

Charleswood United Church



Report of the Joint Needs Assessment Committee

June 2, 2013 (Amended Feb.22, 2015)

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Joint Needs Assessment

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INTRODUCTION

Recently, Charleswood United Church employed two full-time ministers and was seeking to call a diaconal/ordained minister for a full-time position that became vacant in June 2013. The Joint Needs Assessment Committee identified the ministry staffing needs for our congregation and sought for an individual to work together with our incumbent minister to help us grow in our faith and service, and to realize the goals set out in the mission statement and vision of JNAC on the following pages. An initial search was discontinued in April 2014 and a review of the JNAC was called for by the congregation. A thorough review was conducted and the congregation affirmed the wisdom and direction of the JNAC report with one alteration. We now seek to fulfill the vision of this report through 2 positions, a part-time Children's Ministry Director and a half-time diaconal or ordained minister.

Joint Needs Assessment Committee

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Doreen Barton – Secretary
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Brad Griffiths
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JNAC Review Committee

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*denotes Presbytery representative

MISSION STATEMENT

IN RESPONSE TO GOD'S CALL, WE THE CONGREGATION OF CHARLESWOOD UNITED CHURCH UNDERSTAND OUR MISSION IS TO PROCLAIM THE GOSPEL OF JESUS CHRIST BY WORD AND DEED.

THIS MISSION CHALLENGES US TO ACCEPT GOD'S GRACE,

TO CELEBRATE GOD'S LOVE,

TO LEARN GOD'S WILL AND

TO REACH OUT IN HUMBLE SERVICE

TO THE WORLD GOD LOVES -

IN SHORT, TO LIVE OUR FAITH.

VISION OF JNAC

THROUGH LEADERSHIP AND RESOURCES, WE WILL ATTRACT AND ENCOURAGE PEOPLE OF ALL AGES TO RESPOND TO GOD'S CALL AND FULFILL THE MISSION STATEMENT OF CHARLESWOOD UNITED CHURCH BY CONTRIBUTING OUR GIFTS AND ENTHUSIASM IN A BUSTLING AND ACTIVE ENVIRONMENT. IN DOING SO, WE CONTRIBUTE TO OUR OWN (AND OUR FAMILIES') SPIRITUAL AND PERSONAL DEVELOPMENT, MAKING A DIFFERENCE IN THE BROADER COMMUNITY.

MINISTRY PERSONNEL WORK TOGETHER TO LEAD, ENCOURAGE AND RECRUIT CHARLESWOOD UNITED CHURCH CONGREGANTS, COMMITTEES AND THE BROADER COMMUNITY TO ENGAGE PROACTIVELY THROUGH THE CHURCH.

COMMUNITY PROFILE



Charleswood is a residential community within the city of Winnipeg, Manitoba. It is located in the southwestern part of the city, bordered by the Assiniboine River to the north, Wilkes Avenue to the south, Perimeter Highway to the west and the Assiniboine Park and Forest to the east. It is located 9.8 km from downtown and 9.3 km from the airport. The population is 25,679.

There was little housing in Charleswood before 1920 and only limited growth between 1920 and 1946. The area experienced particularly strong growth in the 1970s, with at least 7,500 homes built during that decade. In 1995 the Charleswood Bridge opened over the Assiniboine River, connecting Charleswood with the suburb of St. James.

Charleswood has a stable population with lower population growth than average. Most homes in the area are single family, owner occupied, and priced 47% higher than the city average. The predominant single-family housing attracts families and children.

A large proportion of Charleswood residents are highly educated, and employed in white collar jobs and in the service sector. Neighbourhood income is 63% higher than the city average. Charleswood has a mature population and English is the mother tongue. Most residents choose to drive rather than use available transit.

Charleswood is unique among Winnipeg's suburban areas in that it retains a semi-rural atmosphere. Along with large lots, many streets do not have sidewalks and are lined with ditches. This neighbourhood's country-like

setting and many forest trails, including Harte Trail and Assiniboine Forest, provide a pleasant place for a walk or bike ride. There is also easy access to Fort Whyte, where you can observe the coming and going of migratory birds as well as other wild life. Neighbouring Assiniboine Park, Winnipeg's most popular green spot, makes it a top destination for nature enthusiasts, birders, joggers, cyclists and families. If you're lucky, you may spot one of the many white-tailed deer that live in the woods.

Charleswood is a bustling, friendly community. The area is home to locally owned boutiques and family-friendly eateries. We have our own library and fire hall, several banks, schools, clinics, dentists, churches, a curling club, community centers, golf courses and easy access via the perimeter to Unicity Center, where you will find shopping of all types. Charleswood Center on Grant Avenue and Charleswood Village on Roblin Blvd. give us more choices of shopping areas. Polo Park, one of Winnipeg's major shopping malls, is only 10 - 15 minutes away.

Charleswood will soon expand south to form Charleswood Part 2, adding Winnipeg's largest new neighborhood to the area.

CHARLESWOOD UNITED CHURCH CONGREGATION

Charleswood is a community of 25,679 people, of which 78% identify themselves as Christian and 19% identify themselves as belonging to the United Church.

Charleswood United Church has over 500 members, predominantly consisting of upscale, well-educated professional families with kids, active retirees and empty nesters. 70% of members are high achieving dual income families, upscale educated professional families, upper middle class starting to empty nest, and mature, middle income families.

The congregation reflects local demographics, except for under representation of low income and young families relative to the neighborhood.

Based on an Environics survey completed in 2007, the members of Charleswood United Church believe that not everything is predetermined, that one can influence the course of events. They are supportive of living with a certain amount of disorder as an expression of oneself and are in favour of a more informal and relaxed approach to life. They believe all environmental phenomena on earth are interrelated and that ecological problems in one area of the world can have an impact on distant regions. They follow the principle of equal opportunity for all citizens no matter what their sex, ethnicity, religion, or physical and mental abilities. As an example, Charleswood United Church has an inclusive wedding policy.

The congregation is open to change and feels unthreatened by the changes and complexities of society today. They believe that other cultures have a great deal to give to us, have an interest in diversity, feeling there is a great deal to learn through contact and conversation with people different from themselves. They have interest in what's happening in the neighborhood, city and region. They have a need for communication and deep affective exchanges with others and a desire for frank, warm and spontaneous relations with people.

Our Mission and Social Action Committee is tasked with demonstrating our faith in our community and beyond, making our congregation more aware of the needs and injustices in our world and ways in which we can help. We support several organizations and share our time and talent with them. Some examples are 1Hope Winnipeg, CREST, Oak Table Ministries, Agape Table and Main Street Project. You can find more detail on these and other initiatives on our website.

Currently Charleswood United Church supports dozens of initiatives including Care-Ring, Cool School, Vacation Bible School, Super Saturday Sundaes, Lights For Lives, Christmas Hampers, Senior Choir, Jammin' 4 Jesus Choir, Guitar Choir, Seekers Bible study group, T.G.I.F. (Together Growing In Faith) study group, Women's Social Group, Bookshelf, Fall Supper, Youth Musical, Quiz Night, Rummage Sale, Clothing Drive, Bridge Luncheons, Badminton Night, Charleswood Horticultural Society, Charleswood Historical Society, Women's Retreat and Men's Annual Dinner. Our annual

report highlights many of these groups and what they represent and is available on request.

Charleswood United is one of the largest churches in the conference. Over 500 individuals make financial contributions annually, resulting in a total annual budget of over \$500,000. Of this total, \$50,000 is committed annually to Mission and Service, with the balance used for Church operations and conference assessments.

In 2008, CUC undertook an ambitious fundraising and building project to renovate the church and to add a community hall with seating for 500, a large modern kitchen, portable stage and sound system. This project has gone well, adding to the life of the church and creating opportunities for new programming.

WORSHIP

Sunday worship currently consists of two traditional services. The 9 AM service includes musical contributions from various talented members of our congregation and volunteers reading scripture, Prayers of the People and Minute for Mission. The 11 AM service consists of the same, with the Senior Choir contributing musically. Currently, our incumbent minister, Rev. Dr. Michael Wilson, preaches approximately 42 Sundays of the year. During the three summer months we have one service at 10 AM. Communion is served the first Sunday of each month and on special occasions such as Easter Sunday and Christmas Eve. The Guitar Choir participates in worship once a month and Jammin' 4 Jesus (young adults) on occasion. Our Sunday School program (Cool School) is offered at both services, and the children participate each Sunday during children's time. On Communion Sundays, Cool School participates in Communion by singing (with actions) our Communion responses and help serve Communion. Coffee is served after each service in our large hall and is a great time of fellowship for all ages.

RESOURCES

Charleswood United Church is a well-resourced congregation with modern facilities that includes a hall accommodating 500 people; a large modern kitchen; an A-frame sanctuary that seats 250; a large, welcoming gathering space inside the front doors; a choir room; a nursery. We also have a full basement with a small kitchen and washrooms where Cool School resides. All areas are fully accessible

Our staff complement consists of a full-time office administrator, a contract part-time bookkeeper, contract organist and choir director, church school coordinator and janitorial services.

The upstairs office space consists of an office for each minister and a meeting room. The main floor office space consists of an open area for the office administrator, an office for the bookkeeper, a large boardroom, and a small room for the photocopier and supplies.

The building is used during the week by various Charleswood groups but is also used by other groups such as Alcoholics Anonymous, Seekers and Girl Guides. Community Ventures rents the basement full-time Monday to Friday. Our hall is available for rent and is being used regularly.

Charleswood United Church operates with a council structure that consists of five ministry committees: Worship & Education; Ministry & Personnel; Gifts & Resources; Mission & Social Action; and Care & Community.

Council has 12 voting members that include the chair, vice-chair, secretary, treasurer, three presbytery representatives and the chair of each committee. Both ministers attend council meetings but don't get a vote. We also have a Heritage Fund Committee and a Board of Trustees.

POSITION PROFILES

We are seeking 2 ministry personnel (part-time Children's Ministry Director and half-time Minister) who are creative, enthusiastic, with bundles of energy. Currently, our church wishes to enhance programming for our teenagers and young adults. There is definite interest for involvement and with the right leadership, they would flourish and grow spiritually. Our youth are interested in community and social justice and in the past have been part of Habitat for Humanity, including international builds. People look to their church for meaningful volunteerism. Young people want to impact the world, families want to develop volunteerism in their children and older adults want to contribute to things with lasting impact. Through mission service and outreach, people get to know each other by working together for a just cause and creating community outside the church walls.

Revitalizing worship to attract people to services, retaining and engaging them to participate in programming and outreach is a strength we need to build on while moving into the 21st century. We envision making use of more contemporary music, drama, technology and language to develop a variety of worship opportunities and including our children and youth in this process. We also see exploring the idea of combining both services into one to free up resources for alternative worship services.

Our new ministry team will be made up of a part time Children's Ministry Director, a half time ordained or diaconal minister, and the full time incumbent ordained minister. This team will work together on the following goals:

Christian Development/Spirituality & Faith Development

- Develop and expand children, youth, young family ministry and related programming

- Lead and organize workshops, study groups, confirmation classes and baptism seminars
- Promote youth programming and face-to-face involvement

Mission & Outreach/Stewardship

- Engage target demographic buckets (child to senior) in a community context
- Educate congregation by engaging volunteers to tell their stories, both local and globally
- Explore volunteer projects and trips
- Identify and encourage use of time, talent and treasures within and outside the church

Worship

- Identify and utilize creative gifts to enhance worship and build community
- Share in communion, baptism and confirmation
- Plan worship with staff and in conjunction with the Worship and Education committee
- Engage children, youth and young adults in the worship life of the church

Pastoral Care

- Offer effective and appropriate pastoral care to congregation and community
- Support Care-Ring committee
- Provide crisis intervention, counseling and pastoral services
- Provide leadership for funerals and weddings in coordination with incumbent minister

Administration

- Enhance the use of social media tools and technology effectively with ministry team, other staff, congregation and community
- Support and work with volunteers and committees
- Fulfill obligations with Presbytery and wider church

SKILLS & GIFTS (1/2 time Minister)

Our ideal ministers...

- are committed Christians, empowered by the love of God, inspired by scripture, and trusting in prayer
- are enthusiastic, creative and patient, with a good sense of humour
- are friendly, outgoing individuals who can relate to all with compassion and commitment

Spirituality and Faith Development (5 hours)

- Has the ability to create and execute programming for children, youth and young adults, working as a team with our Children's Ministry Director and incumbent minister
- Able to inspire and guide individuals and groups of all ages and demographics in their faith development
- Shows a willingness to support, encourage and challenge members of all ages
- Able to provide support and leadership to community building activities and programming
- Particular Leadership for the church as a place of hospitality and welcome including identifying newcomers and initiating opportunities for fellowship.

Mission and Outreach (5 hours)

- Skilled at building meaningful opportunities for mission, outreach, and social justice for all ages and demographics at a community, national and global level
- Creates community and inspires the church community to work together for the good of the larger community in cooperation with the Mission and Social Action Committee
- Demonstrates the ability to plan and coordinate activities to attract, engage and integrate new members to our faith community

Worship (4 hours)

- Open to trying new approaches to worship
- Committed to creating challenging forms of worship for all ages, including children, youth and young adults
- Innovative, familiar and comfortable with technology
- Demonstrated ability to proclaim the Gospel in a strong, engaging, challenging and sensitive manner (Preaching 8-12 times per year)
- Willing to work collaboratively with the incumbent minister and the Worship & Education Committee
- Actively supports and encourages the music program

Pastoral Care - all ages (4 hours)

- Relates well to people of all ages in the area of pastoral care
- Effective and appropriate counseling skills (and the willingness to refer to other professionals when appropriate) in a variety of situations
- Compassionate, empathetic, active listener
- Provides care for families at times of bereavement
- Able to work within team in all pastoral care concerns and encourages others to offer their gifts and skills in pastoral care

Administration (2 hours)

- Works well in a team with other staff and volunteers
- Excellent communication, motivational, and organizational skills
- Able to inspire vision and offer leadership to volunteers and committees to carry out activities and programs within the Church
- Demonstrates effective time management and decision-making skills, and is committed to self-care
- Works capably with modern technology including computers, A/V equipment and web based communications. Particular Leadership

for expansion of the church's social media presence. This may include but not be limited to: website blogging, Facebook maintenance, Twitter, and introduction of new media in the worship and program life of the church.

NOTE The position of Children's Ministry Director was filled in September 2013 and amended in 2014. Position descriptions for the Children's Ministry Director and the Full-Time Minister are available for interested applicants.

SHARED RESPONSIBILITIES OF MINISTRY STAFF

Accountability (Area, specific initiative or objective)	Recommended Hours per week	Minister Incumbent	Minister New Hire
Christian Development, spirituality & faith development, including related programming such as study groups, classes, confirmation and others	11	6	5
Mission & Outreach with emphasis on engaging target demographic buckets (child to senior) in a community context, including stewardship	10	5	5
Worship, revitalizing current approach, developing new and alternative approaches, utilizing congregational talents and broadening involvement of all demographics, including Sunday school and youth	16	12	4
Pastoral Care for all ages, including direct involvement and leadership of initiatives like Care-Ring	14	10	4
Committee leadership, administration, internal communication and wider church involvement	9	7	2

TERMS

The terms of the half-time ministerial position comply with the standards of remuneration and benefits set by the Executive General Council of the United Church of Canada and Winnipeg Presbytery.

Salary: The salary will be consistent with the 2015 Minimum Salary and Allowance Schedule, Category A through F. Please refer to the 2015 Minimum Salary and Allowances for Ministry Personnel.

Hours of Work: This is a half-time position based on a 20-hour work week. Specific duties and work times will be negotiated with the Ministry and Personnel Committee.

Housing Allowance: Charleswood United provides a housing allowance based on Presbytery guidelines. The current Housing Allowance in the Charleswood area is \$17,232.

Telephone: Basic telephone costs are provided

Travel Allowance: Charleswood United provides an allowance based on the travel scale (rate per kilometer) set by General Council each year. The current travel allowance for 2015 is \$0.41/km.

Vacation: Provision shall be made for a vacation of at least one month within each Pastoral Year, with dates to be determined in consultation with the Ministry and Personnel Committee. Leave should be taken during July/August unless otherwise negotiated.

Study Leave: The minister may take up to three weeks of paid study leave each year, to be arranged in consultation with the Ministry and Personnel Committee.

Continuing Education and Learning Resources Allowance: Charleswood provides the continuing education allowance set by the United Church. The 2015 allowance is \$1,800.

Sabbatical Leave: All full-time Ministry Personnel are entitled to a sabbatical leave after five years in the Pastoral Charge, to be negotiated with the Ministry and Personnel Committee. For further details see the Sabbatical Policy for Ministry Personnel in Pastoral Relations.

Support: The minister will have a private office and administrative assistance.

Benefits: Moving and travel costs will be reimbursed in accordance with United Church policy. The current maximum budget for moving costs is \$20,000.

CHALLENGES & OPPORTUNITIES

A challenge that has been identified is the need to engage youth in Church and community work and make them full partners in the congregation. We want to use our affluence and influence to inspire and create change for outreach and social justice. Doing so would get children and youth excited to be involved in the work of the church in the world and draw them into our congregation. We have a regular Sunday School program, called Cool School, which should be built upon to become full and vibrant.

We envision utilizing our hall to offer programs that create a bustling environment that draws people, including youth and families, to the church seven days a week and hopefully attracts them to become involved in other areas of our church. We want to be socially active in the community not just within the congregation.

We have a strong volunteer base that can be utilized and built upon. We would like to see our outreach programs expanded. We can see a need for regular evening study groups.

A need for strengthened communications throughout the church was identified.

An ability to manage audiovisual needs and utilize new technologies and social media is required.

An opportunity we see is for both ministers to be involved, to some extent, in all areas of church activity. They should provide a place where people can bring new ideas and receive support. They should explore ways to revitalize worship or introduce alternative worship, including a strong music program and bring leadership and vision to move us forward.