



WARREN & MEADOW LEA UNITED CHURCHES



Joint Needs Assessment Committee Report 2015

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JNAC Report and Recommendations:

Having gathered and prayerfully considered the information in the JNAC profiles for Warren Meadow Lea Pastoral Charge, including the information about each of the congregations and the Financial Viability Reviews for each point and for the charge, the Joint Needs Assessment Committee proposes the following:

1. That the Warren Meadow Lea Pastoral Charge receive for information the report of the Joint Needs Assessment Committee, with thanks for their work on our behalf.

2. That the Warren Meadow Lea Pastoral Charge, having received the report of the Joint Needs Assessment Committee and having reviewed its recommendations, requests that Selkirk Presbytery:

a) Declare a vacancy in this Pastoral Charge for 20 hours/per week in accordance with the following terms (*amounts are annual for appropriate percentage of time*):

1. Minimum Salary up to category "F" including __0__% above minimum.
2. Housing Allowance to be included in salary package as per Category 3 of the New Compensation Model for Ministry Personnel.
3. Basic telephone (excluding personal long distance) or a cell phone package; to be negotiated up to \$60.00 / month.
5. Continuing Education and Learning of \$1332 prorated to \$667.00 for half time ministry.
6. Three weeks of study leave within each pastoral year, including Sundays.
7. No less than three consecutive months of sabbatical after five consecutive years of service to the pastoral charge that is party to the covenant.
8. Vacation of at least one month per each pastoral year including 4 or 5 Sundays.
9. Moving expenses negotiable (*based on reasonable estimates*) of up to _\$2500__.
10. Adequate secretarial assistance defined as 4 hours per week.
11. Travel expenses reimbursed at rate in the UCC Salary and Allowances Schedule.
12. Pension and benefits as assessed.

Profile for Warren & Meadow Lea Pastoral Charge

The United Churches of **Warren** and **Meadow Lea** are part of a two-point charge that was formed in July of 2008. Previous to that, we were part of a four-point charge. We are therefore familiar with change.

Both Warren and Meadow Lea churches are located in the Rural Municipality of Woodlands which encompasses the communities of Warren and Woodlands, Marquette and surrounding areas. This is a productive and diverse farming district with livestock and grain operations. The businesses in the area support that diversity. Warren has a hardware store, tire shop, restaurants and insurance business. The town of Marquette hosts the local Coop supply center and a Caisse Populaire (credit union). The larger town of Stonewall (20 km east) and the City of Winnipeg (45 km south east) provide close shopping opportunities as well as job opportunities for the many people that live in all these areas.



Easter Sunday 2015
Christ is Risen! Hallelujah!

Warren has one of the high schools in the Interlake School Division and elementary schools are located in both Warren and Woodlands. Bus transportation is part of the daily routine of most students living in the rural areas. Medical services are available in Stonewall and Winnipeg, and some people use the medical services in neighbouring areas such as Teulon and Portage la Prairie. A nurse practitioner has recently been hired by the Municipality on a one day a week basis at the Woodlands medical clinic located in the town of Woodlands. Woodlands is also the home of Oak Park Lodge which is housing for our area seniors.

This area is very sports minded, with Warren having a fairly new hockey arena, a curling rink, an excellent golf course and fields for baseball and soccer. The town of Marquette also has a two sheet curling rink and a baseball diamond. Warren, Woodlands and the area of Meadow Lea all have community halls that are used for community functions. The Warren area is also fortunate to have a very active Lions and Herizons Club, which have been the driving force for many activities in tourism and community development and beautification. These clubs have members from all parts of the municipality.

As a two-point charge, both of our churches provide different types of atmospheres. Meadow Lea United Church is a small country church located on Highway 227 (a paved road) 11 km west of Warren. It was built in 1891 and next year Meadow Lea will celebrate 125 years. It has been upgraded over the years with new siding and windows, and just recently an indoor compostable toilet (it has no indoor plumbing or water). Volunteers have spruced up the front flower beds and have added seasonal church colors to the church draping to accent the sanctuary.



*Warren United Church
congregation hosts an Annual Fall
Supper – always a wonderful
community event.*

Meadow Lea's administrative structure consists of a Board of Session, currently with 3 stewards, 3 elders and 2 trustees. After the UCW disbanded it was decided to all work together as volunteers to do the fundraising, maintenance and upkeep of the church.

As the youth have matured, the Sunday school has gone down in numbers but the congregation still welcomes the opportunity to have young children as part of the Sunday services. Organ and piano music for Meadow Lea has been supplied by a member of a musical family for many years, a sign of the long term commitment this congregation shows.



A Graduation
Thanksgiving
Service held in the
church but open to
the whole
community is one
of our newer
traditions.

Warren United Church is the only church in the village of Warren. Built in 1910-11, it too has seen many changes. The traditional sanctuary has had regular maintenance and recent renovations. Attached to the sanctuary is Davidson Hall which over the years has been the "meeting place" for many events and activities. There is a staff office, kitchen and recently renovated washrooms. A caretaker is employed on a contractual basis.

Warren functions with a Council structure with heads of all committees as part of the council. The various committees are, worship, fellowship, property, finance and M&P. Volunteers carry out the important tasks of organist and are committee members. Warren also has a small Sunday school, and has willing volunteers who would welcome the opportunity to bring children into regular Sunday worship.

Governance for Warren Meadow Lea Pastoral charge: The 2 points share an M&P committee and worship committee and meet jointly with their full Board and Council at least four times a year. The staff office in Warren is shared by the minister and a part time pastoral charge secretary. A copier, computer and phone services are all housed in the office. The Warren Meadow Lea Pastoral Charge is enrolled on the national payroll system and will continue using it. The charge has already moved to the new Compensation Model rates, at group #3.

*Sunday
service at
Meadow Lea.
An 'ice cream
social' wraps
up the final
service in June
each year.*

A few years ago a decision was made to alternate services between the two churches on

Sundays. This gives the

minister more time with members as he/she will only do one service a Sunday. It has improved communication with members and committees and drawn our church family closer together. The church members have found this rewarding and energizing and also financially beneficial.



Warren Meadow Lea Pastoral Charge is not an affirming pastoral charge but will not discriminate based on physical ability, ethnic group or sexual orientation. Warren's church is wheel chair accessible, but Meadow Lea's is not. Both churches are welcoming and encourage members to invite others to share our time of worship and fellowship.

As part of our outreach we have a church website (www.warrenmeadowlea.ca) and a Facebook page to enhance our presence in the social media world of today. A new digital message board has also been installed outside the Warren church, where times of services and important messages can be displayed to the public. **The Annual Reports and detailed financial statements are available on the website.**



The **Warren-Meadow Lea Pastoral Charge** anticipates welcoming a new minister, who would look to the future for opportunity and change with the congregations. Going forward we hope to reach out to new people and make the changes that will be relevant to the next generation. This congregation also welcomes a minister who can relate to the strong rural roots both churches have grown from, preserving our traditions and building on new ones.



*Welcoming a special young member of
Meadow Lea congregation.*



The Pastoral Charge as Reflected Through the JNAC Conversations:

Conversations and a survey (37 responses) conducted as part of the 2015 JNAC process emphasized the values of community, caring, humour, spirituality, trust and organization as core values of who we are as a pastoral charge, and as the values we hope to see lived out by our ministry personnel.

Leader/enabler was the top choice for the most important job of the minister. Members were asked to name the most important thing(s) a Minister can do for the pastoral relationship. Responses included:

- Be visible in the community/ be part of the community & get to know us.
- Make sermons relevant to current events
- Challenge the congregation: we are ready to move forward
- Support for younger people who may not attend regularly, as well as the aging members; flexibility
- Leading worship and pastoral care are both important

As part of the JNAC process, all members were asked to identify what the congregations have to offer a minister, and the responses reflect the growing commitment to shared ministry, and a sense of confidence in our pastoral charge's ability to continue to evolve:

- We know who we are and are ready & open to new learnings
- Good partnership by both congregations, good support
- "Two congregations working as one"
- Accepting of change, eagerness to grow
- Support in committees, music and visiting
- Support, friendship, guidance
- Humor, commitment, caring, fairness
- If there is a job to do, we are a task-oriented church
- Small community, music, closeness
- Congregation can do most of the things needed, but needs the Minister's advice and leadership.
- "No one wants to move backwards –use what we have accomplished and move forward with that."

Additional information that the congregations thought interested applicants should know:

- That the practice of combined Sunday worship alternating between the two points should continue.
- There is no expectation that the minister live within the bounds of the Pastoral Charge.
- That the Pastoral Charge has a storm cancellation phone tree, and is proactive in ensuring the minister and congregation members are not traveling in unsafe conditions.

*Celebrating
New Life in Christ
Our Easter Crosses*



*Bible Study,
conversation
and laughter*



*Our annual fall outdoor service
and picnic – complete with action
songs and laughter.*



*Vacation
Bible
School July
2014
Condensed
to 1 day to
fit with
parents'
busy lives.*



"For unto us a child is born"

Position Description for Minister, Warren/Meadow Lea Pastoral Charge**Position Title: Minister**

Summary: A half-time minister is required to lead in worship, provide spiritual and organizational leadership and direction to the congregations of Warren and Meadow Lea and serve the congregations' needs for pastoral care. The Pastoral Charge prefers for the minister to be in the pulpit for each Sunday's worship; however, we are open to further conversation concerning the definition of part time.

Position Skills:

- Good speaking and presentation skills for worship
- Desire to engage with children and youth
- Ability to provide Sacraments
- A good understanding and acceptance of United Church beliefs, polity and practice
- Ability to lead in and through change
- Openness to new worship and fellowship experiences
- Good interpersonal communication skills
- Ability to use social media
- Be able to provide pastoral care (as time permits in accordance with priorities as attached)

Job Description:**In summary:**

| | |
|---------------------------------|-----|
| Worship | 45% |
| Leadership to the congregations | 35% |
| Pastoral Care | 15% |
| Administration | 5% |

The preference is for the minister to be leading worship each Sunday, but the congregation would be open to discussing other variations of part time ministry if necessary.

In detail:**1. Worship**

approx. 45% of time

a. The minister will research, prepare, and carry out the Sunday worship service for the two point Charge, in consultation with the Worship Committee. The minister will keep her/himself informed of current developments in contemporary theology and will share insights with the Worship Committee on a regular basis, and with the congregation through sermons as relevant.

- b. The minister will choose the hymns for the Sunday service, consulting with the organists and Worship Committee as to the suitability for the congregation. The minister will take responsibility for introducing new hymns/worship music to the congregations, in consultation with the organist.
- c. The minister will prepare and carry out other services of worship for the congregation as indicated by the Worship Committee (Good Friday, Christmas Eve, Lion's Manor, etc.)
- d. The minister will ascertain, in consultation with the Worship Committee, the appropriate style of worship for the congregations.
- e. The minister will prepare and conduct additional worship experiences as requested by Council and/or committees.
- f. The minister will suggest to the Worship Committee dates for the celebration of the Sacraments (Communion and Baptism) and will carry out such as indicated by the decision of the committee. The conduct of the Sacraments will be, at all times, in accordance with the policies and procedures of the congregations and under the oversight of the Worship Committee.

2. Provision of Leadership to the Congregations approx. 35% of time

- a. The minister will work with the Council, Congregations and all members of church committees/task groups to develop a vision, goals and action plans. The minister will lead (with the Chair of the Pastoral Charge Board) everyone in the decided-upon direction and ensure all know their place within it. The minister will guide the congregations and Pastoral Charge Board in their course: they will aid in planning events, develop plans, monitor, and participate fully with the Pastoral Charge Board and the Congregations in suggesting alterations and/or new directions to be considered.
- b. The minister will keep her/himself up to date on resources available through the United Church (Presbytery, Conference, and General Council) and other places that might aid in the life, work, and witness of the Congregations. The minister will take responsibility for suggesting/presenting such resources as appropriate to the committee/task group, the Council, and/or the Congregations. If available resources need to be modified to fit the needs of the Congregations, the minister will lead in doing so. If no resources are available through the United Church, or other appropriate providers, the minister will take the lead in developing the resources necessary for the congregations.
- c. The minister will ensure that congregational leaders are supported and prepared for their roles/tasks. The minister will have contact on a regular basis with the chairs of committees to see if any help is needed with tasks or with committee members. When help

is requested, the minister will consult with the chairperson and either provide help or ensure that needs are addressed appropriately.

d. The minister will work with Pastoral Charge Board and church committee members to engage in planning – programming, direction setting, stewardship, financial and operational management of the life, work, and witness of the Congregations. The minister will respond to requests for such work, but will also encourage and support chairpersons and members to engage in this work as a part of the life and work of the Pastoral Charge Board /committee/task group.

e. The minister will provide programming leadership her/himself as appropriate and as requested by the Pastoral Charge Board or church committee/task group. As a part of the above (d), the minister will suggest programming ideas to the Pastoral Charge Board or committee/task group that will enable the carrying out of their responsibilities.

f. The minister, from time to time, will take on additional tasks, as appropriate to their leadership role with the congregation, to enable/facilitate the life, work, and witness. It should be noted that these tasks would normally arise out of the work of the Pastoral Charge Board and/or committee and rarely would the minister undertake a task that had otherwise arisen. When this appears to be the case, the minister will consult with the Ministry and Personnel Committee before undertaking the task.

g. The minister will participate in the work of Selkirk Presbytery, the Conference of Manitoba and Northwestern Ontario, and the General Council of The United Church of Canada.

i. The minister will take responsibility for keeping the Ministry and Personnel Committee fully informed prior to undertaking any work in this regard. The minister will assume the responsibility of sharing information about the work of the Presbytery, Conference, and General Council as it relates to the life, work, and witness of the congregations. (The elected lay representative to Selkirk Presbytery will be responsible for reporting on the work of the Presbytery to the Council.)

3. Pastoral Care

approx. 15% of time

a. The minister will respond to crisis situations in the lives of members and adherents of the congregations. He/she will visit those of the congregations who are seriously ill or dying. The minister will be available by phone, email or in person (or have made arrangements for coverage when she/he is absent from the Pastoral Charge on vacation, approved leave, etc.) at all times, including non-working days.

b. The minister will be available, usually through scheduled appointment, for pastoral/spiritual counseling to members/adherents of the congregations and their family members.

- c. The minister will plan and conduct funerals for members/adherents and their family members as requested. The minister will provide care for the family of deceased prior to the funeral/memorial service and will provide post-funeral/memorial care as needed.
- d. The minister will plan and carry out training in pastoral care for lay persons as requested by the Worship Committee, and/or Pastoral Charge Board.
- e. The minister will keep her/himself aware of current trends in pastoral theology and the provision of pastoral care and will be responsible for implementing ideas/concepts appropriate to the needs of the congregation.

4. Administration

approx. 5% of time

- a. The minister will respond to requests to the church office for information by phone and/or email and/or in person when requested.
- b. The minister will provide the Office Secretary with the means necessary to produce the weekly bulletin, the weekly announcements and other bulletins, etc. as required or requested by Pastoral Charge Board or any of its committees/task groups.
- c. The minister will attend all meetings of Pastoral Charge Board, the Congregations, the Council, and the Worship Committee. The minister will attend Finance Committee and Ministry and Personnel Committee meetings as requested.
- d. The minister will attend and provide resources as appropriate to task groups as requested by the Pastoral Charge Board or by the Congregations.

Required Qualifications, Characteristics, and Expectations of the Minister

The minister will be:

- a member of the Order of Ministry of The United Church of Canada, or
- a Designated Lay Minister of the United Church, or
- a student approved for service by the United Church and under educational supervision, or
- a member of another denomination approved for service as ordained/diaconal supply by the United Church. As such, the minister will be theologically competent, familiar with the United Church polity and practices, and able to articulate her/his faith in ways easily understood by the congregations (adults, youth, and children).
- *Note: the pastoral charge has had students in the past, and found it to be a positive experience. One member is trained for Ministry of Supervision, and there are many members of the congregation who would be positive mentors.*

The minister will be aware of appropriate professional boundaries between minister and members/adherents of the congregation and all those seeking pastoral care. It is the minister's responsibility in all cases to maintain such boundaries at all times and in all circumstances.

The minister will have proven and demonstrated ability to work in a collegial manner with persons in leadership roles in the congregation.

The minister will have proven and demonstrated ability to relate to a variety of ages and theological perspectives.

The minister will have a sense of humour and be able to use it appropriately!

The minister will have proven and demonstrated ability to maintain confidentiality and to understand the difference between confidentiality and secrecy.

The minister will provide to the Ministry and Personnel Committee a report, normally in writing, for each of their meetings. The report will be confidential to the committee and will contain any issues arising from the perspective of the minister. The minister will consult with the Ministry and Personnel committee about possible vacation days, working days away from the pastoral charge, and continuing education possibilities.

The minister will participate in an annual performance review conducted by the Ministry and Personnel Committee. It is expected that the minister will work with the M&P Committee to address any issues raised and to follow through with any agreements made about her/his behaviour/performance and all requirements made at the time of the review.

The minister will have educational preparation and demonstrated skill in working with children, youth, and adults.



Poinsettias decorate the sanctuary for Christmas Eve and are then delivered to seniors and shut ins with special Christmas wishes.

Terms: Ministry with Warren Meadow Lea Pastoral Charge

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|---|--|
| Position Salary | Half time ministry up to and including Category F |
| Housing Allowance | Included in salary package at Group 3 - New Compensation Model for Ministry Personnel |
| Travel Allowance | 41 cents per K. – based on General Council guidelines |
| Continuing Education & Learning Allowance | \$666. per year – based on General Council guidelines and prorated to half time; and three weeks study leave |
| Vacation Time | At least one month per pastoral year including 4 or 5 Sundays |
| Telephone | Cell phone package as negotiated, up to \$60. / mon. |
| Secretarial Assistance | 4 hours per week |
| Relocation Expenses | To be negotiated – up to \$2500. |

Submitted for consideration by the Members of Joint Needs Assessment Committee
Warren Meadow Lea Pastoral Charge:

Dave Fairlie
Debbie Hildebrand
Pat Hogg
Sandra Keen
Betty Kelly
Stefanie Lasuik
Edna McRae