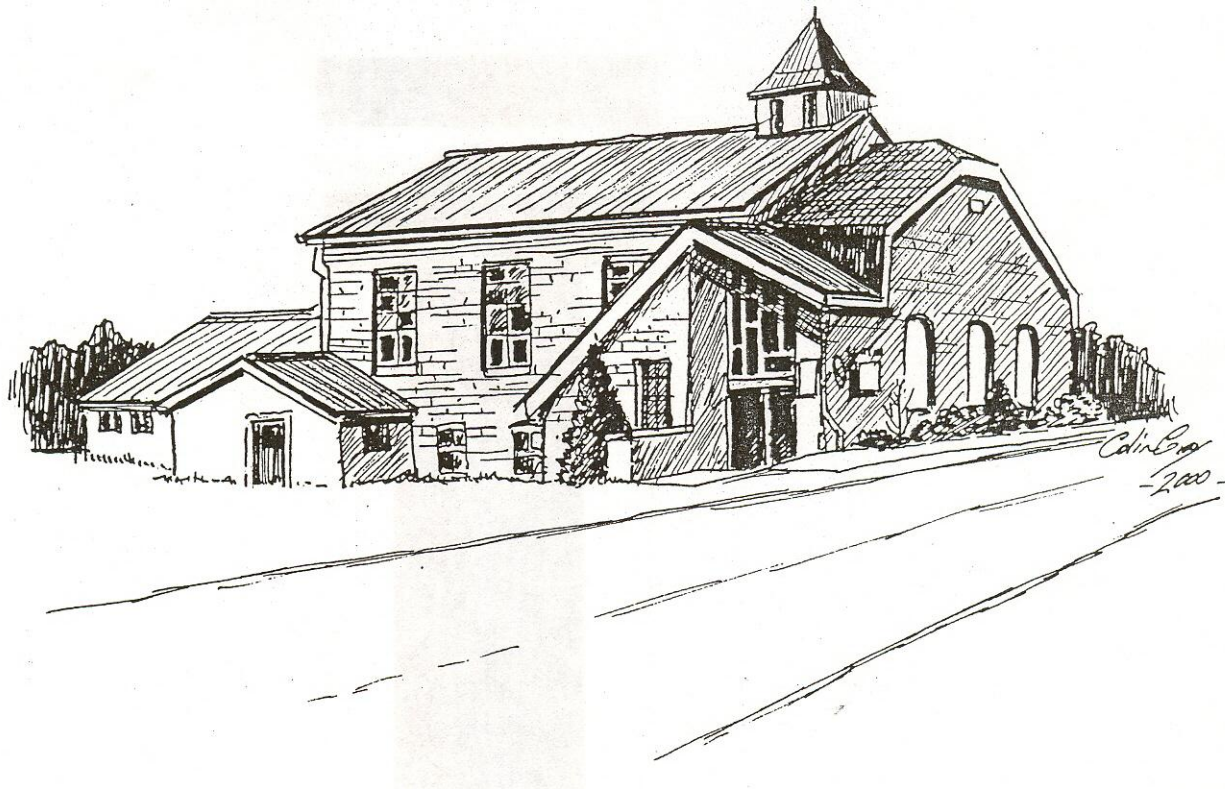


# Joint Needs Assessment Committee Report



for  
**St. Mark's United Church**  
**Cannifton**

**February, 2012**

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## **Profile 1 – Surrounding Geographical Community**

St. Mark's United Church is located in Cannifton, Ontario. Cannifton is a small village within the city limits of Belleville, Ontario. The church is physically located on the banks of the Moira River in a very picturesque setting. Belleville is the largest city and main seat for Hastings County. Belleville is in south eastern Ontario positioned on the Hwy 401 corridor approximately 45 minutes west of Kingston and two hours east of Toronto. The City of Belleville is unique in that it is surrounded by rural land to the east, north and west offering a taste of country living and a gateway to cottage country. Belleville is bordered on the south by the Bay of Quinte offering easy access to the wineries and galleries of Prince Edward County and potential fun on the waterways. Belleville is also a short 15 minute drive to C.F.B. Trenton, the largest forces base in Canada.

The area immediately surrounding St. Mark's United Church is poised for growth. In the past 5-8 years three large subdivisions have developed within two kilometers of St. Mark's. Approximately, 265 new single family homes have been built in this area with a projected 700 more within 8 years. St. Mark's is part of the larger Belleville Presbytery and there are approximately 11 United Church's in the area.

The population of Belleville is 48,821. The median age is 41.8 years and the median income is \$59,129.00. The majority of the residents speak English as their first language and are Canadian citizens. The population is stable as 82% of residents have lived at the same address for one year or more and 56% have lived at the same address for five years or more. The unemployment rate is 6.5%.

There is no one defining characteristic of our community and that is the beauty of the Quinte area. The Quinte area provides a wide variety of social activities and amenities as well as having a diversified economic structure. Details are below:

### **Social / Recreational / Cultural Opportunities**

Within greater Belleville area –

- The city hosts a Waterfront and Ethnic festival each summer featuring great music, food, rides, fireworks etc. Other annual events include Rockfest at the Empire Theatre, Quinte Exhibition Fall Fair, Festival of Trees, Dancing with the Stars, Winterfest etc.;
- There are numerous sporting opportunities including intramural leagues and clubs for all ages for ball hockey, baseball, soccer, basketball, volleyball, badminton, rowing, curling, gymnastics, swimming, figure skating, dance, flying, sailing etc. Belleville is home to the Ontario Hockey League Belleville Bulls and a new multi-rink and pool facility known as Belleville Recreation and Wellness Facility;
- There are several gym / workout facilities including the YMCA as well as at least five golf courses within or in close proximity to the city;

- There is an active performing arts community including the Belleville Theatre Guild and Stirling Festival Theatre. The Empire Theatre in downtown Belleville is also known for drawing big name talent to the area for performances;
- There is an active artisan community with any number of opportunities to see and buy original art work, pottery, handicrafts etc.;
- There are a number of museums and art galleries located in the area including the Belleville Public Library Art Gallery, the Heritage Museum in Cannifton, the Agricultural Museum in Stirling, Glanmore National Historic Site in Belleville and the RCAF Memorial Museum at CFB Trenton;
- Belleville is very close to the Tyendinaga Mohawk Territory offering a unique cultural experience;
- Belleville is also only a short drive to the beaches and wineries of Prince Edward County including renowned Sandbanks Provincial Park.

#### Within the Cannifton area –

- Local schools host local club meetings e.g. Beavers, Cubs, Scouts, Sparks, Girl Guides etc.;
- St. Marks hosts Euchre every other Thursday evening and sponsors suppers throughout the year, to help defray church expenses and to support other community initiatives;
- Our active UCW coordinates an annual Fall Bazaar;
- Annually there is a Ploughing Match where the local farm community is highlighted;
- Loyalist College offers interest and academic courses for individuals

#### **Local Amenities**

- Public schools within the church area are Harmony Public School and Foxboro Public School. Secondary schools are easily accessible by busing into Belleville.
- Belleville is home to Albert College, Sagonaska School as well as the well respected Loyalist College. Belleville is a short commute to St. Lawrence College and Queen's University in Kingston and Sir Sanford Fleming College and Trent University in Peterborough.
- There is opportunity for French immersion education at Harry J. Clarke Public School and Bayside Public School (beginning at Grade 4), Bayside Secondary School, as well as complete French language schools offered in nearby Trenton;
- Belleville is home to Belleville General Hospital, four urgent Care clinics, several new family physicians, ambulance service, two malls and many big box department and home improvement stores e.g. Sears, Wal-Mart, Lowe's, Home Depot, Future Shop etc.
- There are several large nursing and retirement homes located within the Quinte area;
- Numerous radio stations service the community as well as a local Cogeco television station;
- There are several chain restaurants as well as local and independent cuisine options;
- Many services and charitable organizations maintain offices in the Belleville area; e.g. CNIB, Heart and Stroke Foundation, Kinsmen Club, Rotary Club, Gleaner's Food Bank, Canadian Cancer Society, Kiwanis Club, The Lion's Concerts in the Park (Zwicks Park), etc.
- A new VIA station is currently under construction.

## **Economy**

- Economy is diversified between agriculture, manufacturing, commercial and recreational.
- St. Mark's is located in the heart of dairy and beef farming for Hastings County and as a result the area is renowned for its cheese factories.
- There are two large industrial parks located in Belleville which capitalizes on its location on the 401 to attract large manufacturing and industry. Some of the large employers in the area include Procter & Gamble, Halla, Sears Distribution Centre, Decoma, Kelloggs, Bardon's, Bioniche etc.

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## Profile 2 - The Ministry of the Pastoral Charge

As we describe the ministry of our charge, we examined it in the context of the United Church of Canada, the local community, and the global community.

### **Our mission for ministry in this community and the world is as follows:**

*The mission of St. Mark's United Church is to: reflect the love of God by sharing gifts, talents and resources throughout our whole faith community; encourage openness, respect and diversity within and outside our church boundaries; cherish and sustain our Christian faith through the word of God, music, and laughter, caring, happiness and peace of mind while remaining true to our Christian roots.*

Our **Statement of Purpose** adds additional details:-

*The purpose of St. Mark's United Church is to provide leadership and support for worship and Christian development among all the age groups within the congregation and the community. We, the congregation, achieve this by working together in co-operation with our Minister and Church Board, using all our resources as an informed Church of Jesus Christ, and by supporting, through prayer, Christian witness and financial contributions, the work of the local and wider church.*

### **The following are the houses of worship within our community (Belleville area):**

#### **Adventist:**

Seventh Day Adventist Church

#### **Baptist:**

Emmanuel Baptist Church

Parkdale Baptist Church

Victoria Avenue Baptist Church

#### **Christian and Missionary Alliance**

Quinte Alliance Church

#### **Church of Jesus Christ of Latter Day Saints**

Church of Jesus Christ of Latter Day Saints

#### **Greek Orthodox**

Greek Orthodox Church

#### **Lutheran**

Holy Trinity Lutheran Church

#### **Anglican:**

Christ Church Anglican

St. Paul's Anglican Church

St. Thomas Anglican Church

#### **Bible Chapels**

New Hope Christian Fellowship

#### **Christian Reformed**

Maranatha Christian Reformed Church

#### **Evangelical**

Hastings Park Bible Church

#### **Jehovah's Witness**

Jehovah's Witness Kingdom Hall

#### **Judaism**

Sons of Jacob Congregation

**Pentecostal**

First Pentecostal Church

**Presbyterian**

St. Andrews Presbyterian Church  
St. Columba Presbyterian Church

**Roman Catholic**

Holy Rosary  
St. Joseph's Church  
St. Michael's Church

**United Church**

Bridge Street United Church  
College Hill United Church  
Front Road United Church  
Eastminster United Church  
Emmanuel United Church  
Melrose United Church  
Roslin United Church  
Thomasburg United Church  
St. Paul's United Church, Stirling  
St. Matthew's United Church  
Westminster United Church

**Methodist**

Free Methodist Church  
Wesleyan Church

**Pentecostal Assemblies of Canada**

Calvary Temple  
Desert Stream Christian Fellowship

**Protestant**

Grace Chapel

**Salvation Army**

Salvation Army

**The relationship with other churches and denominations within our community is quite strong. Examples of this are as follows:**

- We participate in the Joint Shared Services within our area and within our Presbytery.
- Events in other churches are advertised in our bulletin insert each Sunday.
- The Salvation Army has come to perform concerts at our church, and a goodwill offering from these services goes to assist various programs of the Salvation Army.
- We were active participants in the joint service at Eastminster United Church that celebrated the anniversary of the United Church.
- We were also part of the ecumenical service that took place at the Tyendinaga World's Fair.
- Our U.C.W. is very active in the Fall Rally, the Spring Fling and World Day of Prayer.
- We have a summer exchange with our neighbouring church – Emmanuel United Church, Foxboro – in which we worship in one church during the month of July, and the other church during the month of August. This permits each of our ministers a month's holiday, while continuing to keep our summer worship active.

A hope for the future is that we in our area churches (all denominations) could establish a fund to meet the emergency needs of families/people within our community.

## **Our unique ministry and what defines us as a pastoral charge is explained below**

St. Mark's United Church is the amalgamation of four rural churches and one city based church (1967). Our members are drawn from the rural portions of Thurlow Township, as well as from the urban and suburban areas of the City of Belleville.

We are a caring church that welcomes all who enter our doors. We cherish and sustain our faith through the word of God. Music, laughter, caring, happiness, and the sharing of good food are all part of what encompasses St. Mark's. Occasional coffee hours and potluck lunches provide fellowship following special services. Our "Home Visiting Team" and our "Home Communion Team" ensure that our shut-ins are not forgotten. We present a "Fruit Basket of Appreciation" to the staff of McQuigg Lodge, the local nursing home, thanking them for their care and compassion toward our seniors.

We don't sit back. We have an active membership and we like to see projects to fruition. In other words, if we see something that needs to be done, "we step up to the plate!" We are proud of our church and all that it does.

Our United Church Women (U.C.W.) group is very active within St. Mark's. They organize the Annual Fall Bazaar, at which homemade crafts, home baking, Christmas decorations, plants and vegetables are sold. The monies raised go to assist the church, as well as the many local and international charities they support; i.e. Adopt-a-Child, Christmas Sharing, Hastings Manor Foundation, Camp Quin-Mo-Lac, Help Lesotho, Sleeping Children Around the World, just to name a few. In addition, the U.C.W. organizes the very popular Bingo twice monthly at McQuigg Lodge.

Our church embraces all generations. We welcome young children to our church services, and we include them in the Sacrament of Communion. We have a "Children's Time" as part of our Sunday Worship. The children drop pennies into the "Penny Jar", and these monies are used to help local or international organizations. We want our children to enjoy our church camp – Camp Quin-Mo-Lac - by offering to provide financial assistance for some of them to attend the camp. In addition, our Sunday school has supported a foster child for many, many years.

St. Mark's has a long standing relationship with the local school. We are aware that there may be hungry children attending our local school, so we donate to the Food for Learning program. We also support the History Award that is given to a Grade 8 student each year at graduation. We also present the staff with a "Fruit Basket of Appreciation" at Easter.

Like any family, we strive to look after those who are in need. We:

- are strong supporters of the Mission and Service Fund;
- provide non-perishable items and monetary donations to the Gleaner's Food Bank;
- collect Campbell's soup labels, old glasses, and drink can tabs that can be used by various organizations to purchase needed supplies;
- support the Shoe Box program through Samaritan's Purse;
- provide a meeting place for our local A.A.; and
- maintain a "People Fund" for those in crisis.



**In the past, St. Mark's has:**

- provided a soup programme in a local city school,
- opened the doors of the Lower Church Hall for use by groups such as the Scouts, Beavers, Girl Guides, C.G.I.T., etc.,
- done knitting for "Project Knit for Love",
- helped a community in Eastern Ontario following a catastrophic ice storm,
- offered "grief support" for those who found Christmas difficult,
- offered 9:00 a.m. Communion on the 3<sup>rd</sup> Sunday of each month,
- been very actively involved with "United We're Awesome", and
- provided a Vacation Bible School.

**Our dream for the future would be to have:**

- a youth ministry in our church,
- an outreach programme, to provide a hot breakfast or lunch, for which attendees would pay what they could,
- more services and celebrations by the river, and
- a Vacation Bible School.

**There are a number of stories that tell who we are and what we do. Below are three such stories.**

**Story 1:** A young man phoned the church, and explained that his mother was ill in a neighbouring town, and he needed money to purchase a train ticket to go to visit her. Our minister at the time, along with a member of the congregation, took the young man to the train station, purchased the ticket for him, and saw him onto the train.

**Story 2:** Strangers called the church one day seeking a place to stay, as they had no money to pay for a room in a local hotel. Using monies from our "People Fund", some members of our congregation took this person to a local hotel, and paid for a room for a number of days.

**Story 3:** The members of our Church Board were made aware that there was a young mom who couldn't afford diapers for her baby. The Board members provided diapers for this child over a 2 – 3 month period.

In addition, we, as a congregation, contribute on a regular basis to Gleaner's Food Bank; either with non-perishable food items or with monetary donations. The non-perishable items are taken to the Food Bank by a member of our congregation on a weekly basis.

We also donate financially to local families who are in crisis, either due to a fire, flood, etc. It should be noted that our "People Fund" was initiated by a member of our congregation, who saw a need and tried to fill it.

We, as a church, make donations to local and international charities, such as Adopt-a-Child, Pennies for Peace, Ronald MacDonald House, Camp Quin-Mo-Lac, Haiti, World Vision, Christmas Sharing, Canadian Cancer Society, Bytown Orphanage in Lesotho, just to name a few.

There is always food in our pantry, just in case there is a need.

We would also like to note, that prior to the *Accessibility Standards for Customer Service Act*, we:

- had installed a wheelchair ramp to provide ready access to our church,
- installed a handicapped washroom;
- were providing large print bulletins for those whose vision was failing, and
- had purchased "ear buds" for those who were having difficulty hearing the service.

**We expect the ministry personnel to be responsible for:**

- providing regular Sunday worship services;
- supervising and encouraging the Pastoral Visiting Team of our church;
- being an active participant in our church functions; and
- providing leadership in response to the needs of the community.

**Our church family**

The members of our church family come from a diverse area- rural, suburban, and urban including

- Belleville, Cannifton, Corbyville, Thurlow Township, Foxboro and Tyendinaga Township.

Our congregation encompasses a wide range of theological views within the broad spectrum of the United Church ethos.

We are a one point charge, and as a congregation, we are open, friendly and welcoming. The members of the congregation work as a team, and this is very evident at our Church events, such as our suppers, or the auctions, or the Plowing Match, where we all come together to make the event a success. Even our members who are not regular attendees, feel part of the St. Mark's family. All you have to do is call them for an item, and they are more than willing to contribute.

We are conscious of our members' needs. Get well cards, anniversary cards, birthday cards, and sympathy cards are sent out. Announcements regarding the special times in peoples' lives are advertised in our bulletin insert, or are made known on Sunday morning.

The adults in our congregation are very supportive of the children taking part in our Sunday worship services. The children engage in their own worship time in the service, participate in the Communion service, and take part/lead the White Gift Sunday service.

## **Demographic Trends in Our Pastoral Charge**

We believe that we, as a pastoral charge, are moving from a rural to a suburban/urban charge. There are a number of new housing developments being built in our area. We have been amalgamated into our local city.

Our members are aging, and we have lost a number of them for various reasons – death, house bound, living in retirement homes, or nursing homes. As a result, our congregation is shrinking. New families have joined our church, but not enough to replace the lost members.

Currently we have 125 households under our pastoral care, with 114 as financially supporting households. The total membership (including non-resident) is 256 (as of December 31<sup>st</sup>, 2009). The total number of non-residents is 57. There are 123 identifiable givers to our local expenses, with 35 of those faithfully giving to M & S. The average weekly attendance at our Sunday worship is 85. The total membership in our Sunday School and Nursery is 25.

## **Our Church Structure.**

Our church has an active Church Board of approximately 30 members. There is also a Board of Trustees, which has 12 members. The Board and Trustees are governed by our Constitution.

Within our Board structure, we have 5 working committees:-

- **Christian Development Committee** which is responsible for worship and pastoral care;
- **Stewardship Committee** which oversees the financial affairs of the church;
- **Property Committee** which maintains and does any renovations of the church property;
- **Altar Guild** which is responsible for the preparations for the sacraments, and ensures that the church is appropriately decorated; and
- **Ministry and Personnel Committee** which is the liason to the paid staff, and to any staff who have honorarium positions.

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### Profile 3 – The Resources of the Pastoral Charge

St. Mark's sanctuary seats 225 people and has wheel chair access. There is a Minister's Study with a separate entrance. The study is equipped with a computer, printer and internet access. There is a downstairs hall and large kitchen, separate nursery, washrooms (one is wheelchair accessible), storage areas and photocopy room with a leased photocopier. We have two pianos, an organ, sound system and assistive listening system.

Lawn and garden equipment are stored in a separate utility building on the property. The church is also fortunate to have a large, paved parking lot.

St. Mark's does not have a manse. The incoming minister would receive a housing allowance.

St. Mark's has a Treasurer, Secretary, Envelope Secretary and Organist, who all receive an honorarium. The Custodian receives a salary. Job descriptions for each of these positions are attached.

As well, St. Mark's is fortunate to have a number of volunteers who do a variety of tasks to assist with the life and work of our church. For example, there are callers to seek greeters and Scripture Readers for each Sunday Service; several who help organize events; and others who maintain the lawns and gardens that surround our church.

### Current and Projected Finances

Appendix A will have the 2011 financial statement for St. Mark's. If you would like the full Annual Report, that can be sent to you upon request - either by e-mail or in hard copy.

Although our number of donors has remained relatively constant over the past three years, the number of dollars donated shows a downward trend. The chart will show the figures for 2009, 2010 and 2011.

	2009	2010	2011
<b>General Account</b>	\$119,822.95	\$118,266.89	\$111,064.71
<b>Mission and Service</b>	\$14,418.00	\$14,431.00	\$10,500.00
<b>Building Fund</b>	\$8,870.00	\$7,570.00	\$6,491.00
<b>Donors</b>	115	117	114

These amounts indicate the number of dollars that came in through weekly envelopes, special events and isolated donations for the use of the Lower Hall.

There are 16 members who donate through PAR and 35 people who donate to the Mission and Service Fund.

St. Mark's has felt the impact of the current economy, and of losing some of its older members. As is usual with most churches, our weekly offerings are down during the summer months, but pick up again during the Fall. At this time, St. Mark's is debt free with no loans or building needs.

St. Mark's does have a Memorial Fund, which is separate from the General Fund. It is used for the purchase of specific items in memory of individuals.

The Mission and Service Fund is supported by approximately 35% of our donors. (Please see attached financial statement.)

With careful management of all funds received, which include the weekly offerings, donations, church suppers, catering, the church bazaar, euchres, hall rentals, weddings, baptisms and GIC interest, we project that St. Mark's will remain viable for at least the next five years. We will be in a position to pay increment increases, based on the position on the salary scale of the successful applicant.

St. Mark's is in an area of extensive single home construction and we hope to draw new members from the growing community. We have seen a few new, young families come to worship with us, and we are hoping to build on this.

We do not foresee any major expenditures for our facility over the course of the next five years. Our church is fortunate to have a very enthusiastic Property Committee who oversee the maintenance of our building. Recently new doors have been installed on the east side of our Narthex, and new double-paned glass has been installed in the doors of the west side of the Narthex. These two new improvements will help with our heating bills.

We have incorporated the "Accessibility Standards for Customer Service Policy Statement" as one of the policies of our church. We currently have ramp access to our sanctuary from the east side of our building, and we do have a wheelchair accessible washroom. We do anticipate that we may need to install either a chair lift or an elevator to make our hall and sanctuary more accessible to handicapped members/visitors.

## **Visioning**

In the past, we had two Visioning Committees that examined future goals for St. Mark's. Those goals were presented to the Church Board and to the congregation and a number of actions were taken. Out of this process, the Pastoral Visiting Committee and the Home Communion Team were created, Shared Services and Shared Bible Study (6 area United churches) were started and are still going strong, a "Duty of Care Policy" was written and adopted, and our sanctuary was remodelled. A Soup Program was initiated in one of our local schools, but was discontinued when the school timetables were changed. As we are seeking a new minister, we would hope to go through a visioning process with him/her.

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## **Profile 4 – The Position**

The congregation of St. Mark's United Church, Cannifton, is searching for a full-time ordained or diaconal, or intern minister:

- to provide biblically based inspirational preaching and spiritual guidance for the congregation;
- to work in collaboration with the worship committee, the music director/organist/pianist and altar guild ;
- to administer compassionate pastoral care to parishioners through visiting;
- to act both as a team member and leader on church committees and organizations; and
- promote fellowship by being present and involved in church events and fundraisers

### **Areas of Responsibility and Patterns of Accountability**

#### **Worship** (approx. 15 hours/week)

- to be responsible for the planning and leadership of all regular and special services of worship, with emphasis on conveying the Christian message, in consultation with the Christian Development Committee including the Sunday School staff, in accordance with St. Mark's Constitution;
- to provide services of baptism, communion, weddings and funerals in accordance with the United Church manual and the Church Board; and
- to continue to encourage participation of the children and youth in our intergenerational services (Palm Sunday, White Gift Service, Mother's Day, Pentecost Sunday, Rally Day).

#### **Christian Education** (approx. 5 hours/week)

- to oversee the teaching ministries of the congregation including Sunday School, Shared Bible Study groups and confirmation classes.

#### **Pastoral Care** (approx. 10 hours/week)

- to provide pastoral care for all members and adherents of the congregation in accordance with the policies and guidelines established by the Church Board through:
  - in – home visits, with timely response to crisis,
  - institutional visitation (hospital, nursing and retirement homes),
  - meeting with and preparing members and adherents regarding their involvement in weddings, baptisms, funerals, transfers, etc., and
  - supporting lay people in visiting; the home communion team; and other needed areas of volunteering.

**Outreach** (approx. 5 hours/week)

- to encourage church leaders, members, adherents and organizations to relate to their local, national, and global communities in accordance with St. Mark's United Church Mission Statement, and
- to promote the Mission and Service Fund of the United Church of Canada.

**Administration** (approx. 5 hours/week)

- to collaborate with the Christian Development Committee, the music director/organist/pianist and Altar Guild,
- to be the staff resource person for the Chairperson of the Church Board and to attend all meetings of the Board,
- to perform duties as outlined by the United Church Manual and by the Church Board, and
- to participate in Presbytery and Conference activities (Extensive participation would be previously negotiated with the Ministry and Personnel Committee and the Church Board.).

**Accountability**

The minister is accountable through St. Mark's United Church Ministry and Personnel Committee to the Church Board and to Belleville Presbytery as per the guidelines in the current United Church manual.

**The congregation of St. Mark's recognizes that together we can make a difference**

- Volunteers and/or non-ministry personnel can serve in particular ways to meet the needs of the church ministry and in this way may lighten the work of the minister;- e.g., Visitation Committee, Home Communion Team, the Sunday School's White Gift Service, etc.
- The church recognizes the need for continual contact between the minister and the Ministry and Personnel Committee.

## **Profile 5 – Skills Needed**

Ordained Minister/Diaconal Minister or Intern

The skills most needed to fill this position are:

- an ability to deliver biblically based sermons in a clear manner that are related to life today,
- empathy and compassion to instill trust in his/her pastoral care,
- an ability to encourage congregational participation in all aspects of the mission of the church,
- resourcefulness, creativity, openness to change and a sense of humour,
- ability to interact spiritually, emotionally and informally with all ages,
- an appreciation for the transition of this charge from a rural to a more suburban setting,
- appreciation of music,
- to be a self-starter, who manages his/her time wisely and has the ability to delegate tasks appropriately,
- awareness of the need to remain unbiased,
- willingness to attend various workshops and conferences, as per the United Church Manual guidelines for Continuing Education, enabling him/her to keep current with the United Church tradition and context, and
- an ability to recognize and deal with conflict.

### **Note to Congregation**

*Ordained Ministers* are ordered for a vocation of “word, sacrament and pastoral care” through academic training and internship.

*Diaconal Ministers* are ordered for a vocation of “education, service and pastoral care” through integrated specialized training.

*An Intern Minister* is a Candidate who has successfully completed the educational requirements for commissioning or ordination but has yet to be commissioned or ordained, and who is appointed by the presbytery to a pastoral charge, usually full-time, for 2 years, with an educational supervisor and a pastoral charge supervisor.



## **Profile 6 – Terms**

### **Salary**

Paid at the established rate according to the annual *Salary and Allowances Schedules Applicable to Ministry and Personnel* approved by the Executive of the General Council.

### **Housing Allowance**

Paid at the established rate as set out by the Belleville Presbytery.

### **Continuing Education Allowance and Book Allowance**

\$1,250.00/year

### **Travel**

Paid at the established rate as set by General Council.

### **Moving Expenses**

As per The Manual.

### **Telephone**

Basic service for listed house phone

### **Regular Hours of Work**

40 hours per week, based on the average work week.

### **Holidays**

One month yearly vacation, including 5 Sundays

### **Study Leave**

Three weeks within pastoral year in consultation with Ministry and Personnel Committee

### **CPP, EI, UCC Pension, Insurance and EAP**

Financial compensation complies with all government and United Church requirements

### **Office/Equipment**

Clergy Office in the church, equipped with telephone, computer, printer and internet.  
Secretarial assistance available as required.  
Photocopier at the church.

### **Conference Leave**

One weekend per pastoral year to attend Conference Annual Meeting.

All other terms as stipulated in The Manual.

**Appendix A**

St. Mark's Financial Statement as of Dec 31/2011

Bank Balance as of Dec 31/2010	\$21,927.92
Revenue	
General Building Acct.	\$110,429.56
Mission Services Fund	\$10,500.00
Cancer, Salvation Army, Africia	\$4,147.50
Interest from Credit union	\$45.55
Transferred from Manse	\$3,000.00
Subtotal	\$150,050.53
GIC 2007 Building	\$3,300.00
Total	<u>\$153,350.53</u>

Expenditures	
Ministers Salary, UI, CPP, Travel, Telephone, Book Allow, Housing Allowance Study leave, Unted Church  Pensions/Ins Honorariums & A.D.P.	\$58,673.03

Church Etc	
Hydro, Heat, telephone, internet, Insurance Water, Sewer, Janitors Supplies, Office Supplies, Postage, Envelopes, Copier, Compupter, Bank Charges, Christian Development Ministry & Personal, Committees, Choir, Piano/Organ Main	\$21,399.01

Presbytery Dues	\$4,479.39	
Mission Services Fund	\$10,500.00	\$14,979.39
Outreach, Sal Army, World of Vi sion, Haiti, Cancer Japan, Lesoto		\$7,727.48
Building Expenses		\$12,771.41
Sub Total		<u>\$115,550.32</u>

Building A/cct	\$12,349.19
General Account	\$17,804.65
Bank Interest	\$45.55
Youth Fund	\$252.29
People Fund	\$1,735.00
Ministry Personal	\$1,160.30
Sunday School	<u>\$1,153.23</u>
Sub Total	<u>\$34,500.21</u>
GIC Building	\$3,300.00
	<u>\$153,350.53</u>

Bank Balance as of Dec 31/2011

\$34,500.21



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## Appendix B – Job Profiles

### POSTION DESCRIPTION FOR TREASURER

**JOB SUMMARY:** To provide financial services and associated reporting of all monies received, payments made, and current status of the budget, bank accounts and investments. Act as financial overseer and adviser.

#### RESPONSIBILITIES AND DUTIES:

##### ACCOUNTS RECEIVABLE

Verify and record receipts deposited by money counters from weekly worship services  
Provide back up for money counters, in an emergency

##### ACCOUNTS PAYABLE

Issue cheques for invoices – approximately 200/year

##### PAYROLL SERVICES

Prepare payroll cheques and deliver  
Prepare T4A's

##### PREPARE REPORTS

Bank reconciliation  
Monthly reports on all accounts  
Assist in preparation of annual budget  
HST rebates and any PST is applicable  
Government paperwork  
Balance books at year-end for auditing

##### ADMINISTRATIVE

Process (deliver-distribute) payments to local vendors  
Maintain full banking services  
Manage investments of GIC's – maintain records and renew as required  
Attend Stewardship Committee meetings  
Attend Official Board meetings  
Supply own equipment – i.e. Calculator, computer, typewriter

Reviewed by: \_\_\_\_\_ Approved By: \_\_\_\_\_  
(incumbent) (Ministry & Personnel)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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**POSITION DESCRIPTION  
FOR  
ENVELOPE SECRETARY**

**JOB SUMMARY:** The envelope secretary is a member of the Stewardship Committee and a member of the Official Board.

**RESPONSIBILITIES AND DUTIES:**

**ADMINISTRATION**

Deposit all donations via night deposit  
Notify the Treasurer each Sunday of the amount deposited  
Send a thank you note along with a receipt to all one time donors

**RECORD KEEPING**

Keep a record of all donations to the various funds (except Memorial).  
Retain records for a seven year period (Keep all envelopes).

**PREPARE REPORTS**

Submit a month end statement to the Treasurer.  
Submit a report for the Annual Report

Reviewed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
(incumbent) (Ministry & Personnel)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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## POSTION DESCRIPTION FOR SECRETARY

**JOB SUMMARY:** to provide administrative services for the congregation and minister of St. Mark's United Church. Work in a confidential environment.

### RESPONSIBILITIES AND DUTIES:

#### WORSHIP SERVICES

Typing-production of weekly worship service bulletin, including several copies of large print for the visually impaired, from the minister's master.

Typing – production of service bulletins for weddings, funerals and other special Occasions from minister's master.

Collect and highlight all announcements about the work of the church.

#### PREPARE REPORTS

Prepare newsletters (organize, photocopy, staple) for distribution, as required

Prepare annual report (gather, organize, type, photocopy, staple) for distribution

#### RECORD KEEPING

Maintain a church membership list

#### ADMINISTRATION

Maintain photocopier and computer and arrange for service and repairs

Order supplies (Bulletins). Purchase copy paper

Prepare copies of a funeral meditation for distribution to bereaved family

Type and prepare minutes of Board meetings for distribution

Keep bulletin boards up to date

Perform other duties as required

Reviewed By: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Incumbent Ministry & Personnel

Date: \_\_\_\_\_ Date: \_\_\_\_\_