



Trinity United Church  
90 Spring Street  
Summerside, PE  
C1N 3E4

March 4, 2019

Kendall:

In response to the letter from Catherine Gaw, I am submitting an amended JNAC report and we have responded to a number of concerns.

Concern Number 1 - Please refer to Page 9 of the report. This information was compiled from our Annual Reports from 2015 to 2018. If you wish the original pages of the report, please let me know and I will send them to you.

Concern Number 2 - Please refer to Page 9 of the report. This information was compiled from our Annual Reports from 2015 to 2018. If you wish the original pages of the report, please let me know and I will send them to you.

Concern Number 3 – We have changed Senior Minister to Coordinating Minister on the advice of Ms. Wendy Cranston. We have removed any reference to Coordinating Minister evaluating other staff or supervising other clergy. We fully understand that the Coordinating Minister is not an employee of the Pastoral Charge.

Concern Number 4 – I will be sending you a copy of the contract with the Coordinator of Christian Life and Growth. At this time, there is no contract with the Visitation Minister but one is being negotiated – I will send your concerns on the letter's position to Mr. Paul Campbell, Chair of the Ministry and Personnel Committee.

Concern Number 5 – I believe that we are getting caught up in semantics with this concern. If you reference Future Church Vision (especially the strategies section) on page 10 and also refer to Leadership styles on page 13, I hope that you reach the conclusion that we will reach these goals in a collaborative manner with Trinity Church Council and Trinity Congregation.

Concern Number 6 – Please refer to the amended statement number 4 on Page 14.

Concern Number 7 – Please refer to the multiple statements on Pages 14 and 15.

I would appreciate a timely reply if you think that we have addressed all concerns in the letter and if the JNAC is ready to proceed successfully.

Thank you.

Duncan McKillop

**Joint Needs Assessment**  
**Trinity United Church**  
**Summerside, Prince Edward Island**



**Committee**

**Garth Waite, Chair**

**Duncan McKillop, Secretary**

**Wally Ellis, Presbytery Representative**

**Liz Farrar, Presbytery Representative**

**Nancy Small**

**Karen MacLean**

**Louis Andrews**

**Ross Campbell**

**Chris Pharo**

**Arnie Winsor**

# **Trinity United Church**

## **Report of the Joint Needs Assessment Committee**

**February 3, 2019**

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# **Reasons why you would want to relocate to Trinity United Church, Summerside, PEI**

## **Community**

Affordable and quality housing

Family centred community

Varied and quality sporting programs

Varied and quality arts and culture programs

Warmest beaches north of the Carolinas

Best seafood in Canada

No traffic issues

Excellent Education System

Excellent Health Care System and up-to-date Local Hospital in Summerside

## **Trinity United Church**

Church in excellent physical shape

Congregation with a vision

Extraordinary music program

Congregation that believes in a strong community outreach program

Trust funds to support church programs and high school graduates attending post-secondary institutions

Inclusive Congregation that Welcomes the LGBTQ2 Community

Congregation which includes a diverse mix of professionals and blue collar workers

## The Community

The birth and development of Summerside, PEI began as a fascinating story of the mercantile influenced by water and rail transportation. From the early 1800's and cultivation of an acre or two, lots of land began to sell. In 1840, wharf and roads were constructed and shipbuilding followed. The Island railway, built in the 1870's, cemented Summerside's position as the leading centre of trade and commerce for the western half of the Island. When the 'Golden Age of Sail' went into decline and many left Summerside to pursue their profession in the Boston States, Summerside had it's next boom between the years 1910-1914 when the silver fox ranching industry took hold. Fortunes were made overnight.

A drive through the historical residential area will reveal dozens of large stately homes, some built by these affluent fox dealers while others, with the tell-tale widow's walk on the roof, were built by ship contractors and sea captains. Located in the heart of this historical section of the City is Trinity United Church, next to Memorial Park.

Adjacent to Trinity United is Wyatt Heritage Properties, which consists of Wyatt Historic House Museum, MacNaught History Centre and Archives, and the Lefurgey Cultural Centre. This area reflects the history and culture of Summerside and also promotes artistic endeavours, tourism and preservation. Also, under the auspices of Culture Summerside, is the operation of Bishop Machine Shop Museum and the International Fox Museum and Hall of Fame.

One of the seven sites of the PEI Museum and Heritage Foundation is the Eptek Art & Culture Centre located on the waterfront. It showcases history/art PEI exhibits year round and provides a meeting space for Thursday noon travel films, Senior's College, history circles, and other cultural events. Attached to the Eptek is Harbourfront Jubilee Theatre, a 520-seat multipurpose events centre.

The College of Piping and Celtic Performing Arts of Canada is located in Summerside, a registered Canadian charity and non-profit organization. Established in 1989, it provides a vibrant cultural and educational presence along with a world-class reputation as an international school of excellence in highland bagpiping, snare drumming, highland dance and step dancing. In the summer of 2018, a new events centre at the College was officially opened.

Along with many opportunities for music, drama and dance, there is a large sports presence in Summerside. It is well-known as Atlantic Canada's premier host to sporting events such as baseball, soccer, hockey, and curling. First known as the Summerside Wellness Centre when construction began in 2006, Credit Union Place was renamed in 2008. Its capacity is 6,000 and is home to Summerside Western Capitals Hockey team, Summerside Dolphins Swim Club, Summerside Minor Hockey, Summerside Figure Skating Club, and several bowling leagues. The PEI Sports Hall of Fame is also located in the building. The Credit Union Place also has a walking/running track, which all residents are welcome to use at no charge, as well as squash courts. Summerside has a curling club, a golf course, several parks, a boardwalk that stretches a distance of approximately 10 kms along Summerside waterfront, plus the Confederation Trail that runs through the City—all to the delight of walkers, runners and cyclists.

Within the past year, the former Post Office building at 57 Central Street was transformed into

a state-of-the-art Learning Centre. This houses the library and provides access to technology and communication for all residents.

Summerside plays a key role in the Island economy and is centrally located on the Island – a mere twenty minutes from the Confederation Bridge. The City has one of Atlantic Canada's premier aerospace parks, Slemon Park Aerospace Centre, as well as port facilities which offer second-to-none services with year round operation. A low cost operating environment, skilled workplace, and progressive business approach makes Summerside a strong business location. Major employers are The Government of Canada (Taxation Centre), Standard Aero (engine refit centre), and Cavendish Farms (potato processing plant).

The area has excellent educational facilities including University of Prince Edward Island (45 minute drive), Holland College (with courses offered in many parts of PEI including Summerside), The College of Piping and other business employment centres. The Provincial Department of Education, located in Summerside, is responsible for all primary, intermediate and senior high schools in the Summerside area, including French Immersion programs. The French Language School Board has a French school, La Belle Alliance.

Health PEI is the provincial hospital board which oversees the running of the hospitals on Prince Edward Island. In Summerside, we are proud of our new Prince County Hospital which opened in 2004. Health PEI also oversees the nursing and home care nursing. Summerside's population is approximately 15,000 people.

## **A Brief History of Trinity United Church**

Trinity United Church resulted from the union of Methodists, Presbyterians, and Bible Christians. Our historical roots are founded within these great denominations.

The first Methodist preacher to hold regular services in Summerside was Rev. G. O. Huestis, a cousin of the Summerside Huestis family. He came to us from Bedeque every second week, and he was assisted by James Burns and Rev. J. B. Strong (then retired) who preached on the alternate Sunday.

The Methodist's first building was located on the corner of Central Street and Notre Dame Street.

The first Presbyterian preacher came to Summerside in 1854, the Rev. J. M. MacLeod, who served Alberton, Richmond, Summerside residing in Richmond. He was followed by R. S. Patterson, who supplied along with his work at the North Bedeque church. In 1861, Rev. W. R. Frame was minister serving Lot 16, St. Eleanor's and Summerside. In 1865, the Presbyterians opened their first church with John Geddie as the guest preacher. Summerside Presbyterian Church became a separate charge on March 17, 1871.

The third denominational strain within Trinity's veins was the Bible Christians. They differed only slightly from the Methodists. They were resolved to be Bible Christians and preach plain old bible Christianity. The Bible Christians formed their own congregation in 1871 and amalgamated with the Methodists in 1883. Epworth Hall was their church, and it served the

Christian cause in Summerside from 1871 to 1980.

When Methodists and Bible Christians joined, space was at a premium. The land opposite Epworth Hall was acquired for \$2,000.00. The present Church was built in 1894 at a cost of \$5,500.00.

The first musical instrument was a cornet. The Casavant Freres pipe organ was installed in 1909 at a cost of \$2,300.00. The Ladies Aid paid for it and also raised funds for electric lights for the church.

In 1925, church union came about nationally. In Summerside, 100 of the 223 Presbyterian members voted for the Union. They gathered with the Methodists in this building on June 14, 1925 when Rev. H. A. Kent preached the inaugural sermons.

Over the hundred years, Epworth Hall had as many as four extensions to handle congregational growth. In 1949, when there was a cry for more space, the basement was excavated providing an assembly hall and 19 classrooms at a cost of \$14,000.00. In 1957, there was an extension of the sanctuary to provide the present chancel and extra seating at a cost of \$112,000.00. In 1980, Epworth Hall was torn down and replaced with the new Christian Education wing built on to the main church structure at a cost of \$466,000.00 which was paid for in two and one half years. This was followed in 1988 with the renewal of the foundation, heating and electrical systems at a cost of \$420,000.00, followed in 1994 by a \$150,000 project to renew the organ and the chancel. In 2002, the organ once again received work at a cost of \$100,000.00.

Another addition to the building took place in 2007. In that year, a \$625,000.00 project led to increased space in the narthex of the church along with an adjacent washroom and cloakroom, three video screens, video projectors, video recording equipment, redesigned sound system. At the present time, a lighting system is being installed. An elevator was installed that serviced all four levels of the church. The eastern part of the church was extended by 16 feet redesigning the two main entrances to the church and provided additional space in the basement. Since that time a video projector was installed in the parlor for use by groups and the Sunday School.

## **Physical Property**

The cornerstone for what is now Summerside Trinity United Church was laid in 1893. The church is of wood frame construction with vaulted ceilings, sixteen Gothic shaped stained glass windows of very high quality, recently valued at \$1.6 million dollars; and a seating capacity of 635. The church is located close to the downtown section of the city, but within a residential setting. A park is adjacent to its south side and the church's large parking lot is to the north.

In 1980, the Church Centre, a two storey extension housing a large gymnasium, kitchen, administration office, board room, minister's study, parlour, four group meeting rooms, choir room and Christian Education office, was built as an adjoining structure to the west end of the building. Under the main church structure is a large assembly area and 10 classrooms.



Across from the side entrance, owned by the church is a parking lot for 100 vehicles.

## **Worship**

Trinity United Church worships on Sunday morning service at 10:30 am. The Coordinating Minister provides leadership in insightful and challenging sermons and meaningful prayer, and works with a paid Music Director to incorporate vibrant music as a key component of worship. During the service, after the reading of scripture from the Children's Spark Bible, the children gather for an introduction to the key Sunday School theme and then retire downstairs while the service continues. There are also other services throughout the year including Maundy Thursday, Good Friday, Blue Christmas, 3 services on Christmas Eve (children based service, service of scripture and music and a meditative service including communion). Communion is celebrated approximately 4 times a year. Congregational members provide leadership in worship including opening parts of worship.

## **Music**

Louise Elder and her husband, Ken, moved to PEI from Ontario in the fall of 2016, and she was hired at Trinity as Music Director in 2017. Louise received her Bachelor of Music from University of Western Ontario, studied pipe organ (along with piano), and then went on to receive her degree in teaching. Along with working in the elementary school system in Ontario, Louise directed several choirs at United Churches in her area, as well as the Centre Wellington Singers, a mixed choir of 50-65 singers.

At present, Louise conducts Trinity's Senior Choir (average of 25-30 members); a Contemporary Choir including instrumentalists (8-10 members); and a Hand Bell Choir (10-11 members). Louise works with these groups to provide a variety of worship experiences. As well, she assists the Sunday School children with special music at Christmas. In the past, Trinity has also had a Junior Choir and a Youth Band.

The Music Director works closely with the Coordinating Minister to set the Worship Schedule and choose the weekly hymns as well as anthems and musical selections which coincide with the lectionary. Her hours at the church include Wednesday afternoons and evenings, as well as Sunday mornings. She is on-call for funerals held from the church.

## **Pastoral Care and Visitation**

This is currently contracted to a retired ordained clergy with the Coordinating minister coordinating pastoral care to the congregation. This person reports on a monthly basis unless there are urgent concerns or recommendations. The Minister of Visitation calls on those from the congregation at their homes or care facilities. The hospital is excluded as it is the responsibility of the Coordinating minister.

## **Trinity Cafe**

This is a weekday bible study led by our Coordinating Minister. As well as bible study, members enjoy coffee and snacks prepared in turn.

## **Sunday Morning Bible Study**

This is a weekly bible study where people gather to learn about our culture's Christian heritage and to discuss current issues of moral significance under the guidance of our Coordinating minister.

## **Feed My Sheep**

This is an outreach program under the auspices of the Faith In Action Committee. Every second Saturday morning in the Strong Memorial Auditorium, breakfast and a social time is provided to members of the community. Along with a hearty meal, clothing and personal care items are made available. A volunteer base of 20 people from both church and wider community serve anywhere from 40 to 70 hot meals on "Feed My Sheep" Saturdays. "Feed My Sheep" provides approximately 1,250 breakfasts per year.

## **Senior's Luncheon**

This luncheon takes place approximately 8 times a year and has become an enjoyable event in the daily lives of many seniors in our community. Our seniors enjoy the delicious meal along with an entertaining variety of programs. We could not offer such a vital program without the support of our many volunteers who prepare the food.

## **Trinity Men's Breakfast**

The men meet weekly for breakfast at 8 am at a local restaurant. They meet from mid-September until late May. Men, both working and retired, but mainly retired, gather for a time of fellowship and conversation. Though attendance numbers have diminished over the past few years the men continue to meet. They sometimes have guest speakers and discuss topics such as health issues, education, politics, law, military, current events and travel. A collection is taken each week and a donation of turkeys is made to the annual CBC Turkey Drive.

## **Summerside Christian Council**

The Summerside Christian Council is an ecumenical organization of the Churches of Summerside. The Council sponsors the Summerside Meals-on-Wheels Program, the Community Carol Service, the Lenten Worship and Lunches, and the Pulpit Exchange as well as other special events. Through these and other programs, the Summerside Christian Council promotes good relations between church and community and among churches.

## **Christian Life and Growth**

This Committee meets once per month and is responsible for overseeing youth programming and congregational events that bring all ages together for fun and fellowship. The Committee consists of a Chair, the Coordinating Minister, Coordinator of Christian Education, representative(s) from the Trinity Church Council and members of the congregation. Popular events are potlucks, congregational picnics, corn maze, readying a float for the Santa Claus parade, games nights and a winter bonfire!

The Christian Life and Growth Committee operates on a budget and makes decisions on how to best utilize funds. In the past, to raise extra funds, the group has organized Shrove Tuesday pancake supper, Soupy Sundays, and turkey dinners.

## **Sunday School**

The Sunday School program operates under the auspices of Christian Life and Growth and the coordinator is Gwyn Richards. The average attendance each week is 35 children plus 14 volunteers; volunteers include adults and high school students. The curriculum being used is Sparks Rotational program, and activities include music, drama, science, cooking, arts and games. For the past number of years, the Sunday School has sponsored five children from Guatemala through World Vision. Individual members of the congregation also sponsor Guatemalan children through World Vision bringing the total number of children to over 50. Funding projects have included collection of bottles/beverage containers and after-church luncheons. Youth in the Sunday School collect food items the first Sunday of each month. Items are organized and emergency food boxes packed for members of the community. Sunday School has packed approximately 200 emergency food boxes in each of the last 6 years. As well, hats, coats and mittens have been collected for those in need.

## **Fund Raising**

Trinity United Church uses several methods to raise additional funds for various purposes.

1. We promote a concert series which runs from September to the first of May. Local musicians use our facilities and we take a portion of the revenue and, in addition, sell fudge and water etc.
2. We have a central location, excellent facilities and a large parking lot; so we rent our space to a judo club, service business to challenged adults, Provincial Government for flu clinics and meetings, and various organizations for meetings, get-togethers etc.
3. Luncheons after church where free will donations are made to various causes.
4. Miscellaneous methods include selling of tulip bulbs, getting both cash, food and clothing etc. donations for our outreach programs.

## **Congregational Governance Structure**

The governing structure of Trinity United Church is comprised of two bodies, namely the Board of Trustees and the Church Council. The Board of Trustees is responsible for the property and all capital assets, i.e. buildings, land, investments, etc. The Church Council is responsible for the day-to-day running of the Church, including staff, financial reporting and Pastoral Care for its members.

The Church Council operates as follows:

Chair, Vice Chair, Secretary, Treasurer, standing Committee or Team Leaders, members at large (5), UCW liaison (non-voting), Trustee liaison (non-voting) and Ministry personnel (non-voting). Under this model, members of the "Church Council" are Councillors.

These Councillors are part of teams which carry out the work of the church. The teams can

vary from year to year. In 2018, the Church Council was made up of the following teams: Pastoral Care, Worship, Congregational Engagement & Volunteer Development, Outreach, Christian Life and Growth, Finance & Property, Ministry & Personnel, and Governance .

The Church Council has delegated the day-to-day operation of the church to the Coordinating Minister.

Our present staff consists of one full-time interim ordained Minister, a part-time Christian Life and Growth Director (13.5 hours), a part-time ordained Visitation Minister (13.5 hours), a full-time Office Manager, a Choir Director and Organist (13 hours) and a part-time Custodian (20 hours).

### Data On Trinity United Church

Active Families	300
Average Weekly Attendance	150 - 175
Baptisms per year	Average 6
Weddings per year	Average 4
Funerals	Average 20

### Financial Information Summary

Category	2018	2017	2016	2015
Current Assets	\$24,929.00	\$14,024.00	\$5,466.00	\$10,924.00
Investments	\$1,072,392.00	\$1,124,227.00	\$1,095,177.00	\$1,017,415.00
In Trust	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Liabilities	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Net Assets	\$1,099,321.00	\$1,140,251.00	\$1,102,368.00	\$1,028,339.00
Congregational Givings	\$216,593.00	\$224,624.00	\$233,942.00	\$239,768.00
Other Revenue	\$61,408.00	\$40,707.00	\$40,289.00	\$38,787.00
Trans to Mission and Service	\$7,296.00	\$8,045.00	\$9,525.00	\$9,383.00
Net Revenue	\$270,705.00	\$257,286.00	\$264,706.00	\$269,172.00
Personnel Exp	\$180,283.00	\$164,971.00	\$236,579.00	\$221,633.00
Other Expenses	\$107,952.00	\$92,901.00	\$82,524.00	\$91,720.00
Total Expenses	\$288,235.00	\$257,872.00	\$319,103.00	\$313,353.00
Excess (Deficiency)	-\$17,530.00	-\$586.00	-\$54,397.00	-\$44,181.00

# The Future

From September 2017 to June 2018, the congregation went through a visioning exercise. From this exercise, we established our mission as: **Trinity United Church is an inclusive and welcoming community that nurtures love of God, respects creation, seeks justice and serves others.**

## Our Values

**Welcoming:** Creating an environment where everybody is welcomed.

**Inclusive:** Working towards becoming a church where all are affirmed, welcomed and made to feel at home.

**Respectful:** Listening actively to others, being flexible, considering other points of view and being willing to consider change.

**Courage:** Embracing and persevering through changes with hope, faith and patience.

**Generosity:** Using our gifts of time, talents, and riches to invite and assist others.

## Our Priorities (for the coming 3 - 5 years)

Families and Youth

Marginalized Populations (particularly immigrants and LGBT community)

People who are lonely and in need of community.

## Strategies (What we will do to address our priorities)

1. Continue to build and strengthen opportunities for involvement, fun and fellowship
2. Continue to build, deepen and enrich our capacity to support families and children
3. Reach out to newcomers, especially migrant workers, to build friendship and community
4. Work towards becoming an affirming congregation
5. Establish a volunteer Transportation Network
6. Rework policies and procedures of Trinity United Church Council.

## Job Description

**This is a job description for a full-time Coordinating Minister for Trinity United Church, Summerside. The Coordinating Minister has primary responsibility for preaching and teaching the word of God and for providing leadership to the overall Ministry of Trinity United Church. The Coordinating Minister reports to the Church Council. Jointly with Council, the Coordinating Minister is responsible for helping to implement the "Future Church Vision" of Trinity United Church. The Coordinating Minister is responsible for coordinating staff direction and function. This person will help implement and lead a team of five staff and is the main staff member that will report directly to Trinity United Church Council. This position could commence on July 1, 2019.**

**Duties** – The following are the duties for the Coordinating Minister. These duties were reflected in the survey conducted with the congregation of Trinity United Church. The percentages listed indicate the suggested time spent on each area and do not reflect the importance of that area as all areas are important to the life and work of the church.

### **Worship - 35%**

Responsibilities shall include but not be limited to:

- **Sunday Services** – This position will have responsibility for delivering sermons on most Sundays.
  - Baptisms (preparation included)
  - Communion
  - Holy Week services, Christmas Eve services, and Blue Christmas
  - Week of Prayer
  - Arrange music for worship in consultation with the Music Director
  - Services allow for creativity.
  - Congregation are encouraged to be part of the service. This includes both youth and adults
- Weddings and counselling
- Funerals, counselling and followup
- Manor services as per rotation
- Attend Worship Committee meetings and planning, coordinating, and organizing worship schedule months in advance with emphasis on special upcoming events

### **Pastoral Care - 20%**

Responsible for the coordination of pastoral care for the congregation while working with the Visitation Minister to ensure:

- Hospital visitation.
- Community care and nursing home visitation.
- Congregational general visits, sick and shut-ins, bereavement follow-up and new families.
- Spiritual guidance and emotional support to members in need.
- Fully support Future Church Vision and Goals and assist Committees with advice and action to help these goals be realized

### **Faith Development - 10%**

Minister will be responsible for delivering and supervising Bible Studies, Book Studies and other forms of adult Christian Education.

Minister will supervise the Confirmation process for both youth and adults.

### **Outreach – 10%**

Responsible for the coordination of outreach for the congregation and his or her responsibilities shall include:

- Work towards making Trinity Faith Community relevant in the local community and beyond
- Support Faith in Action endeavours such as Feed my Sheep breakfasts, emergency

- food boxes, supporting refugee initiatives, etc
- Senior Luncheons
- Mens` breakfast program
- Summerside Christian Council

### **Christian Life and Growth - 5%**

The Christian Life and Growth Coordinator provides leadership in the development and implementation of a continuing ministry designed to meet the needs of all members of Trinity United Church, Summerside. The Christian Life and Growth Coordinator, partnering with the Minister and the Christian Life and Growth Committee, provides leadership with families in which:

- God is experienced
- Faith is nurtured
- Mission is engaged inter-generationally
- Christian identity is formed and supported

### **Youth Christian Education**

Along with the Christian Life and Growth Committee, provides leadership and oversight to ensure that the Sunday School Curriculum is:

- Based on sound theological and educational principles
- Consistent with Trinity United Church`s Mission Statement and core values
- Inspires and encourages spirituality
- Led by well prepared, capable and committed teachers

### **Youth Support**

Provides leadership and oversight of Sunday morning, mid-week opportunities and Vacation Bible School.

### **Pastoral Care**

Is available to children, youth and their families within the Congregation for pastoral care, including visitation, in times of need.

### **Worship**

Promotes active participation in the worship life of the congregation, participates in ``Children`s Time`` and assists with inter-generational services.

### **Administration – 20%**

The role of the Coordinating Minister is the administrative leader of Trinity United Church staff. The role of the Trinity Church Council is to establish policy and give general direction to the Coordinating Minister.

- In consultation with the Finance Committee and Trinity Church Council, plan, conduct and evaluate a comprehensive plan for the business operation of the church.
- Recommend and advise on selection of staff
- Recommend and advise on the staff job descriptions.
- Consult and plan with the Stewardship Committee

- Must attend Trinity Council meetings
- Participate in regular church, team, committee meetings
- Take responsibility to ensure that baptism, weddings, burial records and membership roll are kept up to date
- Prepare monthly activity reports for the Trinity Church Council
- Chair weekly staff meetings, coordinate all staff roles and responsibilities in liaison with the Ministry & Personnel Committee

### **Qualifications/Training:**

Requirements of the Coordinating Minister and preferences relative to the following position include:

- a fully qualified, ordained Minister in good standing within the United Church of Canada (a minimum of five years experience is preferred)
- have a deep understanding of both the Old and New Testaments and show an appreciation for tradition while incorporating contemporary interpretations of spiritual and theological perspectives.
- a current Vulnerable Sector Police Criminal Record check
- having specialized training and/or successful experience in the following areas: Worship, Pastoral Care, Outreach and Administration
- have completed or will soon complete the Racial Justice Workshop and Boundaries Workshop
- experienced in coordinating staff

### **Leadership Styles and Qualities:**

- Motivates, encourages and supports others to share their own gifts for ministry
- Highly personable approach to leadership i.e. builds relationship and consensus, delegates and shares leadership appropriately.
- Leader who is not afraid to take risks, try new things and learn through both successes and mistakes.

### **Personal Characteristics:**

Ideally, our Coordinating Minister possesses characteristics described as:

- friendly and approachable
- sincere and authentic
- empathetic and compassionate
- having a good sense of humour
- energetic and enthusiastic
- healthy work life balance

### **Skills**

Our Coordinating Minister will demonstrate the ability to:

- solve problems and make decisions in a thoughtful, resourceful way
- manage conflict with tact and diplomacy
- communicate effectively, verbally and in written form
- interact with others in a positive and professional manner



- be a leader and also help others discern their skills and gifts
- possess basic computer skills (e.g. email, word processing)
- manage time and workload effectively and efficiently
- establish and sustain positive rapport and trust
- promote harmony and spiritual good-will
- take initiative and exercise sound judgement
- recognize his/her strengths, areas for growth and limitations
- engage in ongoing professional development
- accept, reflect and act upon constructive feedback

## **What We Can Offer**

Trinity United Church is committed to honouring the requirements for salary and benefits for Ministry Personnel as defined in the United Church regulations. **Trinity United Church is prepared to negotiate supplementing some of these requirements depending on the education, experience and suitability of a Coordinating Minister for its needs.**

### **Hours of Work**

1. The Hours per week will vary throughout the year but should be an average of 40 hours per week. The Minister is entitled to two (2) days (consecutive or separate) off per week. These days are to be decided in consultation with the Ministry and Personnel Committee so that the congregation is aware of the Minister's rest days.

### **2. Vacation**

All vacation dates must be mutually agreeable between the Minister and the Ministry and Personnel Committee. The Coordinating Minister is entitled to one (1) month vacation per year. The Coordinating Minister will notify the Chairperson of the Worship Committee at least three months in advance in order for pulpit supply to be arranged. The Worship Committee is responsible for arranging pulpit supply.

### **3. Paid Holidays**

Paid holidays in Prince Edward Island are New Years Day, Good Friday, Canada Day, Labour Day, Islander Day and Remembrance Day. Trinity United Church will also recognize Victoria Day, Thanksgiving Day, Easter Monday, Thanksgiving Monday and Boxing Day. When these days fall on a Sunday or another day requiring the services of the Coordinating Minister, time off in lieu will be granted on dates to be agreed upon by the Ministry and Personnel Committee. This agreement must take place within 30 days of the paid holiday.

### **4. Sick Leave**

Up to two (2) weeks (maximum 2 Sundays) absence per year due to illness will be granted without loss of pay. Time off in excess of this will be dealt with as per the Restorative Care and Long Term Disability provisions of The United Church of Canada. This sick leave is not cumulative.

### **5. Bereavement Leave**

Provisions as stated in "The Manual of The United Church of Canada and other handbooks as produced by The United Church of Canada."

### **6. Leave of Absence**

Leave of absence will be based on "The Manual of The United Church of Canada and other handbooks as produced by The United Church of Canada."

## **7. Disability/Death**

Disability/death provisions will be based on "The Manual of The United Church of Canada and other handbooks as produced by The United Church of Canada."

## **8. Parental Leave**

Pregnancy provisions for leave of absence will be based on "The Manual of The United Church of Canada and other handbooks as produced by The United Church of Canada" and will not be less than provisions of provincial employment statutes.

## **9. Overtime**

Occasionally, additional hours of work are required to carry out assigned duties. Such additional hours shall be reasonable and must be approved by the Ministry and Personnel Committee. Overtime hours will be compensated for through equivalent paid time off. This agreement must take place within 30 days of when the overtime occurred.

## **10. Remuneration**

Remuneration will be at a category rate established in "The United Church of Canada, Salary and Allowances Schedules and Moving Costs." Trinity United Church is willing to consider supplementing this amount depending on the qualification, experience and suitability of the Coordinating Minister for the position.

## **11. Benefits**

### **a) Continuing Education**

Study Leave of 3 weeks per year is granted as defined in "The Manual of The United Church of Canada and other handbooks as produced by The United Church of Canada." The dates of continuing education will be negotiated with the Ministry and Personnel Committee. The Pastoral Charge will pay \$2,000 allowance for purchase of books, other educational material and electronic devices related to this position.

### **b) Travel**

Remuneration will be at a rate established in the current "The Manual of The United Church of Canada and other handbooks as produced by The United Church of Canada."

### **c) Private Office**

The Coordinating Minister will have a private office with appropriate furniture and book shelves.

## **12. Sabbaticals**

Provisions for a Sabbatical will be based on "The Manual of The United Church of Canada and other handbooks as produced by The United Church of Canada". Requests are to be coordinated with the Ministry and Personnel Committee and relevant regional bodies.

## **13. Administrative Assistant**

The Administrative Assistant works 5 days a week for a total of 32.5 hours and is available to assist all staff.

## **14. Technology**

Trinity United Church supports the Minister by providing a desktop computer and printer. The Minister also receives up to \$100 per month toward a cell phone or landline for a home office.

## **15. Moving Expenses**

Reasonable relocation expenses are covered, as agreed upon with the Finance and Property Committee.

# Recommendations and Motions of JNAC Committee

The Joint Needs Assessment Committee recommends to the congregation:

1. The establishment of a Ministry staffing model consisting of one full time ordained Coordinating Minister; one part-time ordained Minister of Visitation; one part-time Christian Life and Growth Coordinator; one Choir Director and Organist; one full-time Office Manager; and one part-time custodian, with a targeted implementation date of July 1, 2019;

Moved by Garth Waite, Chair of Trinity United Church JNAC and seconded by Nancy Small, Member of Trinity United Church JNAC that Trinity United Church establish a Ministry staffing model consisting of one full time ordained Coordinating Minister; one part-time ordained Minister of Visitation; one part-time Christian Life and Growth Coordinator; one Choir Director and Organist; one full-time Office Manager; and one part-time custodian, with a targeted implementation date of July 1, 2019;

And upon receiving congregational approval, recommends that:

2. The Fundy St. Lawrence Dawning Waters Regional Council be asked to accept the proposed staffing model and to declare the role of full time ordained Coordinating Minister to be vacant as of March 10, 2019;

Moved by Garth Waite, Chair of Trinity United Church JNAC and seconded by Arnie Winsor, Member of Trinity United Church JNAC that Fundy St. Lawrence Dawning Waters Regional Council be asked to accept the proposed staffing model and to declare the role of full time ordained Coordinating Minister to be vacant as of March 10, 2019;

3. The Fundy St. Lawrence Dawning Waters Regional Council be asked to establish a Joint Search Committee to fill the position of Coordinating Minister;

Moved by Garth Waite, Chair of Trinity United Church JNAC and seconded by Nancy Small, Member of Trinity United Church JNAC that Fundy St. Lawrence Dawning Waters Regional Council be asked to establish a Joint Search Committee to fill the position of Coordinating Minister; and

4. The Fundy St. Lawrence Dawning Waters Regional Council be asked to dissolve the Joint Needs Assessment Committee upon approval of this report.

Moved by Garth Waite, Chair of Trinity United Church JNAC and seconded by Ross Campbell, Member of Trinity United Church JNAC that Fundy St. Lawrence Dawning Waters Regional Council be asked to dissolve the Joint Needs Assessment Committee upon approval of this report.