

**KINCARDINE UNITED CHURCH**  
**SPECIAL CONGREGATIONAL MEETING**  
**SUNDAY, OCTOBER 20<sup>TH</sup>, 2024**

The congregation of Kincardine United Church was called to meet in-person and via the Zoom platform on Sunday, October 20<sup>th</sup>, 2024, immediately following the morning worship service for a Special Congregational Meeting (12:04 p.m.) to share the Community of Faith profile, minimum minister salary and benefits, minister responsibilities as outlined by Council, recommended skills and knowledge for minister, and Council's recommendation. Proper notice of this meeting was given prior to the meeting and an e-mail went out with the agenda and other supporting documents prior to the meeting, as well.

**ATTENDANCE:** Approximately 35 people were present for the meeting and there were about 14 households represented on-line.

**1. Call to Order and Constitution of the Meeting** (Judy Zarubick)

Having given due notice, Judy Zarubick declared this congregational meeting duly constituted in the name of Jesus Christ, the one true head of the Church, for the purpose of the business which may properly come before it.

Before Judy Zarubick led an opening prayer, Mary Phillips, on behalf of the Ministry and Personnel committee, thanked all the staff for their dedication to maintaining high standards. Mary Phillips specifically thanked Judy Zarubick as the Minister of Sacraments, David Hamilton as the Minister of Music, Sarah MacKenzie as the Office Co-ordinator, Galyna Katkevych as the Custodian, Liz Dillman as the Treasurer, and John Phillips as the Donation Steward, as well as all other volunteers.

**2. Opening Prayer** (Judy Zarubick)

Judy Zarubick led a prayer to open the meeting.

**3. Behavioural Covenant** (All)

All present read the Behavioural Covenant as presented on the screen.

**4. Enabling Motions**

- a) That all adherents be made Corresponding Members with privileges to vote.
- b) That Judy Zarubick chair the Special Congregational meeting.
- c) That Angela Hazlewood act as recording secretary for the Special Congregational meeting.
- d) That the meeting Agenda be accepted as distributed.
- e) That the Zoom meeting be recorded for the recording secretary.

**Moved by:** Donna Mowry

**Seconded by:** Liz Dillman

**CARRIED**

## 5. Community of Faith Profile

Judy Zarubick outlined the Community of Faith Profile discussing the real property, demographics, living faith story, and the financial viability that the Western Ontario Waterways (WOW) requires.

Please see Attachment #1 for each of the Community of Faith Profiles: Demographics Worksheet, the Financial Viability Worksheet, the Living Faith Story Worksheet, and the Real Property Worksheet.

That the Kincardine United Church congregation accept the Real Property, Demographic, Living Faith Story and Financial Viability reports that are on Church Hub and instruct Council to update as required by the Region.

**Moved by:** Krista Ritchie

**Seconded by:** Barry Schmidt

**CARRIED**

## 6. 2025 Minimum Minister's Salary and Benefits

Judy Zarubick shared all the options that we have for choosing ministry personnel and they are as follows:

**Ordered Ministers** Ordained and Diaconal

**Admission Minister** Is a minister from another denomination that wants to become United Church. They are usually from another country.

**Recognized** Designated Lay Minister

**Student** A Candidate that requires an Educational Supervisor.

As well, Judy Zarubick shared the minimum salary and benefits for each type of minister along with the benefits for each one.

Please see Attachment #2 for Salaries and Benefits.

Dotty McClelland asked if we still continue search for a minister at this time. Judy Zarubick stated that the congregation has to decide what type of minister that we require first. Judy Zarubick went on to say that she is a Pastoral Charge Supervisor which is required if we do choose a Student Minister.

Judy Zarubick clarified for Dr. Gary Gurbin, the fact that her appointment is until the end of February 2025 so it will be the congregation's decision whether she is re-appointed or not.

Judy Zarubick added that in Council's opinion, Kincardine United Church cannot afford a full-time minister at this time.

Comments were made about starting off with a minister with more hours and decreasing hours, but Judy Zarubick stated that it is much easier to increase hours than

remove them.

Barrie Schmidt stated that Council only seems to be focusing on reducing costs through the minister's position and has not examined other ways to save money.

**7. Church Council's List of Minister Responsibilities**

Judy Zarubick listed the minister's responsibilities as created by Council.

Please see Attachment #3 for Minister Responsibilities (Ministry Team Personnel Profile) which includes recommended skills and knowledge.

**8. Recommended Skills and Knowledge**

Judy Zarubick shared the recommended skills and knowledge for the ministry personnel.

**9. Church Council Recommendation**

Judy Zarubick shared the Council's recommendation:

That Kincardine United Church seek a 20 hour/week ministry position open to an Ordered (Ordained or Diaconal) Admission, or Designated Lay Minister up to category F in Cost of Living category 4 or a Candidate with the following terms.

Terms:

- i. Salary
- ii. Travel
- iii. Moving Costs
- iv. Vacation
- v. Study Leave
- vi. Book Allowance/Continuing Education

**10. Congregational Motion**

After a fulsome discussion, it was decided that Kincardine United Church's congregation will not move forward with the above motion to seek a 20 hour/week ministry position. It was agreed to keep things status quo and to revisit this again at the Annual Congregational meeting February 2025.

Judy Zarubick declared this decision approved by consensus.

Liz Dillman shared that the January – June 2025 pulpit supply will be completed before the end of the year.

It was agreed that Kincardine United Church does not want to rush into making such an important decision and more time is needed to thoughtfully discern this endeavour.

**12. Adjournment and Prayers**

The agenda having been completed and with no further business, Judy Zarubick declared this meeting ended at 1:32 p.m.

Judy Zarubick led everyone in prayer to close the meeting.

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Signature of Chair

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Signature of Secretary

DRAFT

Attachment #1

**Antler River Watershed; Horseshoe Falls; Western Ontario  
Waterways  
Regional Councils**

**Community of Faith: Demographics Worksheet**

**PURPOSE:** To provide information about the Community of Faith's ministry and community.

**Who uses it:** Communities of Faith in preparing their Living Faith Story. Copies are sent to the Regional Council in digital form.

Community of Faith: Kincardine United Church

Address: 721 Princes Street, Kincardine

Pastoral Charge: Kincardine United Church

Regional Council: Western Ontario Waterways

Date: July 2024

1. Are you part of a multi-point pastoral charge or Collaborative Agreement

If yes, with whom? Bervie United Church

2. Number of Resident Members 301

3. Average Sunday Attendance: 73 (54 in person + 19 online)

4. We think of ourselves MAINLY as:  Rural  Remote  Small town  
 Suburban  
 Urban  Inner City  Other \_\_\_\_\_

5. Our congregation includes (approx. number in each group)

Infants and pre-school	<u>5</u>	Children (5-12)	<u>2</u>	Teens (13-19)	_____
Young adults (20-30)	<u>3</u>	Adults (31-40)	<u>10</u>	Adults (41-50)	<u>20</u>
Adults (51-64)	<u>25</u>	Adults (65-70)	<u>65</u>	Adults (71+)	<u>120</u>

6. The proximity of our members to the church are (approx. number in each group)

0-5 km	<u>250</u>	5-10 km	<u>40</u>	10-15 km	<u>5</u>
15-20 km	<u>5</u>	over 20 km	<u>1</u>		

**7. Our congregation is like:** (choose one that best applies)

- A big family where we all know each other;
- A medium sized church where we recognize each other but may not know each other well;
- A big church with lots of staff, where small groups of people are close to one another based on common interests.
- Other description:

**8. In our Community of Faith we have gifts/skills/passions in the following areas:**

Gifts	Description
<input type="checkbox"/> Education	Our COF includes dedicated Sunday school teachers as well as retired teachers.
<input checked="" type="checkbox"/> Artistic	Members include quilters + painters + decorators.
<input checked="" type="checkbox"/> Worship	One LLWL and members of congregation (non-LLWL) who can conduct services.
<input checked="" type="checkbox"/> Compassion	Our facilities are open to all non-profit organizations in the community.
<input checked="" type="checkbox"/> Hospitality	Several potluck events during the year – Loaves & Fishes, Soup & Sandwich, etc.
<input type="checkbox"/> Other	
Skills	Description
<input checked="" type="checkbox"/> Play musical instruments/Sing	Our instrumental ensemble plays worship services several times during the year.
<input type="checkbox"/> Teaching	
<input checked="" type="checkbox"/> Organizing	Members who will step up and organize events as required
<input checked="" type="checkbox"/> Social Media	The church maintains a Facebook page as well as an active website.
<input type="checkbox"/> Health Care	
<input checked="" type="checkbox"/> Cooking/Baking	Occasional bake & foodstuffs sales, potluck dinners.
<input type="checkbox"/> Listening	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
Passions	Description
<input checked="" type="checkbox"/> Poverty issues	Monthly donations to local food bank.
<input checked="" type="checkbox"/> Affirming Ministry	Not official affirming ministry but open to all
<input checked="" type="checkbox"/> Building Community	Building community by opening building to non-profit organizations for no cost or donations
<input type="checkbox"/> Climate Change	
<input checked="" type="checkbox"/> Health Care	Members work with the hospital foundation and hospital auxillary
<input type="checkbox"/> World hunger	
<input checked="" type="checkbox"/> Refugee support	Several members of the congregation volunteer with the local refugee committee. The congregation has donated to support local refugee families.

<input checked="" type="checkbox"/> Social Justice	Participate in Pride weekend, and support the local pride, and educate re: Indigenous issues, support Women's House,
<input type="checkbox"/> Other	

9. **We think of our Community of Faith as in the following way:** (choose one that best applies):

- We have a new vision and are really excited; maybe not as organized as we will be but really excited; maybe even a bit unrealistic at times.
- We are clear about our vision and purpose and are developing the skills and gifts to bring it about; we are excited and optimistic in who we are.
- We are clear about our vision and purpose; we have the skills, gifts and confidence to move toward our vision.
- We know we are changing; we haven't yet come to terms with it; we have some anxiety about the future, but we are still confident in who we are.
- Our congregation is changing rapidly and it is clear that we can no longer continue as we have been; we don't know, though, how to go forward; we have some anxiety. We believe that we have a future, but we can't yet see it.
- We see that the ministry within this community is probably winding down after many positive and productive years of faithful ministry, mission and service; we want to celebrate what we have been as we intentionally and graciously end this ministry.

10. **Governance structure:**

How many people are on your Governing Body? 8

How many are typically present at a meeting of your Governing Body? 7

11. **Our Church Building(s):** (include information for each building if more than one)

a.  We don't have a church building. Where do you worship?

\_\_\_\_\_

b. How many people does the sanctuary hold? 250

c. What is the seating/set up in the sanctuary (pews, chairs, choir loft, etc.)

Pews on main floor & balcony, chairs in chancel area. Chancel is flexible open space.

d. Is the sanctuary used other than for Sunday worship?  Yes  No *if Yes, how?*

Performance venue for local and visiting artists.

e. Are there meeting rooms?  Yes  No *if Yes, for what are they used?*

Various non-profit and for-profit groups use the facilities. (E.g., local bands, community support organizations, counselling)

- f. Is there a nursery?  Yes  No
- g. Are there activity rooms? (i.e. quilting, gym, library)  Yes  No *if yes, please describe.*

Resource room – library.

- h. Is there an approved Kitchen?  Yes  No

[Click or tap here to enter text.](#)

- i. Are there groups leasing or using space in your building?

Presently 12 regular users

- j. Is internet provided at the church?  No  Yes *if yes*  High Speed  Dial-up

- k. Is your church set up for online worship?  No  Yes *if yes, how?*

Worship service broadcast live via Zoom, recordings posted to church website, Facebook & YouTube.

- l. Is the church accessible?  No  Yes Tell us how:

Main & office entrances have ramps for barrier free access. Sanctuary & Fellowship Hall (basement) both accessible via elevator at main entrance. Barrier-free access to 2<sup>nd</sup> floor of Learning Centre via sanctuary ramp. Office and ramp entrance have automatic door openers. Office entrance via ramp is only available in good weather.

- m. What other measures of accessibility do you provide? (e.g. Assistive hearing device, large print, etc.)

Assistive hearing devices available for Sunday worship. Bulletins posted to church website so no printed bulletins, but large font TV monitor display projected for Sunday worship service. Some basement & Learning Centre washrooms barrier-free.

## 12. ABOUT OUR NEIGHBOURHOOD

- a. Our relationship with our neighbours and community is:

- Strong, we know them well and work together
- Good, we have some connections with our neighbours and know about local concerns
- Poor, we don't know people in the area around the church and have no knowledge of local projects or concerns.



Improving, we are getting to know people and are learning about the neighbourhood

b. Identify the following about your neighbourhood/community:

Strengths:

Multiple heritage & cultural activities, active Chamber of Commerce, diverse educated/professional population, multiple service groups.

Challenges:

Vandalism, substance abuse, homelessness, marginalized low-income earners.

c. Name some ideas where your gifts/skills/passions might be welcome in the community

Volunteer support for local “ministries” – e.g., Food Bank, Women’s House, Community Garden, hospital auxiliary, hospital foundation, etc.

d. We have close ties with the following groups/organizations/faith communities:

Bervie United Church, Cape Croker United Church, Knox Presbyterian Church, Kincardine Pride, Refugee Committee, Islamic Centre, The Bridge.

## Community of Faith: Financial Viability Worksheet

**PURPOSE:** To provide information about the Community of Faith’s financial ability to support ministry.

**WHO USES IT:** Communities of Faith in gathering their profile information for ChurchHub and preparing their Living Faith Story. Regional Council as background for decision making on all matters requiring covenant commission approval. Copies are sent to the Regional Council in digital form.

**IMPORTANT:** If this is for the purpose of beginning a search for ministry personnel, the recommendation on the final page regarding hours, COL group, category (A-F) and percent above minimum **MUST** be completed or the Covenant Commission **will not** be able to approve the congregation for search.

Community of Faith: Kincardine United Church

Address: 721 Princes Street N., Kincardine N2Z 2A3

Pastoral Charge: Kincardine

Regional Council: Western Ontario Waterways

Date: July 2024

**Please append a recent financial statement to this worksheet.**

We have attached a copy of our recent financial statements

The following is a collection of background information. It is designed to help you look for trends over the last 6 years. This information is to help prepare your Living Faith Story, to determine your ability to support ministry, and to send to the Regional Council.

**Please read the CoF Profile Handbook before completing this form.**

**1. Do your expenses exceed your revenues?**

Year	Total Revenues (incl. PAR, envelopes, fundraising, other income)	Amount given through envelopes	Amount given through PAR	Expenses	Do expenses exceed revenues? (yes/no)	Bank balance at end of year
Current year to May 31/24	\$83,712	\$2,310	\$85,881	\$107,438	yes	\$17,886
One year ago 2023	\$222,272	\$5,291	\$168,947	\$237,499	yes	\$37,100
Two years ago 2022	\$229,217	\$5,166	\$161,393	\$240,109	yes	\$20,296
Three years ago 2021	\$253,865	\$7,706	\$160,603	\$232,374	no	\$62,929
Four years ago 2020	\$225,596	\$7,424	\$154,393	\$225,713	yes	\$29,650
Five years ago 2019	\$221,313	\$11,874	\$153,951	\$254,632	yes	\$22,108
Six years ago 2018	\$268,683	\$14,035	\$138,470	\$249,385	no	\$51,711

**Comments:**

PAR includes donations to M&S  
 Envelopes are basically not used anymore  
 Note definitions for each would help!!!

**2. Please list any investments, special funds, and other monies your community of faith holds. What are the rules/restrictions around the use of those funds?**

Investment / Fund / other	Amount	Rules/Restrictions
RBC Direct Investing	106,000	No restrictions
Wieck Estate Bequest	\$10,000	Principal of this bequest can only be used to generate income

**3. Payroll Costs:**

At present we have called or appointed the following paid staff:

- Ministry Personnel: 40 hours per week
- Secretary: 14 hours per week
- Custodian: 13 hours per week
- Other (youth, Sunday School, etc.): \_\_\_\_\_ hours per week

Our [Cost of Living Group](#) is 4 \_\_\_\_\_

Cost of payroll (\$ paid plus employer contributions (EI, etc.) for everyone.

Current year	One year ago	Two years ago	Three years ago	Four years ago	Five years ago	Six years ago
May 31 2024	2023	2022	2021	2020	2019	2018
\$71,486	\$169,939	\$173,726	\$159,247	\$153,017	\$174,637	\$175,174

**4. Do utilities, maintenance, and repairs exceed 25% of revenues?**

Year	Utilities (Power & Water)	Fuel	Maintenance	Total	Exceeds 25% of Revenues (Yes or No)
Current year 2024	\$13,706	\$ N/A	\$2,089	\$14,232	No
One year ago 2023	\$11,435	\$ N/A	\$2,253	\$13,688	No
Two years ago 2022	\$16,765	\$ N/A	\$1,624	\$18,389	No
Three years ago 2021	\$14,671	\$ N/A	\$4,788	\$19,459	No
Four years ago 2020	\$20,774	\$ N/A	\$7,317	\$28,091	No
Five years ago 2019	\$20,093	\$ N/A	\$5,501	\$25,594	No
Six years ago 2018	\$19,812	\$ N/A	\$4,648	\$24,460	No

**5. Have you experienced a deficit for more than two consecutive years in the last six years?**

No  Yes

**6. Are there any outstanding loans?**  No  Yes *if yes, please list?*

[Click or tap here to enter text.](#)

**7. How many contributors support your congregation?**

Current year	One year ago	Two years ago	Three years ago	Four years ago	Five years ago	Six years ago
123	147	146	153	169	182	198

**8. How many contributors would you have in each age group this year?**

0-20 years	0
21-30 years	0
31-40 years	1
41-50 years	2
51-60 years	7
61-70 years	16
71-80 years	37
81+ years	40

**24 unknown ages**

**9. Is there a reliance on a few generous contributors where 50% of the revenues come from one or two contributors?**  No  Yes

**10. Contributors and Givings**

Annual giving	Number of givers: Current year	One year ago	Two years ago	Three years ago	Four years ago	Five years ago	Six years ago
\$0-\$100	8	9	15	6	23	13	33
\$101-\$500	67	50	48	59	60	71	73
\$501-\$1,000	7	12	11	16	9	17	14
\$1,001-\$5,000	35	58	57	58	64	69	65
\$5,001+	6	18	15	14	13	12	13

**11. Have you taken part in a stewardship project (campaign) in the past two years?**

- No project
- Letters to congregation when we have the need
- Regular information and letters sent to all members and adherents
- Program such as Called to Be the Church with information during worship, letters, and a request for commitment
- Program and information presented at a congregational get-together
- All-member visitation
- Other

If you did, what were the results?

mixed

Have you encouraged members, at least yearly, to increase PAR givings?  Yes  No

**If you are planning to search for new ministry personnel, the recommendation on next page must be completed.**

# Information Required for Approval to Search

## RECOMMENDATIONS

*This section must be completed **if you are preparing to enter a search** for new ministry personnel. If it is left blank the worksheet will be received for information only.*

*Need help making a recommendation? Contact the Minister, Congregational Support for assistance.*

Please click here to find the [Ministers' Salary Schedule and Cost of Living Group](#).

**\*\* When your congregation approves this document it is approving the recommendation below:**

Recommendation:

\_\_\_\_\_

Name of Community of Faith

is viable to call/appoint a minister up to Category (A-F) \_\_\_\_\_

for \_\_\_\_\_ hours per week.

Date of Community of Faith meeting: \_\_\_\_\_

## Community of Faith: Real Property Worksheet

**PURPOSE:** To provide information about the Community of Faith's real property assets.

**Who uses it:** Communities of Faith in gathering their profile information for ChurchHub and to be sent to the Regional Council.

Community of Faith: Kincardine United Church

Address: 721 Princes Street N, Kincardine, Ontario N2Z 2A3

Pastoral Charge: Kincardine

Regional Council: Western Ontario Waterways

Date: July, 2024

1. Please list all church property including manses, building lots, or other property held separate from the church land and building. Include the street address.

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Church building at 721 Princes Street North, as above.

2. Congregational property is sometimes listed in the name of one of the denominations that formed The United Church of Canada. Has the title for these properties been confirmed as being properly held as the property of a congregation of The United Church of Canada?

Yes       No

3. Please list all cemeteries including any previously connected with the congregation and no longer operated by it. Please include cemeteries of congregations who may have amalgamated or from existing congregation.

N/A

Do you have a Manse associated with your church?       Yes       No

If you have a Manse, please ensure your Manse information on ChurchHub is up to date.



**Attachment #2**

**Full Time Ministry Cost – 40 hours**

**A to F**

Ordained Minister – \$67,767 to \$77,646  
Diaconal Minister – \$ 67,767 to \$77,646  
Admission Minister – GC sets years of service  
Designated Lay Minister - \$66,352 to \$75,914  
Step 1 Candidate - 1-2 years = \$65,415  
Step 2 Candidate – 3+ years = \$65,828

**Full Time Ministry Cost – 40 hours**

Continuing Education – \$1,689/year  
Travel per kilometre - \$0.55  
Phone – minimum \$50/month (WOW requires)  
Moving costs - ?  
CPP Expense – 5.95% in 2024 max. \$3,867.50  
EI Expense - 1.64% in 2025 max \$1,077.48  
Church Health & Pension Benefit – approx 25%

**Part Time Ministry Cost – 30 hours**

**A to F**

Ordained Minister – \$50,825 to \$58,235  
Diaconal Minister – \$50,825 to \$58,235  
Admission Minister – \$50,825 to \$58,235  
Designated Lay Minister - \$49,764 to \$56,936  
Step 1 Candidate - 1-2 years = \$49,061  
Step 2 Candidate – 3+ years = \$49,371

**Part Time Ministry Cost – 30 hours**

Continuing Education – \$1,267/year  
Travel per kilometre - \$0.55  
Phone – minimum \$50/month (WOW requires)  
Moving costs - ?  
CPP Expense – 5.95% in 2024 max. \$3,867.50  
EI Expense - 1.64% in 2025 max \$1,077.48  
Church Health & Pension Benefit – approx. 25%

**Part-Time Ministry Cost – 20 hours**

**A to F**

Ordained Minister – \$33,884 - \$38,832  
Diaconal Minister – \$33,884 - \$38,832  
Admission Minister – GC years of service  
Designated Lay Minister - \$33,176 - \$37,957  
Step 1 Candidate - 1-2 years = \$32,708  
Step 2 Candidate – 3+ years = \$32,914

**Part-Time Ministry Cost – 20 hours**

Continuing Education – \$845/year  
Travel per kilometre - \$0.55  
Phone – minimum \$50/month (WOW requires)  
Moving costs - ?  
CPP Expense – 5.95% in 2024 max. \$3,867.50  
EI Expense - 1.64% in 2025 max \$1,077.48  
Church Health & Pension Benefit – approx. 25%

## Attachment #3

### **MINISTRY PERSONNEL TEAM PROFILE AND RECOMMENDED SKILLS AND KNOWLEDGE**

#### **Position Summaries**

The Ministry Team is a 25 hour equivalent (20 hour/5 hour split) The team is working within the multi-generational congregation at Kincardine United Church and providing worship services and emergency pastoral care to Bervie Kinloss Pastoral Charge as per a Collaborative Agreement. The Team is accountable to the Kincardine Council, the Bervie Board, and to the Office of Vocation. The Office Co-ordinator shall be accountable to the team. The 20 hour/week ministry position is open to Ordained, Diaconal, Admission, Designated Lay Ministers, and Candidates. The 5 hour position is currently held until March 1, 2025 by an Ordained Minister, this position and time allotment may or may not be renewed in 2025.

#### **Key Responsibilities**

##### **1. Worship -- 50%**

- ☐ Research, prepare and deliver sermons; write liturgies for the worship services, acknowledging sources as appropriate. Includes doing valid theological research for sermon preparation to ensure sermons are applicable to the experiences of the congregation, challenging the congregation to consider diverse ideas and concepts and providing inspiration to carry the congregation into their everyday lives.
- ☐ Lead worship for Bervie Kinloss Pastoral Charge using the service from Kincardine.
- ☐ Assist the Programme Committee to develop and update a long-term Programme Calendar detailing the worship schedule.
- ☐ Consult with the Minister of Music in the selection and styles of music for worship services.
- ☐ Plan and lead worship events such as the sacraments, weddings, funerals, and confirmation, including members of the congregation as appropriate.
- ☐ In conjunction with other ministers in the area and members of the congregation, provide occasional worship services at residential facilities for the elderly and/or disabled.

##### **2. Pastoral Care – 20%**

- ☐ Work with the Pastoral Care Team
- ☐ Provide emergency pastoral care to the people of Kincardine United Church and the Bervie Kinloss Pastoral Charge.
- ☐ Foster a congregational commitment to the duty of care within the Christian context.

##### **3. Leadership and Visioning—15%**

- ☐ Respond to general and specific requests for information and assistance, referring to other paid staff, the Council, Committees or Ministry Teams as appropriate.
- ☐ Attend meetings of the Bervie Kinloss Pastoral Charge Board, their Board of Trustees and their Congregation to satisfy the requirements of The Manual.

☐ Support and participate in key events planned and offered by the congregation.

#### **4. Beyond the Congregation—10%**

☐ Attend Western Ontario Waterways Regional Council meetings, serving on Commissions, Committees or task forces as required and participating in learning and support programmes offered to ministry personnel when available.

☐ Build relationships with other communities of faith, participating in projects as required to foster ecumenism and community outreach.

#### **5. Continuing Education—5%**

☐ In consultation with the Ministry and Personnel Committee, participate in continuing education.

#### **RECOMMENDED SKILLS AND KNOWLEDGE**

☐ Ability to create, to plan and deliver meaningful and inclusive worship experiences.

☐ Ability and/or willingness to learn how to take advantage of technology (audio, visual, PowerPoint, etc.) to enhance sermons and the entire worship experience

☐ Ability to work with the ministry team.

☐ Excellent communication skills.

☐ Provide empathetic pastoral care.

☐ Ability to set and maintain appropriate boundaries, professional objectivity and confidentiality

☐ Ability to set priorities within a wide range of competing professional demands and to seek assistance where required

☐ Good understanding of the United Church structure, policies and procedures

☐ Willingness to share gifts and skills within the wider church courts as time permits.

#### **TERMS (Updated)**

The Ministers will receive a compensation package that meets the most recent United Church of Canada salary and allowances schedules, and other pertinent United Church benefits such as group insurance and pensions

**Salary:** Commensurate with qualifications and experience, negotiable at or above minimum for the category. Maximum salary increment available to pay is Level F.

**Travel:** Reimbursed on church business as per the most recent United Church of Canada salary and allowances schedule which is \$0.55. Based on a log record and excluding travel from home to the church and back.

**Moving Costs:** Reasonable moving costs will be reimbursed according to the most recent salary and allowances schedule.

**Vacation:** At least one month per year, including five Sundays, in consultation with the Ministry and Personnel Committee.

**Study Leave:** Three weeks (21 days) per year in consultation with the Ministry and Personnel Committee.

**Book Allowance/Continuing Education:** Reimbursed according to The United Church of Canada salary and allowance schedule.

**Office:** The Minister's private office is on site at the church, part of a larger office suite that includes a second private office and a large reception/administrative office.

**Administrative Support:** The Office Coordinator is available afternoons Tuesday to Friday for 3.5 hours each day.

**Hours of work:**

Searching for a Candidate/Minister—20 hours per week.

Second Team Minister is an Ordered Minister working 5 hours per week or 21 hours per month and is appointed until March 1, 2025.

DRAFT