

TRINITY UNITED CHURCH SUMMERSIDE
FINANCIAL VIABILITY REVIEW
COMMUNITY OF FAITH

1. Do your expenses exceed revenue?

Year	Revenues	amount given through envelopes	amount given through PAR	expenses	rental income	do expenses exceed revenue	bank balance at year end
2026	\$100,488.42	\$60,529.90	\$33,078.52	\$149,042.92	\$16,888.00		
2025	\$391,929.04	\$236,801.24	\$99,504.60	\$343,576.04	\$55,623.20		\$27,577.40
2024	\$370,311.88	\$233,453.58	\$92,855.46	\$355,507.95	\$44,002.54	yes	-\$7,563.69
2023	\$340,711.20	\$297,521.00		\$348,037.84	\$43,190.00	yes	-\$12,883.25
2022	\$273,076.34	\$233,319.34		\$299,464.34	\$39,757.00	yes	-\$19,542.14
2021	\$278,102.96	\$266,627.96		\$277,176.72	\$11,475.00		\$4,879.25
2020	\$291,001.74	\$283,864.74		\$281,877.06	\$7,139.00		\$49,654.28

Note:

PAR amounts not available for earlier years. PAR amounts are included in envelope contributions.

Miscellaneous revenue is included in envelope contributions

2026 figures taken from financial statements at the end of April 2026.

We have experienced a deficit in most of the last 6 years. There are no outstanding loans.

2. Payroll Costs

Position	Hours worked weekly
Minister	40
Administrator	32.5
Custodian	20
Superintendent	6
Communication coordinator	4
Music Director	13.5

3. Historical Staffing Costs

Year	Payroll Costs per Year
2026	\$65,854.85
2025	\$161,429.63
2024	\$164,145.86
2023	\$167,518.89
2022	\$144,168.76
2021	\$155,791.04
2020	\$152,392.68

4. Historical Operational Expenses

Year	Utilities (Power and Water)	Fuel	Maintenance	Total	Costs greater than 25% of Income
2026	\$12,751.55	\$7,434.57	\$7,485.50	\$27,671.62	
2025	\$24,953.39	\$4,490.84	\$25,664.24	\$55,108.47	no
2024	\$22,104.57	\$16,673.58	\$22,190.66	\$60,968.81	no
2023	\$15,615.94	\$30,273.84	\$28,009.62	\$73,899.40	no
2022	\$12,222.23	\$31,348.53	\$18,259.03	\$61,829.79	no
2021	\$9,328.22	\$15,887.26	\$16,852.67	\$42,068.15	no
2020	\$8,862.27	\$17,703.09	\$19,371.66	\$45,937.02	no

5. How many contributors support your congregation?

Year	Number
2026	178
2025	267
2024	251
2023	253
2022	273
2021	253
2020	357

Comment: 2026 is displayed with a lower number. We expect the number to be similar to 2025 when annual donations are made later in the year.

6. How many contributors do you have in each age group?

Age	Number
0-17	1
18-24	1
25-34	1
35-44	1
45-54	5
55-64	15
65-74	30
75-108	97

7. Contributors and Givings

Year	\$ 1-\$100	\$101-\$500	\$501-\$1000	\$1001- \$5000	\$5001.00 +
2026	47	96	27	10	
2025	61	76	49	77	4
2024	49	69	51	77	5
2023	44	73	60	72	4
2022	44	78	60	70	4
2021	36	72	62	66	5
2020	50	58	65	73	4

8. Stewardship Efforts

Our Stewardship Committee has a mandate to do a full campaign every 3 years. Last campaign was October 2025. Letter and commitment form sent to members and adherents. Treasurer provided financial updates and information to the congregation during church service. Each Sunday in Oct a congregation member spoke on what Trinity means to them. Two other fund raisers were done by stewardship committee in 2025.

9. Investments and Endowment Funds

We have a number of endowment and invvestment funds.
The major restricted funds are listed below:

Name of Fund	Restrictions
Strong Family Fund	Building Fund
Mollins Fund	Restricted to student scholarships
Smith Fund	Camp Abby

10. Other comments - Note from Treasurer

Trinity United Church, Summerside is looking for a full-time Minister. Financially the church is in an excellent financial position to support this search. As of June 30, we have endowments of \$1,470,071.28. Of these funds approximately 35 percent are directed investments which cannot be used to support salaries. The rest of these funds can be used to support salaries and the Trustees want to support the staff and also want to ensure that there will be funds to

The 2025 annual report has been submitted for your information.

Trinity United Church, Summerside

Position Description

Coordinating Minister

Trinity United Church Council is seeking a full-time Coordinating Minister for their community of faith. The Coordinating Minister will have the 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 will report to the Church Council. The Coordinating Minister will help carry out Trinity United Church's mission statement and values. The Co-ordinating Minister will direct and supervise the current staff of 5. If additional staff (ministerial or otherwise) are employed, they will report to and be responsible to the Coordinating Minister.

We are looking for an energetic person, with a love of God, who is enthusiastic in sharing their faith and will provide leadership to Trinity. We recognize that moving forward involves building on our past while welcoming the experience, gifts, skills, and fresh ideas a new minister will bring.

The following outline the duties of the Coordinating Minister. These duties are reflected in the survey conducted with the congregation of Trinity United Church in June 2026. The percentage listed indicates 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 – 30%

Responsibilities shall include but not be limited to

- Sunday Services – This position will have the responsibility for delivering sermons on most Sundays and may include
 - Baptisms (preparation included)
 - Communion
 - Holy Week services, Christmas Eve services, and Blue Christmas
 - Week of Prayer
 - Arranging music for worship in consultation with the Music Director
 - Services will allow for creativity
 - The Congregation, including youth, to be encouraged to be part of the service.
- Weddings and counselling
- Funerals, counselling and follow-up
- 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
- Promotes active participation in the worship life of the congregation, participates in “Children’s Times” and assists with intergenerational services.
- Collaborating with other churches to provide exchange or combined services

PASTORAL CARE – 35%

Responsible for the primary pastoral care of the congregation, providing

- 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
- Support the Pastoral care team, the secondary provider of pastoral care.

OUTREACH – 5%

Responsibility for the coordination of outreach for the congregation and his/ her responsibilities shall include:

- Work toward making Trinity Faith Community relevant in the local community and beyond
- Support Faith in Action endeavours such as Feed My Sheep breakfasts, Food Bankz program, community meals and Mission and Services initiatives.
- Work with Summerside Christian Council in developing and supporting outreach initiatives

FAITH DEVELOPMENT AND CHRISTIAN LIFE AND GROWTH – 15%

The Coordinating Minister will

- be responsible for delivering and supervising Bible Studies, Book Studies, and other forms of adult Christian Education.
- supervise the Confirmation process for both youth and adults.
- in consultation with Council, develop programs, initiatives, and opportunities that will encourage the support and participation of younger people, families and children, both congregants and non-congregants.

The Minister, in partnership with the Christian Life and Growth Committee, provides leadership and oversight to ensure that the Junior and Youth Program 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 leaders/volunteers
- Provides leadership and oversight of Sunday morning, mid-week opportunities and Vacation Bible School.
- Is available to children, youth, and their families within the Congregation for pastoral care, including visitation, in times of need.

ADMINISTRATION – 15%

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

- Working with the Ministry and Personnel team, recommend and advise on the selection of staff and the respective job descriptions
- Consult and plan with the Stewardship Committee
- Must attend Trinity Council meetings
- Participate in regular church, team, and 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 monthly staff meetings, supervise all staff roles and responsibilities, and complete yearly evaluations of all staff in liaison with the Ministry & Personnel Committee

QUALIFICATIONS

Requirements of the Minister and preference relative to the following include

- A fully qualified, ordained Minister in good standing within the United Church of Canada
- Have a deep understanding of both the Old and New Testament and show an appreciation for traditions while incorporating contemporary interpretations of spiritual and theological perspectives
- Having specialized training and/or successful experience in the following areas: Pastoral Care, Outreach and Administration
- Have completed or will complete the Racial Justice Workshop and Boundaries Workshop.
- Experienced in supervising and evaluating staff could be an asset

LEADERSHIP STYLES AND QUALITIES

There is an expectation that the Coordinating Minister will possess leadership styles and qualities, such as the following:

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

PERSONAL CHARACTERISTICS

Ideally, the 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

The 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 help others discern their skills and gifts
- possess basic computer skills (email, word processing)
- manage time and workload effectively and efficiently
- establish and sustain positive rapport and trust
- work independently, with minimal direct supervision
- promote harmony and spiritual goodwill
- take initiative and exercise sound judgement
- recognize his/her strengths, areas of growth and limitations
- engage in ongoing professional development

- accept, reflect and act upon constructive feedback
- must have the ability to work independently, with minimal direct supervision

ANNUAL REVIEW:

It is common practice In the United Church of Canada for the Ministry and Personnel team to be responsible for the annual performance review of ministerial staff. At Trinity, the Council takes on this role. In consultation with the minister, Council sets the goals, review the accomplishments, and makes recommendations.

BENEFITS

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 Minister.

Remuneration and Leave

Hours of Work	The average hours per week is 40 hours.
Days off	Entitled to two (2) days (consecutive or separate) off per week. <i>Note: These days are to be decided in consultation with the Minister and Personnel Committee so the congregation is aware and can honor the Minister's days of rest.</i>
Remuneration & Travel	As per UCC Minimum Salaried and Reimbursements. <i>Trinity United Church is willing to consider supplementing this amount depending on the qualifications, experience and suitability of the Minister for the position.</i>
Moving Expenses	Reasonable relocation expenses will be covered, as agreed upon with the Finance Committee.
Vacation Leave	The Minister is entitled to one (1) month vacation per year. <i>All vacation dates must be mutually agreed upon by the Minister and the Ministry and Personnel Committee. The Minister will notify the Chairperson of the Worship Committee in advance so pulpit supply can be arranged in a timely manner.</i>

Paid Holidays	Trinity will honor statutory holidays as per the Prince Edward Island regulations, as well as Victoria Day, Thanksgiving Day, Easter Monday, Thanksgiving Monday, and Boxing Day. When these days fall on a Sunday or another day, such as a day of rest, requiring the services of the 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.
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 will be compensated with equivalent paid time off, to be agreed upon, with the Ministry and personnel Committee, within 30 days of the overtime worked.
Continuing Education	Study leave of 3 weeks per year is granted as defined in the current The Manual of the UCC. Funding for Continuing Education and Learning Resources as per UCC. The dates of continuing education will be negotiated with the Ministry and Personnel Committee.
Sick Leave	Up to two (2) weeks (maximum 2 Sundays) absence per year due to illness will be granted without loss of pay. Sick leave is not cumulative. Time off in excess of 2 weeks will be dealt with as per the Short-term or Long-term Disability provisions of the UCC.
Other Leave	Leave of absence for the following: • Bereavement Leave • Parental Leave (Maternity/Parental/Adoption) • Compassionate Leave will all be based on the Manual of the UCC. None will be less than the provisions of the PEI Employment Standards.

Sabbaticals	Provisions for a Sabbatical will be based on the Manual of the UCC. Requests are to be coordinated with the Ministry and Personnel Committee and relevant Region personnel.
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Trinity United Church provides support to the Minister as follows:

ADMINISTRATIVE ASSISTANT

The administrative Assistant available to assist and support the Minister and all staff. The Administrative Assistant works 5 days a week (Monday through Friday) for a total of 32.5 hours a week, except for the months of July and August, when the office is closed on Mondays.

PRIVATE OFFICE

The Minister will have their own office with appropriate furniture and bookshelves.

TECHNOLOGY

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

MINISTRY AND PERSONNEL COMMITTEE

The Ministry and Personnel team will work closely with the Minister and will assign to each staff member, a team member to be a liaison and support them.