of the year. The use of bequests is controlled by Council. These bequest amounts are included in the cash reserve estimates provided above.

The substantial savings in expenditures from reducing our ministerial staff from 1.75 to 1.25 positions will help bring in stability to our financial position over the next few years. Below is a chart showing financial projections. It assumes staffing at 1.25 ministers as of mid- 2015.

<i>Year</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
<i>Revenues</i>	<i>\$356,000</i>	<i>\$350,000</i>	<i>\$350,000</i>
<i>Expenses</i>	<i>\$366,000</i>	<i>\$330,000</i>	<i>\$355,000</i>
<i>Surplus/Deficit</i>	<i>-\$10,000</i>	<i>\$20,000</i>	<i>-\$5,000</i>
<i>Cash Reserve</i>	<i>\$50,000</i>	<i>\$70,000</i>	<i>\$65,000</i>

4. Position Descriptions

The positions described here reflect the traditional goals of Woodroffe as found in its mission statement. So, worship, outreach and pastoral care have pride of place. While the positions are separate, they have been treated as a single, one and a quarter time, position for purposes of assigning approximate weekly hours. Also taken into account is the likely availability of volunteer assistance. It was felt, based on experience and current resources, that outreach is well-staffed by dedicated volunteers and is likely to remain so for at least the immediate future. It was clear that Woodroffe cannot continue to afford to have ministers spending as much time in attendance at committee meetings. Except for Council and Worship there is no requirement for this on a monthly basis and this report assumes that other committees can manage with occasional attendance as need arises. Christian education now has dedicated volunteer leadership which should minimize the need for minister time there as well.

Worship clearly needs a large commitment of minister time as does Pastoral Care. Thus, it is recommended that the quarter-time minister take on 80% of the pastoral care and assist the fulltime minister with worship on a 20% basis. The latter will also assist in establishing a desirable congregational presence for both ministers. This allows for one minister to take the lead role in assigned pastoral visiting while the other is available for backup and occasional visiting as needed. This is felt to be a more efficient and effective way of filling this essential congregational need than a more equal or total distribution.

The full details of the time breakdown can be found in the two Profile 3 documents in the appendices. They are summarized here briefly.

The full-time Minister of Word, Sacraments and Pastoral Care will be responsible for worship, administering the sacraments, Christian education, outreach, and Christian development. Responsibility for pastoral care will be shared with the quarter-time Minister of Pastoral Care. In a typical 40-hour week, this minister will spend 14 hours (35%) on the preparation and delivery of the worship services, assisted and occasionally spelled by the Minister of Pastoral Care. Four hours each will be allotted to pastoral care (in collaboration with the Minister of Pastoral Care), outreach, Congregational development, Christian education and wider Church involvement. Three hours are assigned to administration and leadership and two hours to professional development

The quarter-time Minister of Pastoral Care will have chief responsibility for pastoral care (8 hours per week) and will provide assistance in Sunday worship (2 hours per week). The position has no other assigned responsibilities.

5. The Terms to be Offered

Woodroffe can afford a total salary and benefits package appropriate to UCC category D through F, depending on qualifications. In addition the position would provide at least one month's vacation annually, three weeks of education leave, and three months of sabbatical leave after five consecutive years.

The cost for the quarter-time position would be approximately 25% of the above.

6. Recommendations

1. That Woodroffe Pastoral Charge request Ottawa Presbytery to declare a vacancy at Woodroffe United Church of a full-time (100%) Ordained Minister of Word, Sacrament and Pastoral Care.
2. That Woodroffe Pastoral Charge request Ottawa Presbytery to declare a vacancy at Woodroffe United Church of a quarter-time (25%) Ordained or Diaconal Minister of Pastoral Care.

THE UNITED CHURCH OF CANADA
SYNODE MONTREAL AND OTTAWA CONFERENCE



PROFILE 1: DEMOGRAPHIC, FINANCIAL AND COMMUNITY

Purpose: To provide information about the Mission Unit/Pastoral Charge to prospective applicants.

PART A: ABOUT OUR PEOPLE:

(Multi-point Pastoral Charges: please complete a profile for each congregation/mission unit)

Number of congregations: X 1 2 3 N/A (e.g. Outreach Ministries)

Congregation: Woodroffe Pastoral Charge 375 135
(Name of Congregation) (No. on roll) (Average Sunday attendance)

We think of ourselves mainly as: Rural Remote Small town Suburban
X Urban Inner City Other _____

Most of us live (check only one): in an apartment X in single-family homes
 in retirement homes in long-term care homes on working farms
 on rural retirement properties in low income or rent-to-income housing

The rest of us live (check all that apply): X in apartments in single-family homes
X in retirement homes X in long-term care homes on working farms
 on rural retirement properties X in low income or rent-to-income housing

PART B: ABOUT OUR PASTORAL CHARGE:

Our congregation includes: (approximate numbers in each group)

Infant and preschool: 8 [1%] Children (5-12): 29 [5%] Teens: (13-19) 27 [5%]

Young adults: (20-35) 103 [19%] Adults: (36-50) 88 [16%] Adults: (51+) 288 [53%]

Breakdown of Adults (51+): Young retirees:(51-64) 89 [16%] Older retirees:(65-70) 26 [5%] Seniors (over70) 173 [32%]

TOTAL [Members, Adherents and Children]: 543

2013 Annual Report: No. Members & Adherents = 498; No. Children = 37;

Most of us: (choose one)

- Grew up in this area Moved to this area for work
 Moved here to be close to family Moved here for other reasons

Many of us work in the following industries or sectors: (check all that apply)

- Health or social services Education Manufacturing
 Transportation Agriculture and food production
 Retail Environment Mining/Forestry
 Information Technology Government Other

Our congregation and/or community includes a significant number of people considered low-income or on social assistance. Community Yes No Congregation Yes No

Our congregation is like: (choose on 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 are close to one another based on common interest;
 Other description: _____

Our heritage as a Pastoral Charge: (check one that best applies):

Has roots as a Methodist/Congregationalist/Presbyterian/Local Union Churches/Aboriginal congregation prior to Union in 1925;

or b) we began: between 1925 and 1945 between 1945 and 1965

between 1965 and 2000 after 2000

We have been officially designated an "Affirming Congregation". Yes No

We have a marriage policy allowing same-sex marriages. Yes No

We think of our pastoral charge in the following way: (choose the 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 don't

know how to go forward and have some anxiety. 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.

Describe the ministry in our congregation at this time.

- Scripture-focused worship based on the common lectionary
- Pastoral care
- Local outreach
- Resource for congregational committees
- Community liaison

What would a newcomer experience in worship and church community life?

- A worship service that is common to a great many United Churches
- Excellent music for all ages and most tastes
- Welcoming fellowship
- A variety of opportunities to volunteer

What do we do well as a pastoral charge? What are our strengths?

- Worship
- Pastoral care
- Community outreach
- Music program

What aspects of our congregation's ministry could use development and growth?

- Christian education [all ages; especially adult]
- Pastoral visiting [in addition to Pastoral Care]

What is our dream? (if we had unlimited financial and/or volunteer commitment)

To once again have a full sanctuary on Sunday, a lively, bustling church school, a variety of youth programming, active Bible study and adult education, generous local and world outreach, and a clear sense of our future mission as a congregation effectively integrated in this community.

What are the three most important ministry programs we offer?

1. Worship
2. Pastoral Care
3. Outreach

What are the biggest challenges to ministry in our congregation right now?

- Aging demographic
- Financial constraints
- Volunteers
- Decreasing membership & worship attendance
- Engaging youth
- Being present to the community

What will be the biggest challenges to ministry in our congregation 5 years from now?

- The same things but more so

PART C: ABOUT OUR COMMUNITY

This is what we love about our community. This is what makes it unique.

- It is a mix of single family and multi-unit housing and areas of commercial activity.
- Residents are a mix of older, middle-aged and younger people and new and established families.
- Although the population of the area is aging, there has been a perceptible increase in new and younger families moving into the area as homes become available.
- Nearby are areas of low-income housing that are the focus of our Outreach.
- 28% of the population are immigrants.
- The community is easily accessible by road and well served by local transit.
- The population is generally well-educated with over 35% having a post-secondary degree.
- Ready access to major hospitals and medical clinics.
- Local community amenities include libraries, farmers' markets, YM/YMCA, and shopping centres
- Most of our community lies within walking or cycling distance of the Ottawa River, with two public beaches.
- Cultural activities and facilities include theatres, museums, galleries, music festivals and professional sports. Year-round outdoor recreation opportunities are readily accessible.

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

- Aging demographic (is this a challenge or an opportunity?) Seniors are the largest demographic in the area, it is also a growing population including the boomer demographic who are starting to retire and wanting to get involved more; in general the younger age groups do not get involved as much)
- Child poverty
- Social housing

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

- Woodroffe / Carlingwood /Woodpark /Whitehaven - Ottawa neighbourhoods:
http://movingincanada.com/Ontario/OttawaNeighbourhoods-Woodroffe_Carlingwood_Woodpark_Whitehaven.htm#.U4DF4_IdUp8
- Westboro Community: <http://lovewestboro.wordpress.com/>
- Champlain Health Line:
<http://www.champlainhealthline.ca/listServicesDetailed.aspx?id=10572®ion=Ottawa>

Other faith communities represented in our community/region are:

- WUC's immediate neighbours are St. Martin's Anglican and Our Lady of Fatima Roman Catholic.
- Other churches in the area include: United Churches (First, Kitchissippi, Trinity and Britannia); Anglican; Baptist; Presbyterian; Roman Catholic; Mormon; Unitarian; Lutheran; Ukrainian Orthodox; Salvation Army; and Seventh Day Adventist. WUC also provides worship space to the Interfaith Community Church.
- The Muslim population of the area has also increased recently and there is a near-by mosque.
- There are two Jewish synagogues in the area.

We have close ties with the following faith communities, social services or community outreach services: (e.g. food bank, community associations, etc.)

- The Congregation funds and maintains a very active Outreach program, providing support directly and in cooperation with food banks and community agencies throughout west-central Ottawa. In 2013 WUC members provided almost \$40,000 to Local Outreach.
- WUC volunteers serve on boards of some of the charitable bodies the Congregation's Outreach

supports. Others work at local food banks.

- Extensive outreach is accomplished at Christmas. For example, in 2013, 290 people received food coupons, children`s gifts, hats/mitts/scarves/socks.
- WUC, along with the local food banks, contributed toward feeding over 700 folks.
- WUC provides facilities for a variety of community Outreach programs including meetings of support groups, and programs for seniors and persons with disabilities.
- Other groups such as choirs, instrumental music teachers, community support groups [such as Alzheimers and AA], quilters and knitters, woodworkers, service clubs and condo boards, use the facilities and donate to the church.
- The church building is used, from time to time, as an election poll and a regular venue for musical concerts.
- WUC ministry personnel and volunteers participate in the work of the Ottawa Presbytery and WUC regularly hosts Presbytery meetings.

Are there opportunities for ministry in your congregation or community that could/should be explored? (*e.g. with schools, youth, the elderly, families, etc.*)

- Build our 'day away program' to meet the needs of Club 2000 and beyond
- Take our music outside the walls of our church into the retirement residences where many of our congregants now live
- Build on the rapport from parents on Scouting Sunday to reach out to the families and their leaders - perhaps a Volunteer Appreciation celebration
- Visit the nearby Inuit residence to learn about them and see what we can offer them
- Offer more fitness activities for our congregation and others
- Food outreach: \$5 lunch group? This could bring in older people - particularly those in residence behind the church.
- Movie and book club/discussion group

Are there opportunities for shared ministry between congregations (United Church or other denominations) in your wider community/region that could/should be explored?

- Worship services in seniors residences & nursing homes
- [Continued] support of food banks
- Scouting groups - recognize that they are a significant part of our community (we can be more of a resource to them and them to us)

APPENDIX E: Montreal and Ottawa Conference -- Presbytery Profiles

Synode Montreal and Ottawa Conference

Montreal and Ottawa Conference consists of five (5) Presbyteries: Montreal, Quebec-Sherbrooke, Ottawa, Seaway Valley, and Consistoire Laurentien. Spanning most of the province of Quebec and eastern Ontario, this bilingual Conference embodies a diversity of cultures and ethnicities that shape a unique flavour of ministry for those who offer leadership here.

For further information visit our Website: www.montrealandottawaconference.ca

Le Synode Montréal et Ottawa comprend cinq (5) consistoires : Montréal, Québec-Sherbrooke, Ottawa, Seaway Valley, et Laurentien. Couvrant la majeure partie de la province de Québec et de l'est de l'Ontario, ce synode bilingue représente une diversité de groupes culturels et ethniques, ce qui donne une saveur unique au ministère offert sur son territoire.

Pour plus d'information, visitez notre site Web: www.montrealandottawaconference.ca

The following pages contain descriptions of the five presbyteries of the

Synode Montreal & Ottawa Conference

Attach this page and the appropriate presbytery page to
Profile 1, Part C of the JNAP Report

THE UNITED CHURCH OF CANADA SYNODE MONTREAL AND OTTAWA CONFERENCE



Synode Montreal and Ottawa Conference

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The Ottawa Presbytery

The Ottawa Presbytery of the United Church of Canada is composed of 61 pastoral charges (49 in Ontario, 12 in Quebec) with 80 congregations serving over 18,000 United Church members in addition to an outreach ministry in Iqualuit, Nunavut. More than 100 ministry personnel (active and retired) and over 100 lay representatives are members of the Presbytery which meets monthly at various locations throughout the presbytery. Congregations are located in both Ontario and Quebec and are representative of rural, urban, and suburban communities. Ministry is provided in English and French as well as a number of other languages. Special ministries related to the Presbytery include Carlington Community Chaplaincy, Centre 507, Emergency Food Centre, Ottawa West Community Chaplaincy, hospital, military, and university chaplaincy, and Youth Ministries Program.

Settlement opportunities within Ottawa Presbytery often include a mix of full time and part-time positions in the West Quebec part of the presbytery and on the edges of the Presbytery. No pastoral charge in the presbytery is more than one hour and a half from the National Capital's city core with all its amenities.

The services of the Presbytery Office support congregational life in West Quebec and both rural and urban areas of the City of Ottawa. The staff includes a full time Presbytery Minister, a full time Youth Minister, and an office administrator. The Ottawa Presbytery Office is located in the United Church Regional Centre at City View United Church, 6 Epworth Avenue, Nepean. The Regional Centre is the home of the west office of the Montreal & Ottawa Conference and the Ottawa Presbytery.

For further information, visit our website: www.uccanottawa.org

PART D: ABOUT OUR ASSETS

Governance structure: Official Board Council Church Board
 Other If "other", please describe:

How many people are on your Governing Body? 11

How many are typically present at a meeting of your Governing Body? 9

Our Church Building(s): *(include information for each building if more than one)*

1 building, constructed in 3 stages: Auditorium [1948]; CE Wing [1956]; Sanctuary [1962]

Our Sanctuary holds 700 people.

Are there meeting rooms? Yes No

What are they used for?

- Congregational activities
- Congregational meetings
- Community group activities
- Day care/pre-school
- 4 Scouting groups
- Musical concerts

Is there a basement? Yes No **Usage:** Daycare/Pre & after-school

Is there a nursery? Yes No

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

Are there Sunday School rooms? Yes No

How many? 5 **Are they also multipurpose use?** Yes No

Are there community rooms, church hall or activity rooms? (i.e. quilting, gym, etc.)
 Yes No

Largest community room holds 225 people.

Brief descriptions:

- Banquet hall with full kitchen [225 people]
- Lower Hall [225 people]
- Scout Hall [150 people]
- Chapel with moveable seating [60 people]
- Friendship Room with kitchenette [40 people]

Do you own a Manse? Yes No

Where is the minister's office located? Narthex

Describe it: 2 offices for ministers; next to church office with 3 rooms.

Is the building used by outside groups? Yes No

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

- Russian Day Care/Preschool [tenant; 6 days]
- Y after school program [5 days/week]
- Community church [Sunday morning]
- Concerts [occasional rental]
- Club 2000 [community group for disabled] [weekly]
- Various community groups [regular & occasional] [some rentals; some reduced rate or free]

Is there audio visual capacity in the sanctuary all church meeting rooms

Is there a photocopier in the church? Yes No

Is internet provided at the church? Yes No **If yes, is it** High Speed Dial up
Also Wi-Fi [Password required]

Is the church accessible per United Church Accessibility Guidelines? Yes No
http://www.united-church.ca/files/handbooks/buildings_accessibility.pdf

Are all areas of your building accessible? Yes No

If yes, how: wheelchair ramps elevator/lift power-assisted doors
 accessible washrooms braille signage hearing-assist system
 large-print worship materials increased lighting
 other:

If no, please list areas in the building which are not accessible:

- Lower Hall
- 2nd floor of sanctuary wing
- Sanctuary balcony

If available, estimate of the cost to meet accessibility needs: \$20,000 [ball park fig.]

Support Staff:

Is there support for administrative tasks (e.g. bulletin, scheduling, and reception)?
 Yes No

If yes, how many hours per week? 30 [paid]

If yes, is this: paid volunteer

30 hours paid Secretary. 30+ hours volunteer office assistance

Is there support for caretaking tasks? Yes No

If yes, how many hours per week? 35 **If yes, is this:** paid volunteer?

Briefly describe the music for Sunday Service:

Prelude, vocal introit, 1-2 anthems/solos, 3-4 hymns, offertory, sung benediction, postlude

Is there someone specifically named to support to your music program? Yes No

If yes, how many hours per week? 24 **If yes, is this:** paid volunteer

Do you have a choir? Yes No **If more than one, how many?** 2 [Senior & junior]

Who provides Sunday Supply when your minister is way on vacation or study leave?

Worship Committee

Number of worship services each Sunday: 1 **Time(s) of service(s):** 10 a.m.

Do you have an active Worship Committee? Yes No

Ministry and Personnel Committee:

How many committee members? 4 **How often does the committee meet?** Monthly

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

Pastoral Care:

Do you have a trained Pastoral Care Team in place? Yes No

Are there volunteers who help with the hospital, shut-in & member visits?

Yes No

If yes, how many volunteers? 12

Does this area of the congregation's ministry need to be developed: Yes No

If yes, explain how: for non-crisis pastoral visiting in homes

Christian Development / Faith Formation:

Do you have a Christian Development [aka Education] Committee? Yes No

Is there someone specifically named to support to your educational program? Yes No

If yes, how many hours per week? 10+ If yes, is this paid volunteer?

PART E: ABOUT OUR FINANCES

NOTE: figures are from 2013 unless otherwise indicated

The word or phrase that best describes our current financial situation is:

Abundant Adequate Not meeting expenses but optimistic

X We are not meeting expenses. We rely on bequests and reserves to fund operating budget.

Other

Our Revenue Sources are: *(please indicate approximate percentage of your current operating budget that comes from each source)*

Congregational Givings 49%	Congregational Fundraising Activities 9%
Rental of building/services 38%	Bequests, Reserves, Investments [see note below]
Other (please briefly describe): 4%	[visitor givings; loose collection; miscellaneous]

Note: We have no investments. Bequests and reserves are not included in the current operating budget though they are drawn upon to fund any deficit. Estimated bequests for 2014 are about \$5350. If accurate, that would reduce the deficit to less than \$5,000.

Is there a Finance Committee? X Yes No

Financial statistics:

How many weekly offering envelopes do you issue? 205 [including PAR]

How many people are on Pre-Authorized Remittance (PAR)? 56

How many active givers are there? 213

What is the annual income of the Pastoral Charge? \$373, 550 [operating]
+ \$120,190 [designated funds, e.g. M&S, Outreach, Building Repair, Music]

What amount of money is directed toward the Mission and Service Fund? \$38,034

What are your fundraisers?

- Fall Bazaar
- Spring sale
- HST Auction
- Dinners

What amount is paid for the minister's salary? \$53,386 [full-time for 1 minister]

What was the total travel allowance given last year? \$1,488 [1.75 ministers]

How much of money raised goes for building maintenance? \$39,699

Church building maintenance and repair:

Who does the repairs? Commercial firms & volunteers

Are major repairs required? Yes No

List in priority with estimated costs: _____

Have you had to ask for assistance from Mission Support to cover your budget?

Yes No

If yes, tell us when and how much you received?

Date: _____ Amount \$ _____

What is the maximum salary increment you feel you are able to pay? (A-F)

In the range of D through F - depending on experience and qualifications.

Might you consider offering above the minimum salary? Yes No

Are you considering a reduction or increase in working hours of ministry personnel?

Increase Decrease Stay the same

What other potential revenue resources do you have to draw upon in your church and wider community?

- Increase building usage
- Encourage increased givings
- Push PAR
- Increase congregation size (bring in more of the inactive members)

PART F: 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

However, the congregation has always responded to financial appeals to fund major unbudgeted expenses. Over the past few years this has included a new roof, new furnaces, a renovation of the sanctuary, total rehabilitation of the older sections of the building, new washrooms, and air conditioning. This has made the building more attractive to organizations looking to lease space and thus increased income.

Our Financial Accountability:

Our financial statements are reviewed by an external person each year:

X Yes, a formal third-party review No

Our financial statements from the last three years are available upon request.

X Yes No, but available on our website No

Our Financial Statistics from the last five years:

This information may be found on the annual Statistics Forms which are filled in by the pastoral charge or from past copies of the United Church Yearbook (Volume 1).

If copies of the annual United Church Yearbook (Volume 1) are not available in your church office, please contact your Presbytery Office or the Conference Office for this information.

	Line # in UCC Yearbook	Current Year 2014*	One Year Ago 2013	Two Years Ago 2012	Three Years Ago 2011	Four Years Ago 2010
Households Under Pastoral Care	Line # 3	314	358	398	484	495
Financially Supporting Households	Line # 6	141	213	236	264	279
Attendance at Sunday Worship	Line # 20	120	130	148	158	179
Regular Givers	Line # 18	141	213	236	264	279
Operation of Pastoral Charge (\$)	Line #40	\$357,000	\$376,000	\$355,000	\$349,000	\$361,000

**Current Year [2014] figures are estimates or YTD. Typically 3rd quarter receipts are significantly higher than the other 3 quarters.*

Additional comments or notes that you feel may be relevant:

- A major review of the roll was done 2012-2013 resulting in the deletion of a significant number of inactive members and adherents

PROFILE 2: LIVING MINISTRY PROFILE

Living Ministry Profile: An Annual Re-Affirmation

General questions for the whole congregation at their Annual General Meeting

The congregational leadership (minister, council, committees, etc.) should take the opportunity to discuss these questions beforehand. Based on their reflections, ministry personnel and local leadership may then facilitate a wider discussion with the whole congregation at the Annual General Meeting or another convenient time.

Referring to the Joint Needs Assessment profile before you, please reflect on the following questions:

1. Does the description of our physical community (town, city, region) still adequately reflect who we are? In what ways has our community changed?
2. Do our facilities continue to meet the needs of our congregation and wider community?
3. How has our congregational demographics changed over the past year?
4. In the past 12 months, how has our congregation responded to the outreach needs within our community, both regionally and globally?
5. In what ways have we assisted our congregational leadership in responding to the mission of the congregation within the community of faith and beyond?
6. In what ways have we assisted one another within the congregation on our individual spiritual faith journey?
7. Are there new initiatives that have been undertaken -- or need to be undertaken -- to remain faithful to our call within this town/city/region and our world?
8. Are we as a congregation continuing to meet the needs of this town/city/region relating to pastoral care, spirituality and self-care, within the community of faith and the wider community?
9. Are we faithful in our use of our resources: financial (\$), talents (people) and physical (building)? Do our stewardship goals assist us in meeting the needs of the life and work of our congregation?
10. In what ways do your financial/budget projections for the coming years need to be updated? Are they still accurate?
11. Does our worship meet the diverse needs of the whole people of God?
12. What does it mean for us to be a part of the United Church of Canada?

After reflecting on all these questions, are there things that need to be changed/updated in our Living Ministry Profile? (*Formerly referred to as a JNAC Report*)

Following your Congregation's Annual General Meeting, please send a short summary of the discussion of these questions to the Conference Office with a copy of your current Annual Report.

Specific questions for discussion and use within the Ministry & Personnel Committee:

Regarding the *Ministry Personnel Position Description*:

- a) Does our existing Position Description adequately reflect the reality of our ministerial needs?
- b) Are the specific "Terms of Call" still appropriate? Do they need to be updated? (*Please refer to call or appointment for specific terms of call or appointment*)

Woodroffe United Church does not have a Living Ministry Profile at this time, though the questions were discussed at the Congregational Workshop as part of this Joint Needs Assessment Process. This Profile can be addressed once the new ministerial staffing is in place.

Our current Mission Statement is attached.

STATEMENT ON BEING PART OF WOODROFFE UNITED CHURCH

The objectives of Woodroffe United Church are:

- to promote the continued spiritual growth of all members and adherents;
- to reach out with compassion and support to all our neighbours, particularly those in need; and
- to support the Mission and Service Program of the United Church of Canada.

To achieve these objectives there are certain obligations and responsibilities involved in being a member or adherent of our Church.

On profession of faith members promise to be faithful in joining with the Lord's people in the worship of God, in studying the Bible and in prayer, in undertaking to enter into the life and work of the Church, in supporting it with gifts and to share in its mission to all people.

All those present at baptism services promise to support those being baptized, through constant love, wholesome example, Christian teaching and faithful prayer.

As members and adherents, we are committed to live in accordance with the teachings of Jesus Christ and to continue to develop and grow in Christian faith and understanding and to have Christ's example reflected in our daily lives. Doing so involves study, worship and growth in Christian love and service.

We are encouraged to participate in one or more of the church's programs, to attend worship services regularly and to contribute to the financial support of the Church.

By participating in the worship services, activities and programs of Woodroffe United Church we, as members and adherents, are afforded the opportunity to achieve the foregoing objectives and commitments. We are able to join in fellowship and communion with other active Christians and to experience the rewards and satisfactions that come from associating and working with others in a common cause - the furtherance of the Kingdom of God on earth. We can have no greater challenge.

PROFILE 3a: POSITION DESCRIPTION

Title: **Minister of Word, Sacraments and Pastoral Care** Full Time Part Time

This ordained minister will be responsible for worship, administering the sacraments, Christian education, outreach and congregational development. Responsibility for pastoral care will be shared with the quarter-time Minister of Pastoral Care

Ministry Designation: Ordained Diaconal Designated lay Minister

Accountability and Support:

The **Minister of Word, Sacraments and Pastoral Care** is accountable to Ottawa Presbytery and accountable to the Pastoral Charge through the Ministry and Personnel Committee.

General Duties, Responsibilities and Time Allocation:

The **Minister of Word, Sacraments and Pastoral Care** works to assist the congregation in realizing its Vision and Goals.

Administration and Leadership: 7.5% [3 hours per week]

- Attend Council meetings and provide support as requested or appropriate.
- Attend Congregational Meetings.
- Attend Worship Committee meetings ex-officio and provide support as requested or appropriate.
- Attend weekly staff meetings with other ministry, administrative and music personnel to ensure coordination of efforts and identification of issues.
- Coordinate with other staff to provide appropriate support to other church committees within the context of available time and other priorities.

Worship: 35% [14 hours per week]

- Lead worship on most Sundays. [Minister of Pastoral Care may take the lead on occasion or on need.]
- Lead the development and delivery of a worship program over the church year that is inclusive of all ages, which recognizes the central importance of music and where alternative forms or styles of worship are followed from time to time.
- Lead worship planning through weekly staff meeting
- Collaborate with the Worship Committee in ongoing worship planning and assessment.
- Lead worship planning and delivery for communion and other special services during the liturgical year.
- Lead baptism services at Woodroffe upon request from the Worship Committee.
- Conduct wedding and funeral services with consideration for time commitments and the wishes of those seeking such services.
- Share with other local clergy in leading worship services in area retirement residences and long-term care facilities, particularly where Woodroffe members are resident.

Wider United Church involvement: 10% [4 hours per week]

- Active participation in Presbytery, and participation in Conference and General Council in consultation with the Ministry and Personnel Committee.

Pastoral Care: 10% [4 hours per week]

- Work together with the Minister of Pastoral Care to ensure that the pastoral care needs of the congregation are addressed in a timely and effective manner. [see Description 2]

- Be available to congregants for pastoral care upon request and as time allows.
- Be present within the congregation, surrounding Sunday worship and at mid-week and special events.

Outreach: 10% [4 hours per week]

- Provide support and assistance as requested by the Local Outreach Committee
- Promote the work of the Local Outreach Committee by encouraging the congregation, in worship and elsewhere, to gain a deeper understanding of and compassion for the needs of others and to volunteer in and contribute to the various Outreach programs.
- Provide support and assistance as requested by the Mission and Service Committee
- Through worship and regular communication such as Minutes for Mission, develop and foster an awareness of the work of the Mission and Service Committee and of the United Church of Canada's Missions and World Development organizations

Christian Development: 10% [4 hours per week]

- Provide support and assistance as requested by the Christian Education Committee to develop a program that meets the needs of all ages
- Coordinate activities with and provide support to the volunteer Coordinator of Christian Education.
- Promote and foster the development of Christian Education programs and activities for adults. This may initially require some leadership role.
- Provide opportunities for involvement of children and youth in Sunday worship.
- Assist with volunteer recruitment activities as requested.

Congregational Development: 10% [4 hours per week]

- Collaborate with the Membership Relations Committee to develop activities to attract and welcome potential new members.
- Meet potential new members and encourage them to make Woodroffe their church home.
- Contribute to congregational communication vehicles such as the quarterly newsletter, the website, the biweekly letter to those unable to attend worship, and the annual report
- Seek out candidates for confirmation and conduct confirmation classes annually as required.
- Attend congregational events such as the annual bazaar, common meals, concerts, new member breakfasts and Sunday coffee time in order to be present to the congregation, to carry out appropriate pastoral care and to show support for volunteers.
- Work with Council to develop and implement long term plans for congregational renewal.
- Support church committees and activities and encourage congregants to give their support and participation as a fulfilment of their stewardship responsibilities.

Professional Development: 5% [2 hours per week]

- Pursue professional development and spiritual development in consultation with the Ministry and Personnel Committee

Ecumenical Involvement: 2.5% [1 hour per week]

- Support the local Ministerial Association
- Make the congregation aware of and encourage participation in inter-faith opportunities, such as the World Day of Prayer

Are there other Ministry Personnel positions associated with this Pastoral Charge?

X Yes. .25 Minister of Pastoral Care No

PROFILE 3b: POSITION DESCRIPTION

Title: Minister of Pastoral Care Full Time Part-time [.25]

This minister will have chief responsibility for pastoral and will participate in the liturgy at Sunday worship.

Ministry Designation: Ordained or Diaconal Designated Lay Minister

Accountability and Support:

The **Minister of Pastoral Care** is accountable to **Ottawa** Presbytery and accountable to the Pastoral Charge through the Ministry and Personnel Committee.

General Duties, Responsibilities and Time Allocation:

The **Minister of Pastoral Care** works to assist the congregation in realizing its Vision and Goals.

Administration and Leadership: 0% [0 hours per week]

- The Minister of Pastoral Care has no regularly scheduled Administrative or Leadership duties outside of Pastoral Care [below]
- It is recognized that there will be occasional need for some other administrative work but this should be held to a minimum

Worship: 20% [2 hours per week]

- Attend and participate in worship on most Sundays, collaborating in the liturgy with the Minister of Word, Sacraments and Pastoral Care.
- Deliver the Prayers of the People on most Sundays, allowing for monthly lay participation as recommended by the Worship Committee.
- Take the lead in worship on occasion or as need requires.
- Conduct occasional funeral services or weddings with consideration for time commitments and the wishes of those seeking such services.

Wider United Church involvement: 0% [0 hours per week]

- This is not a requirement of this appointment.

Pastoral Care: 80% [8 hours per week]

- Visit with congregants in need of pastoral care in private homes and institutions.
- Work closely with the lay Coordinator of Pastoral Care and the Minister of Word, Sacraments and Pastoral Care to ensure that the pastoral care needs of the congregation are addressed in a timely and effective manner.
- Work in close communication with the lay Coordinator of Pastoral Care on the current pastoral care situations.
- Meet with the lay Coordinator of Pastoral Care and/or the Pastoral Care team as needed
- Be available to congregants for pastoral care upon request and as time allows.
- Be present within the congregation, surrounding Sunday worship.

Outreach: 0% [0 hours per week]

- Outreach leadership is not a responsibility of this appointment.

- It is recognized that there may be occasional involvement in Outreach work pursuant to Pastoral Care.

Christian Development: 0% [0 hours per week]

- This is not a responsibility of this appointment.

Professional Development: 0% [0 hours per week]

- This is not a requirement of this appointment.

Ecumenical Involvement: 0% [0 hour per week]

- This is not a responsibility of this appointment.

Are there other Ministry Personnel positions associated with this Pastoral Charge?

X Yes. Full-time Minister of Word, Sacraments and Pastoral Care. No

PROFILE 4a: SKILLS, KNOWLEDGE AND EXPERIENCE

Minister of Word, Sacraments and Pastoral Care

What leadership skills, knowledge, experience and personal characteristics in a minister would help your congregation move into your vision of what you believe God is calling you to be?

Using the information on *Profile 3: Priorities for Ministry and the Position Description*, list the attributes desired in a prospective minister. (*i.e. special skills or knowledge, personal attributes and experience, theological perspective, views of pastoral care or outreach, etc.*) Use an additional page if necessary.

Skills:

- Ability to plan innovative worship services, and to communicate well during worship with all age groups
- Ability to build the congregation by attracting new members, retaining current members and, if possible, reconnecting with former members
- Ability to work collaboratively, support and value a wide variety of volunteers, church committees and outreach groups.
- Ability to manage time effectively to deliver a broad range of services, including worship, pastoral care and Christian education
- Conflict resolution and teaching skills

Knowledge:

- Knowledge of United Church policies and procedures
- Familiarity with lectionary-based worship as well as other types of worship
- Familiarity with current scholarship regarding Christianity and the Bible
- Knowledge of budgetary management

Personal Attributes:

- Passionate about Ministry and appreciative of music
- Compassionate and approachable; comfortable with children and seniors.
- Possess good judgement and dependability
- Open to new ideas and willing to try new approaches.
- Possess a sense of humour
- Sensitive to the needs of others.
- Charismatic and inspirational
- Flexible

Experience:

- Varied experience in pastoral care, including work with seniors, families and individuals
- Experience in working in a team setting with another Minister
- Experience in revitalizing congregations and/or working with shrinking congregations to minimize impact of declining membership and worship attendance.
- Experience in alternate forms of worship to attract and engage all age groups, (while respecting the congregation's preference for traditional services)
- Familiarity with information technology and social media.

PROFILE 4b: SKILLS, KNOWLEDGE AND EXPERIENCE

Minister of Pastoral Care

What leadership skills, knowledge, experience and personal characteristics in a minister would help your congregation move into your vision of what you believe God is calling you to be?

Using the information on *Profile 3: Priorities for Ministry and the Position Description*, list the attributes desired in a prospective minister. (i.e. *special skills or knowledge, personal attributes and experience, theological perspective, views of pastoral care or outreach, etc.*) Use an additional page if necessary.

Skills:

- Ability to work with pastoral care volunteers
- Ability to reach out compassionately to people in crisis and to comfort them
- Ability to provide support to people in crisis and to work toward solutions.
- Ability to manage time effectively to provide services to those in need
- Ability to work collaboratively with the Minister of Word, Sacrament and Pastoral Care.
- Ability to manage time.

Knowledge:

- Familiarity with pastoral care in a variety of settings and with a variety of needs.
- Knowledge of resources available to assist people in crisis.
- Knowledge of conflict resolution techniques

Personal Attributes:

- Compassionate and approachable; comfortable with adults and seniors.
- Possess good judgement and dependability
- Sensitive to the needs of others.
- Sense of humour

Experience:

- Varied experience in pastoral care, including work with seniors, families and individuals
- Experience in working in a team setting with another Minister
- Experience working with a team of volunteers.

PROFILE 5a: WHAT WE CAN OFFER

Minister of Word, Sacraments and Pastoral Care [Full Time]

1. Review the Salary Schedule.
2. What salary can your pastoral charge afford?
A salary appropriate to a candidate in category D through F, depending on qualifications.
3. Category D through F, depending on experience and qualifications
4. Are you able to afford to pay a salary over minimum? Yes No If yes,
by what %
to be negotiated based on experience and qualifications
5. Current Housing Allowance \$21,450 per year.

Date of Last Housing Allowance Review: 01 January 2014
6. Continuing Education and Learning Amount \$1,300 per year.
(see UCC Salary Schedule for minimum amount).
7. Continuing Education/Educational Leave of three (3) weeks per pastoral year.
8. Sabbatical: No less than three consecutive months of sabbatical after five consecutive years of service to the pastoral charge.
9. Basic Telephone (Communication) Amount \$1,000 per year
(Note: The Minister may want to have a cellular telephone rather than a land line for communications purposes).
10. Vacation: at least one month per year including 5 Sundays.
11. Technical Equipment support and services: computer will be provided if required
12. Manse, if applicable: *(please describe)* N/A
13. Moving/relocation budget: to be negotiated upon call.

PROFILE 5b: WHAT WE CAN OFFER

Minister of Pastoral Care [1/4 Time]

1. Review the Salary Schedule.
2. What salary can your pastoral charge afford?
A salary appropriate to a candidate in category D through F, depending on qualifications.
3. Category D through F, depending on experience and qualifications
4. Are you able to afford to pay a salary over minimum? X Yes No
If yes, by what %? To be negotiated based on experience and qualifications
5. Current Housing Allowance \$ 5,363 per year.

Date of Last Housing Allowance Review: 01 January 2014
6. Continuing Education and Learning Amount \$325 per year.
(see UCC Salary Schedule for minimum amount).
7. Continuing Education/Educational Leave: N/A
8. Sabbatical: N/A
9. Basic Telephone (Communication) Amount \$250 per year
(Note: The Minister may want to have a cellular telephone rather than a land line for communications purposes).
10. Vacation: at least one month per year including 5 Sundays.
11. Technical Equipment support and services: computer will be provided if required
12. Manse, if applicable: *(please describe)* N/A
13. Moving/relocation budget: to be negotiated upon appointment

The amounts noted in #s 2, 5 & 6 are pro-rated for part-time ministry: X Yes No

PROFILE 6: PASTORAL CHARGE – TELLING OUR STORY

Purpose: To enable a Pastoral Charge to honestly and boldly “tell its story” to prospective Ministry Personnel.

Who Uses It: Council/Board in consultation with congregation, the Joint Needs Assessment Process Committee and Joint Search Committee.

When To Use: After your Joint Needs Assessment Process and when you are seeking new Ministry Personnel, whether for a call or appointment. This form should be relatively easy to complete if you have developed an annual process of setting priorities and goals for your Living Ministry Profile. Presbytery supports Pastoral Charges in this annual review and update process.

Name of Pastoral Charge: Woodroffe Pastoral Charge

Address of Pastoral Charge: 207 Woodroffe Avenue, Ottawa, Ontario K2A 3V1

Brief Description of Pastoral Charge: *(who we are and what we are looking for)*

This description will be included in the General Council’s “Nation Vacancy List”.

We are an urban, largely middle-class congregation celebrating 66 years of joyous and faithful service in the west end of Ottawa. We have a history of inspiring worship with a special focus on music, generous outreach to the local community and to the global village, dedicated pastoral care, and an open hospitality to individuals seeking a church family and to community groups seeking affordable accommodation for their myriad activities. We are blessed with a beautiful and functional church building, recently renovated to meet the needs of the congregation and the community. But we are also an aging congregation, declining in both numbers and energy, seeking to find a way to be able carry forward our story of worship, outreach and caring. This is our mission today. This is the challenge we are called to meet.

Note to Applicant Ministry Personnel: Please indicate your interest by providing a cover letter describing your skills and gifts, a statement of faith, and a resume to:

Insert email contact info here: _To be added when Joint Search Committee is formed.

Closing Date: _____ or There is no closing date.

Living Ministry Profile or Your Mission Statement

X We have a Mission Statement (see page 16):

X We do not have a living Ministry Profile. Form is not applicable at this time

Priority <i>(1 to 8)</i>	Category Title	This is who we are as a Pastoral Charge
	Discipleship & Faith Formation	<input type="checkbox"/> We have a specific goal related to our Discipleship & Faith Formation (attach): <input type="checkbox"/> We do not have specific goal related to our Discipleship & Faith Formation.
	Justice and Outreach	<input type="checkbox"/> We have a specific goal related to our Justice and Outreach (attach): <input type="checkbox"/> We do not have specific goal related to our Justice and Outreach.
	Leadership	<input type="checkbox"/> We have a specific goal related to our Leadership (attach): <input type="checkbox"/> We do not have specific goal related to our Leadership.
	Ministry Partnerships	<input type="checkbox"/> We have a specific goal related to our Ministry Partnerships (attach): <input type="checkbox"/> We do not have specific goal related to our Ministry Partnerships.
	Pastoral Care – Spiritual Care	<input type="checkbox"/> We have a specific goal related to our Pastoral Care – Spiritual Care (attach): <input type="checkbox"/> We do not have specific goal related to our Pastoral Care – Spiritual Care.
	Stewardship	<input type="checkbox"/> We have a specific goal related to our Stewardship (attach): <input type="checkbox"/> We do not have specific goal related to our Stewardship.
	Worship	<input type="checkbox"/> We have a specific goal related to our Worship (attach): <input type="checkbox"/> We do not have specific goal related to our Worship.
	Other: <i>(please specify and prioritize)</i>	<i>(describe and attach any relevant descriptions or documents)</i>

Profiles 1-6: Approved by the Board/Council of:

Name of Pastoral Charge _____ Name of Presbytery _____

Name/Signature of Chair of Board/Council _____ Date _____

Name/Signature of Secretary of Board/Council _____ Date _____

Name/Signature of Presbytery Representative to JNAP _____ Date _____



**THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
Ministry and Employment Unit**

Record of Joint Needs Assessment Report (PR 403 JN)

This form must be used by a Joint Needs Assessment Committee (JNAC) to *summarize* its report and recommendations.

Processing/Routing:

- *Please print clearly.*
- Joint Needs Assessment Committee completes Parts A, B, and C and forwards to pastoral charge board/council.
- Pastoral charge board/council completes Parts D and E and forwards to presbytery/district.
- Presbytery/district completes Parts F and G and forwards to Conference office.
- *Every person who signs this form must keep a copy for his/her own records.*

Part A: Parties to joint needs assessment

Pastoral charge: Woodroffe Pastoral Charge

Presbytery/district: Ottawa

Conference: Montreal and Ottawa

Part B: Needs assessment profile summaries

Are the following profiles attached?	Yes	No
Community profile	X	q
Ministry of pastoral charge profile	X	q
Resources profile	X	q
Position profile	X	q
Skills profile	X	q
Terms profile	X	q

Part C: Recommendation of Joint Needs Assessment Committee (*The Manual*, current version, Section 52(d))

JNAC recommends that: Ottawa Presbytery declare the following vacancies:

Ordained Minister of Word, Sacraments and Pastoral Care [Full Time]

Ordained or Diaconal Minister of Pastoral Care [Part Time (.25)]

Month/day/year

Signature: Chair or secretary of JNAC (or designate)

Printed name: Chair or secretary of JNAC (or designate)

Form PR 403 JN (12) Page 2 of 2

March 2012

Part D: Response of pastoral charge board/council

The BOARD/COUNCIL recommends that: _____

Month/day/year

Signature: Person authorized by board/council

Printed name: Person authorized by board/council

Part E: Response of pastoral charge meeting

The PASTORAL CHARGE recommends that: _____

Month/day/year

Signature: Person authorized by pastoral charge

Printed name: Person authorized by pastoral charge

Part F: Acknowledgement of presbytery/district Pastoral Relations Committee (*The Manual*, current version, Section 53.1)

PRESBYTERY/DISTRICT recommends that: _____

Month/day/year

Signature: Chair of Pastoral Relations Committee
(or designate)

Printed name: Chair of Pastoral Relations Committee
(or designate)

Part G: Response of presbytery/district meeting

PRESBYTERY/DISTRICT action is: _____

Month/day/year

Signature: Secretary of presbytery/district

Printed name: Secretary of presbytery/district

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act* (2000, c.5). **** THIS FORM IS NOT VALID IF ALTERED ****