



Trinity United Church Summerside
(90 Spring Street, Summerside, PEI)

**Coordinating Minister
Evaluation 2024**

(January 1, 2024, to December 31, 2024)

Report Compiled and Completed by –

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

Submission Date of Report – February 27th, 2025 (Draft to Governance Chair)

Rationale – The Council of Trinity United Church Summerside requested that a Coordinating Minister evaluation be submitted to Council for a year in review of 2024 and reviewed by Council in the winter of 2025 (date to be confirmed). 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. After being in my current call at Trinity United Church Summerside for five years I did claim a three-month sabbatical (June 10 to September 9) and moved my 2024 vacation time to January 2025 (as approved by Council). No other additional time was claimed above my terms of call.
 - *Special Worship Services (in addition to regular Sunday Worship):* In 2024 we offered special worship services for: Holy Week, Ash Wednesday, Blue Christmas, Easter Devotional, Police and Peace Officers Memorial Service, and Remembrance Sunday.
 - *Ecumenical Worship:* Summerside & Area Christian Council Lenten and Advent Devotional Video series, Advent Carol Sing, combined worship with the Summerside Presbyterian Church for Holy Week, stage manager for The Nativity (32 children from 5 denominations telling the Christmas story in words, song and dance).
 - *Student Minister:* In the fall we welcomed our student minister, Corina Anderson. Part of the learning goals Corina developed at seminary was to learn more about, be part of, and lead aspects of worship. Please note I received my credentials as an Educational Supervisor in July of 2024.

- **Attendance (In Person, online, podcast, sermon by phone)**
 - In Person (each Sunday): Jan to Easter 120 – 150, Easter Sunday 326, April to June 140-160, July to August 50 to 80, September to November 110-200, Four Sundays of Advent, Christmas Eve, and 1 Sunday after Christmas a total of 1,151 in person worshippers.
 - Online: continuing to average around 150 views per video on our YouTube channel.
 - Podcast: average of 30 listens a month this year
 - Sermon by Phone: average of 9 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 2024 I was asked to officiate three weddings. One was a Trinity registered wedding and other two were for churches without a clergy. 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 2024 I officiated at fifteen, Rev. Elaine Palmer Harding officiated at three, and Rev Kim Waite at one Celebrations of life/Funerals/Committals/Memorials for Trinity. I also officiated at a celebration of life/committal service for another church. 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 2024 we celebrated one Sacrament of Baptism held during Advent. It is such a faith filled time to a plan baptism service 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 January 28th, Easter Sunday, Anniversary Sunday, 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), Wedgewood (monthly) and now at Summerset (monthly). Offered Holy Communion to all the nursing homes during Advent.

Highlights & Impacts:

Congregants continue to grow in engagement in the life and work of the church here at Trinity. Many want to be involved in worship and offer their time and talents enthusiastically. I continue to listen to the worship needs of our faith community and work with the Worship Team, Staff, and our Ecumenical partners. I strive to be accessible, approachable, collaborative, creative, and engaged when planning, implementing, assisting, and leading worship services.

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:

- **Interim Pastoral Liaison**
 - From January 2024 to October 2024, Peggy Miles held the position of our Interim Pastoral Liaison. As part of the position Peggy worked closely with the Pastoral Care Team and the Coordinating Minister to connect congregants to the church and vice versa. The initiatives from 2023 that Interim Pastoral Liaison and the Pastoral Care Team developed together continued in 2024. The Pastoral Care Team has certainly evolved over these past few years and welcomed a Chair to lead the Team in November 2024. The position of Interim Pastoral Liaison very much aided in this evolution, and we are blessed to continue to have Peggy as our Communications Coordinator.
- **Coordinating Minister**
 - Hospital Visits, Nursing Home Visits, & Pastoral Responses:
 - In 2024 making pastoral calls, having home visits, hospital visits, etc. are still very important within the ministry of Trinity. We started to add “Home Communion” responses to those not able to get to church in person on Sundays when Communion is served. With the help of communications like the newsletters, bulletin, Sunday announcements, screen slides, fb, YouTube, etc. we stay connected in a variety of ways and reach many people. A lot of face-to-face meetings about the UCC, faith, etc. have come from these areas of connection. As an example of the pastoral reach at Trinity, not counting pastoral responses from the Interim Pastoral Liaison, the Pastoral Care Team, Rev. Elaine during the Sabbatical time, or our student minister, I did a total of 473 pastoral responses and 110 hospital visits as you Coordinating Minister.
 - As part of the learning goals for our student minister, Corina has done some of the pch hospital visits and sharing of nursing home services this past fall.

Highlights & Impacts

Keeping connected to the Trinity faith family is very important within the vision and mission of Trinity United Church Summerside. As a caring church that is willing to listen deeply and respond as Jesus commissioned us, we need to be actively and authentically reach out, listen and respond. The Pastoral Care aspect of our church and how we engage in such a ministry is very much a highlight and we see the impact with the response we have from our congregants within community and into the world.

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 2024 except for the summer months. Topics included: a workshop on Christian values, guest speakers on many theological questions, a deep dive into the books of the New Testament, and an exploration of living abundantly. This group grew in 2024 to 20 total registered participants.
 - *Zooming the Lectionary* – Continued in 2024 to meet in person and online via Zoom. The weekly focus is on the lectionary scripture readings. This group grew in 2024 to 13 total registered.
 - *Confirmation* – In 2024 I led late a fall Narthex Confirmation Program for six weeks before worship and there were 9 participants. Many were already confirmed members but were taking the program as a refresher. One participant was seeking confirmation and was slotted to be confirmed early in 2025.
 - *Pre-Planning Funeral Session* – an exploration of how to put together a celebration of life service is something I continue to offer. In 2024 there were four more people that asked for this and participated in creating their funeral service outlines.
 - *Our Saga Two* – Rev. Bob and I teamed up to offer a five-week program that looked at the world today and aspects of grief. We had 8 registered participants.

Highlights & Impacts

The multi-generational aspect continued within our small groups in 2024. In every area of Faith Development, we see more involvement and new ideas shared. I continue to hear excitement within each program and people are always sharing ideas of what they want to learn next. The energy and engagement around these groups is fantastic. So please join up if you are curious. Talk to me. No experience is necessary... just show up with an open heart and mind. The wisdom shared within these times together is such a blessing to me and group members.

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/Accreditation Subcommittee)* – These teams meet periodically throughout the year (up to four times) and the work keeps me connected with faith formation. I will be wrapping up my time as a Senator in 2025.
 - *Coldest Night of the Year (Member of Organizing Team)* – In February of 2024 I completed my last term as part of the organizing team and a Team Captain with Trinity Walkers. This was not only community based but ecumenical collaboration. I enjoyed my time with CNOY and so happy the Faith In Action Team has taking on the continued commitment of this event and supporting LifeHouse. I was pleased to earn my gold button in 2024 by personally raising \$1000.
 - *The Nativity* – Stage Manager of this ecumenical music/dance/drama production. Free event for the entire community with dress rehearsal staged at St. Paul's and main theatrical night at the Harbourfront Theatre.
 - *Bold Discipleship* – A United Church pilot project experience (member).
- **Faith In Action –**
 - In 2024 Feed My Sheep, Food Box Program, Christmas Sock Program, Mission and Service, Community Meals that are for shut-ins and people in need, and many other ways to give back to our community kept amazing me. I continue to actively support the Team in any way I can. The need is great and the disciples of Faith In Action and their programs continue to work tirelessly.
- **Communication –**
 - With the hiring of a Communications Coordinator in the fall of 2024 many of the responsibilities around aspects of communication are housed not only with the Communications Team but implemented by the Communications Coordinator and through our office. The Trinity Newsletters in 2024 again helped the outreach at Trinity. Social Media (FB), YouTube Channel and our webpage continue to bring people into Trinity. On a regular basis I did update all these mediums but now leave the majority of that updating to those listed above. I do pop on and offer a video or some fun announcements 😊. I am thrilled how Communications has evolved and continues to engage the community of faith extremely well.

- **Volunteers –**
 - We have had several volunteers come forward to help where needed in the last year. Membership on all Teams is always appreciated. We keep track of our volunteers on a Google Drive doc and through the teams of the church.
- **The benevolent fund –** Thank you to all those who gave to this very important fund within 2024. 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. Trinity walks in the path of justice. I see the impact daily and first-hand. We have many countless disciples that take the time to make sure programs are in place and we have people who can and will deliver them.

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 –**
 - In 2024 the program went from being housed under the position of Engagement & Communications Coordinator to the hiring of a Superintendent. The program was growing and a need for a direct staff for the position was identified. The Spark Bible Resource continues to be the curriculum used and it is paired with the lectionary. Junior Church (ages 3 to 11) is organized by CL&G, our Engagement & Communication Coordinator (for winter and spring 2024), Superintendent (fall of 2024) and the Coordinating Minister. I meet with those leading Junior Church on a regular basis to look at the curriculum, plan for Spark Bible readers, and arrange participation within worship. On any Sunday there are 20 to 30 participants including leaders, youth helpers, etc. This program allows youth to also take part and offer their time to the church.
 - *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.
- **Christian Life & Growth –**
 - I receive the monthly meeting minutes and follow up as needed. The Team offers many programs that offer awareness including Camp Abby, children and youth programming, and chances for the congregation to engage faithfully with one another.

Highlights & Impacts

Much of the energy of a church continues to resonate with this area of its ministry. I look forward to the continuing transformation of this program and those it connects with.

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 (thank you Council for hosting the Advent one for staff, Council and Trustees)
 - 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 2024 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.
 - As positions changed/evolved/or discontinue 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. In 2024 we were able to secure a full compliment of staff. Our staff are professional, caring, and offer Trinity a multitude of blessings. Also, we are blessed with a fantastic M&P Team. I have been very impressed with the great amount of work around job descriptions, postings for positions, interviews, taking care of issues while I was on sabbatical, etc. of the M&P team in 2024. They are a wealth of experience and wisdom of our M&P.

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 –**
 - Performance evaluations (Year In Review) have been completed for 2024 and submitted to the M&P for follow up if necessary.

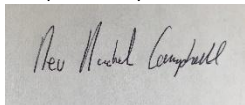
Highlights & Impacts:

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.

Professional Certification Update

- **Educational Supervisor** – As noted earlier in this document I successfully completed the Minister of Supervision program with The United Church of Canada and interview with the credentialing board of the UCC in 2024. I am now certified as an Educational Supervisor.
- **Intentional Interim Minister** – I have completed the first two parts of the Intentional Interim Ministry program and will complete part three (the final component) in the spring of 2025. Once completed I will again be interviewed by the credentialing board of the UCC for proper accreditation.

Respectfully submitted by,



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