



Trinity United Church

Summerside, PEI Coordinating Minister Evaluation 2023

(January 1, 2023, to December 31, 2023)

Report Compiled and Completed by –

The Rev. Rachel Campbell, M.Div., M.A. (Coordinating Minister)

Submission Date of Report – February 2, 2024

Rationale – The Council of Trinity United Church Summerside requested that a Coordinating Minister evaluation be submitted to Council for a year in review of 2023 and reviewed by Council at the February 2024 Council Meeting. This evaluation covers the seven areas of our covenant.

Area 1 – Worship

Responsibilities: Sunday Services, Other Services, Committee, Other direction

Expectations: Deliver sermons most Sundays Vacation (to be taken July & August - call), Baptisms, communion, holy week, week of prayer, arrange music for services (w Mus. Dir); Weddings & counselling; Funerals Counselling & follow up; Manor services, Worship Committee, Services allow creativity, Congregation encouraged to be part of the service – includes youth and adults.

Output Indicators:

- **Worship – (Written, planned & implemented)**
 - *Worship Services:* Worship at Trinity continues to be provided in a variety of ways including in person, livestream, podcast, and “Sermon by Phone”. For the Sundays that I was away, pulpit supply and/or lay leadership was arranged by the Worship Team. Please note I did not take any additional Sundays off above my terms of call.
 - *Special Worship Services (in addition to regular Sunday Worship):* In 2023 we offered special worship services for: Holy Week, Ash Wednesday, Blue Christmas, Easter Devotional, World Day of Prayer, Ordination Service, Kick Off to Advent, National Day of Remembrance and Action on Violence Against Women, Palliative Care Memorial Service and Remembrance Sunday.
 - *Ecumenical Worship:* Part of the Summerside & Area Christian Council Lenten and Advent Devotional Video series, shared daily resources for the Week of Prayer for Christian Unity, and combined worship with the Summerside Presbyterian Church for Holy Week
- **Attendance (In Person, online, podcast, sermon by phone)**
 - In Person (each Sunday): Jan to Easter 100 to 150, Easter 306, April to June 120 to 150, July 60 to 90, August to October 100 to 150, November to December over 200 most Sundays, Christmas Eve 589
 - Online: continuing to average 150 views per video
 - Podcast: average of 29 listens a month this year
 - Sermon by Phone: average of 18 calls a month this year

- **Worship Team Meetings**
 - Full worship service planning reports are submitted and presented to the Worship Team at our monthly meetings and follow up (as needed) are completed by me to staff, volunteers, etc. I attend ALL Worship Team Meeting. I also meet separately with the Music Director to plan music that will work with the themes of the liturgical year.
- **Weddings**
 - In 2023 I was asked to officiate two weddings. Both were Trinity registered wedding. I also was asked to perform a vow renewal ceremony for congregants' celebrating their 20th wedding anniversary. There was an additional wedding that was a Trinity registered wedding, but another clergy officiated at my, the Worship Team, and Council permission. Weddings are very much an opportunity for a Christian response. With all couples we talk about the ceremony, discuss their relationship with one another, and look at why having a Christian approach to their wedding ceremony was important to them. These meetings are to offer pastoral and spiritual care and is part of my call as an Ordained Minister and build relationship.
- **Funerals**
 - In 2023 I officiated at twenty-two Celebrations of life/Funerals/Committals/Memorials for Trinity and another one for another Pastoral Charge (total of 23 services). In addition, this year we had six other funerals officiated by another clergy. I also asked to prepare and lead a Memorial Tree Dedication Service. I continue to offer a pastoral presence before and after the funeral service and invite family members to continue to be in touch as needed. In many cases with more than one member of the deceased family.
- **Holy Baptism**
 - In 2023 we were blessed and celebrated four baptisms. It is such a faith filled time to plan these services with the family, meet with them to discuss our baptism booklet, and make connections that continue to grow Christ' church.
- **Holy Communion**
 - Holy Communion was recognized and celebrated on Easter Sunday, June 25, World Communion Sunday, and Christmas Eve at Trinity. We also participated in the Sacrament of Holy Communion as part of the Maundy Thursday service at the Summerside Presbyterian Church (combined service).
- **Manor Services**
 - Held on a regular scheduled basis at Parkhill (monthly), Andrews (as scheduled), and Wedgewood (monthly).

Highlights & Impacts:

Congregants (our regulars, our new, and those who have been away but have returned) are engaged in the many creative ways we worship at Trinity. In 2023 we continue to witness all ages worshipping together, working together, sharing together, and being church together. As your Coordinating Minister, I continue to be accessible, approachable, collaborative, creative, and engaged when planning, implementing, assisting, and leading worship services. Listening to the worship needs of our faith community and working with the Worship Team, Staff, and our Ecumenical partners throughout 2023 are highlights of the worship ministry at Trinity.

Area 2 – Pastoral Care

Responsibilities: Directly and with Minister of Visitation

Expectations: Visitation - hospital, community care, nursing home, congregational general visits, spiritual guidance, and emotional support. Support future church vision & goals' Assist committees with advice to realize goals, Visitation of all church families (pre-planned schedule), Pastoral Care Program with trained Volunteers.

Output Indicators:

- **Minister of Visitation**
 - Rev. Bob Lockhart and I met on a regular basis until his official retirement the end of August 2023. It was a pleasure to work with Rev. Bob. His work and that of the Pastoral Care Team was extremely helpful to the ministry of Trinity. Most of Rev. Lockhart's visitations were done either before or after worship, at the Wednesday breakfast, some home visits, as well as on the phone. He fulfilled the expectation of the position extremely well, was a fantastic back up around Pastoral Care Emergencies, and will be missed. Rev. Lockhart reported monthly in a written report to me and those are included in my Council Reports.
- **Interim Pastoral Liaison**
 - In the fall of 2023, we welcomed Peggy Miles into the position of our Interim Pastoral Liaison. As part of the position Peggy works closely with the Pastoral Care Team and the Coordinating Minister to connect congregants (young and older) to the church and vice versa. She holds a wealth of wisdom and fantastic energy. Many of the initiatives that her and the Pastoral Care Team are creating. or re-initiating are about making those important connections that welcomes us to be "church".
- **Coordinating Minister**
 - Hospital Visits, Nursing Home Visits, & Pastoral Responses:
 - In 2023 we had a full year without covid restrictions and so in addition to my pastoral responses that I document, I also was able to resume a more normal means of connecting with congregants like pop ins at the church office, at monthly nursing home services, chats before and after worship with congregants, birthday parties & anniversary celebrations for congregants, and during other church related events (i.e.: Feed My Sheep, Junior Church Closing, etc.). However, making pastoral calls, having home visits, etc. are still very important within the ministry of Trinity. Besides this back to normal presence offered, this year I still calculated a total of 517 Pastoral Responses including hospital Visits (and Emergency Responses) and continued the "initial home visits" and have over 200 visits done by the end of December. The majority of these "initial home visits" I bring a member of the Pastoral Care Team.
 - Phone Blitz': I want to thank the Communications Team for leading the way in 2023 for the Phone Blitz'. Not only do they contact with over 100 Trinity homes per blitz (which makes sure updated communications about Trinity is being received), they offer Trinity data and updates that is passed along to our office and allow me to continue to follow up on requested visits.

Highlights & Impacts

The Pastoral Care Team, Minister of Visitation, the Interim Pastoral Liaison, and I have worked prayerfully in keeping connected to the Trinity faith family throughout 2023. Staying connected is important not only as a Christian church but as a caring church that is willing to listen deeply and respond as Jesus commissioned us to respond... with love.

Area 3 – Faith Development

Responsibilities/Expectations: Christian Education (Bible/Book studies, and other forms of Christian Education); Confirmation (Plan, lead confirmation); Church History (Collaboratively with Council, provide continuing education to the congregation and community on the history of the church)

Output Indicators:

- **Christian Education** - (*planned, led and implemented by Coordinating Minister*)
 - *Trinity Café* – Thursday morning Sessions in the sanctuary throughout 2023 except for the summer months. Topics included: an exploration of eight other faiths including onsite visits and special guests, a series on the Trinity today, an Advent series on navigating mystery, and began a reflective series on the Christian virtues. This group grew in 2023 to 19 participants.
 - *Zooming the Lectionary* – At the start of 2023 we met once a week on Zoom, but in the fall of 2023, we created a hybrid group of in-person and online participants. The weekly focus continued to be on the weekly lectionary scripture readings. Registration was 12 participants.
 - *Trinity Players* – Gathered in the fall of 2023 to practice another amazing Advent experience. Their second Kick Off to Advent original drama event called, “To The Stable” joined once again with the musical talents of the Trinity Contemporary Choir and invited new talents The Kazoo Choir. Another complete success raising funds and knowledge of the Food Box outreach program at Trinity. Total participants were 14.
 - *Confirmation* – In 2023 three sessions were completed, but it was decided to revisit this in 2024.
 - *Transfer of Membership* – We welcomed an additional four people to Trinity via Transfer of Membership (Service in February and during Advent).
 - *Gospel Jamming* –D’Arcy Ellis and I continued their Gospel Jamming Series in 2023. Each session reintroduced Gospel Music classics and explored the theology represented in each piece of music, what scripture lesson emphasised, a bit of history, and how these pieces may have influenced the evolution of our faith. At the end of each session everyone broke into song with a musical jam and sing along. Total participants were 12.
 - *Senior/Adult Vacation Bible School*- For the first time ever at Trinity we hosted a VBS for Senior/Adults. Facilitated by Rev. Rachel the well attended series was held over 3 afternoons in August included an exploration of the Holy Land with scripture, video, looking at the footsteps of Jesus and offering daily commissioning and q & a time. Plus, a time to share each day over snacks provided by The United Church Women. Total participants were 19.
 - *Pre-Planning Funeral Session* – an exploration of how to put together a celebration of life service. Total participants were 8.

Highlights & Impacts

In 2023 there continued to be real and dedicated engagement from all ages. The multi-generational aspect within such small group is what I truly believe is “church”. It is what it means to be not only a disciple but a bold one. In every area of Faith Development, we see more involvement and new ideas shared on how to group. I continue to hear excitement within each program. This is an area of the ministry of Trinity in which I am challenged to walk into my call. This kind of commissioning and exploration of one’s faith is a breath of fresh air! If you are a member of Trinity in any way and are not part of a Trinity UCC small group experience (outside of being on a team) you are missing out. Join up!

Area 4 – Outreach

Responsibilities/Expectations: Community - Work towards making Trinity relevant in the community and beyond; Faith in Action - Support FIA endeavors; Ministry - Weddings, funerals, baptisms, palliative service; Communication- Communication of church life and opportunities for involvement as a participant and or volunteer.

Output Indicators:

- **Community –**
 - *Summerside & Area Christian Council* – As Vice Chair of the Summerside & Area Christian Council I help in all aspects of the Council including attending regularly the monthly meetings, follow ups, and taking part in ecumenical work with other church leaders.
 - *Fundy St. Lawrence Dawning Waters Region (Property Team Member)* – I continue to enjoy my monthly work with the Property Team at the Region level.
 - *Atlantic School of Theology (Senator/Strategic Planning Team/Honorary Degree Team)* – These teams meet periodically throughout the year (up to four times) and the work keeps me connected with faith formation.
 - *Coldest Night of the Year (Member of Organizing Team)* – I was part of the organizing team for 2023 and a Team Captain with Trinity Walkers. In the last two years we were able to raise over \$135,000 for LifeHouse (shelter and transitional house for women and children). This was not only community based but ecumenical collaboration.
 - *Bold Discipleship* – A United Church pilot project experience (member).
- **Faith In Action –**
 - In 2023 Feed My Sheep, Christmas Sock Program and Offering the Minutes for Mission continued. However, a new initiative took root called “The Takeout Turkey Suppers” that are for shut-ins and people in need. I actively support the Team in any way I can: offering a prayer at the breakfast or doing a check in with folks, working behind the scenes to help, and schedule in the weekly M&S readings. The need is great and the disciples of Faith In Action and their programs work tirelessly. I truly appreciate them all.
- **Communication –**
 - The Trinity Newsletters in 2023 again helped the outreach at Trinity. With a Lenten, Summer and Advent Worship Newsletter mailed, emailed, or hard copies dropped off or available at the church we were able to continue to offer the ministry of Trinity beyond the walls of the sanctuary. People continued to feel included and that their church remembered them.
 - Social Media (FB), YouTube Channel and our webpage continue to bring people into Trinity. On a regular basis I update all these mediums. With the hiring of the Engagement & Communications Coordinator some of these aspects are being shared. All areas of these mediums have increased traffic over the last year.
- **Volunteers –**
 - We have had several volunteers come forward to help where needed in the last year. On the Google Drive we now have an updated list of the most current volunteers at Trinity. I and the Engagement & Communications Coordinator have worked on that, and it is continually updated. Membership in all Teams is always appreciated and many of our Teams received new members because of being able to identify those who have shown interest and matching them with a team.

- **Food Box Program –**
 - The Food Box program has gone through another needed transformation in 2023 because of the increased need. By the end of 2023 a “project team” was established to handle the day to day evolving needs of the program and to secure ongoing funding. The Christian Life & Growth Team continued to organize the Food Box Blitz and educate the congregation on this program. Also, this year there was more community awareness of this program, and many large donations of non-perishables were donated. This was very much needed to keep the program going through 2023. In 2023 a total of 350 were distributed compared to 150 in 2022.
- **Summer Student –**
 - Again in 2023 we welcomed a Summer Student position, and this was possible through funds offered by the Dr. Duane C. Mollins Scholarship Program.
 - Within all the amazing work over the summer we also produced, recorded, starred in, edited, and processed 3 fill in services that can be used if we were ever unable to worship in person for whatever reason.
- **The benevolent fund –** Thank you to all those who gave to this very important fund within 2023. Within donations to the benevolent fund, we can offer support and assistance in many areas of urgent need. The benevolent fund allows us to be there in an emergency and respond.

Highlights & Impacts

The outreach that Trinity offers is a huge part of what being a Christian church is about. There are numerous stories continue to grow. It is the face-to-face realities of our world literally on the steps of our church. We can choose to look away or we can choose to stand with one another to create space for better responses. I am glad Trinity walks in the path of justice... one step at a time. I see the impact daily and first-hand. I thank all the countless disciples that take the time to make sure programs are in place and we have people who can and will deliver them. When I get that call at midnight... I can respond as a church should (in my opinion) because of you disciples. Thank you.

Area 5 – Christian Life & Growth

Responsibilities & Expectations: Christian Life and Growth - Minister partners with staff and the CLG Committee; Youth Christian Education - Sunday School curriculum is theologically sound and based on sound educational principals; consistent with TUC mission and values; inspires spirituality; led by prepared, capable and committed leaders; Youth Support- With Council, ensures leadership of Sunday, mid-week and vacation Bible School activities; Pastoral Care-Available during times of need, including visitation; Worship - Promote active participation in worship services participate in Children’s Time assist with inter-generational services.

Output Indicators:

- **Junior Church & Junior Youth Group –**
 - Throughout 2023 Junior Church is now well established in Ministry at Trinity and rarely do we hear the term “Sunday School” anymore. The Spark Bible Resource is the curriculum they mainly explore, and it is paired with the lectionary. There are times we also use other United Church youth/children’s resources, i.e.: The New Creed Resource. Junior Church (ages 3 to 11) is organized by CL&G, our Engagement & Communication Coordinator, and the Coordinating Minister. More recently this also included the Interim Pastoral Liaison who aids in leading the new Junior Youth Group program (grade 6 to 15

years of age) which started in the fall of 2023. I meet with the Engagement & Communications Coordinator on a regular basis to look at the curriculum, plan for Spark Bible readers, and arrange participating within worship. When the Interim Pastoral Liaison started leading the Junior Youth Group to familiarize herself with the younger families of the church, she became part of those meetings as well. A total of 43 children participated in the Junior Church & Junior Youth Group programming plus 14 helpers and 2 leaders.

- *A Time for All Ages*: Each week I develop A Time for All Ages and offer that fellowship with the children and youth as part of the worship service experience at Trinity.
- *Kids Vacation Bible School*: The Engagement Communications Coordinator and I collaborated to present “Jonah and the Big Fish” VBS. The well attended one day event focused on the story of Jonah and was played out in the belly of whale through art, music, games, and food. There were 16 participants (including youth helpers).
- *Virtual Vacation Bible School (Pop Up Junior Church)*: Our Summer Student and I collaborated to write, record, edit, and present an online VBS for the Virtual Trinity UCC Summerside YouTube channel. We explored the story of “Daniel and the Lion”. Through scripture, reflection, art, and music the story came to life. With 134 video views on YouTube.
- **Christian Life & Growth –**
 - I attend the monthly meetings and over the last year the group has grown, and new members have become part of the Team. The Team organizes and implement many programs that offer awareness including the food box blitz’s, reconnecting with Camp Abby, children and youth programming, and chances for the congregation to engage faithfully with one another.
- **Special Events –**
 - The older Youth of Trinity, through the CL&G Team, met in 2023 to share in a social time and create more sidewalk art for inclusivity. They have also helped in taking part and in the leadings of worship services, offered their time greeting at the doors, running the screens/livestream for worship, and helped in many areas of the ministry of the church into the world. The Engagement & Communications Coordinator continues to track the youth volunteer hours for the Volunteer Provincial bursary.
 - *Camp Abby Chaplain*: It was awesome to once again be welcomed by to Camp Abbey as their on-call Chaplain in 2023 for two weeks.

Highlights & Impacts

The expansion of Junior Church to include a Junior Youth Group is fantastic and an area of the ministry of Trinity I am very impressed with. The older youth make many areas of the church happen and without them there would be a huge gap in how we offer outreach. Much of the energy of a church resonates with this area of its ministry and as such we celebrate responses that are now and forward thinking. I look forward to seeing how all the program of Christian Life and Growth unfold into 2024.

Area 6 – Administration & Staff Coordination

Responsibilities: Supervision, Communication/Engagement

Expectation: Staff meetings; One on one meetings; Performance Reviews/communication of performance expectations/development plans; Council policies and decisions communicated and implemented into operations; staff involved in planning; conflict management; Staff concerns communicated to Council.

Output Indicators:

- **Staff Meetings –**
 - Monthly staff meetings are held with follow up from the Coordinating Minister as required. These meetings are helpful with keeping the communication lines open, information sharing and any problem solving. Information on the facility, worship needs, position updates, time off, etc. keeps everyone in the loop. In some cases, those questions/concerns go to the M&P first (as per proper protocol) and then come to Council from the M&P.
 - All staff submit a monthly update report that is added to the Coordinating Minister's monthly report to Council. Staff also can get together twice a year to break bread. Usually once in June and again during the Advent Season (this is compliments of the M&P/Council – thank you).
 - Additional one on one meetings with staff and the Coordinating Minister also take place throughout the year for immediate responses around issues of concerns or areas that need immediate responses.
 - In 2023 there were changes with the staff at Trinity and as with any changes the team needed to re-adjust and re-evaluate as we learn about each other and how we work as a team.
- **M&P –**
 - Year in Reviews for each staff were completed and from those reviews a synopsis of each position was shared with the M&P. Any follow up from those review completed by the M&P directly with that staff person with an update giving to the Coordinating Minister. Performance evaluations are an important component to a good working relationship with the staff, Coordinating Minister, M&P and Council to offer and receive constructive feedback.
 - M&P also updated terms for stat holidays for each position and approved by the Council.
 - As positions changed/evolved the M&P have worked diligently to create contracts/job expectations in collaboration with the Coordinating Minister and approval of Council.
- **Council Policies –**
 - Updates on all policies that affect staff, and the operations of Trinity are communicated through the Coordinating Minister to the staff.

Highlights & Impacts –

It is important to continue the good lines of communication that have been established under the most current governance model of Trinity. Part of that communication will be to continue to update job expectations/descriptions as needed in alignment with the current and evolving needs of the church. Within this we must continue to explore how salaries and compensation are considered and if they are reflective of the work expectations and the deliverables. As I said last year, let us continue to prayerfully communicate, collaborate, show respect, appreciation, and as such reflect our Christian values and quest for social justice.

Area 7 – Communications & Support to Council

Policy and Expectations:

4.0 CM Delegation – The Church Council delegates day-to-day decision-making to the Coordinating Minister, empowering that person to decide management issues, and to hold that person accountable for the performance of the staff.

4.1 Unity of Control – The Coordinating Minister has the authority to make any decision not otherwise addressed by Church Council policy. The Coordinating Minister shall report such decisions to Council in a timely manner. Officially passed motions of the Church Council are binding on the Coordinating Minister.

4.2 Accountability – The Coordinating Minister formally evaluates staff.

Outputs/Indicators:

- **Team(s)/Council Communication –**
 - In all areas of the church the Coordinating Minister is involved directly and/or indirectly. Within this effective and timely communication is offered and facilitated by the position of Coordinating Minister. All passed motions from Teams/Council are documented, communicated, and adhered to within my position. This holds me as your Coordinating Minister accountable to the Council of Trinity United Church.
- **Document Development –**
 - A huge component of my support and communication to Council is my active role in the development of documents for the life and work of the church. This is within collaboration work with members of church Teams, staff, etc. Each month in the Coordinating Minister’s report to Council I offer a section called: “Development of Documents”.
- **Staff Evaluations –**
 - As described earlier in this report performance evaluations (Year In Review) have been completed for 2023 and submitted to the M&P.

Highlights & Impacts:

Each day it continues to be my goal to live into all areas of our covenant and my daily prayer is that I do so with the teachings of Christ being the cornerstone of who I am and how I respond. I am here to learn, listen deeply, share, offer challenge, be challenged, and to be a bold disciple of Jesus.

Respectfully submitted by,

The Rev. Rachel Campbell, M.Div.,M.A.
Coordinating Minister of Trinity United Church Summerside