

Pastoral Relations: Community of Faith Ministry Profile

Regional Council: Pacific Mountain Regional Council

Name of Community of Faith: Jubilee United Church

Address: 7591 Gray Ave. Burnaby, BC V5J 3Z4

Recommendation: *That Jubilee United Church call/appoint a full-time minister to the role of Community Life Minister and request that Pacific Mountain Regional Council declare a vacancy effective July 1, 2021.*

Date: June 27, 2021

Search Committee Members:

1. Barb Tunnicliffe
2. Tammi Kitching
3. John Baird
4. Debra Legge
5. Ken Martin
6. Glo McArter
7. Lee Anne Davies <i>(to May 2021)</i>



Pastoral Relations Relations pastorales

The United Church of Canada L'Église
Unie du Canada

Our Living Faith Story

Vision and Mission:

Scriptural Basis: In the gospel of John chapter 17 verse 11 Jesus prays for his followers, “And now I am no longer in the world, but they are in the world ... Holy God, protect them in your name ... **so that they may be one, as we are one.**”

Vision: Together we are Called by God to be One by

Mission: Living Faith - Knowing Love - Voicing Hope

Ministry Priorities: Worship | Belonging | Service | Learning

Values: Honest Respectful Relationships | Joy, Laughter, Fun, Hospitality | Inclusiveness | Adaptability | Worship

Mission Priorities affirmed by the congregation March 13, 2021

Category Title	Guiding Questions
1. Administration	<p>List all the activities that currently support administration.</p> <ul style="list-style-type: none"> • <i>There is an Administration Working Group made up of the Lead Minister, a member of the Executive Team, a member of the Trustees, and a member-at-large (not currently appointed) from the community of faith. This working group provides advice and support as a means of assisting in day-to-day operations for office and caretaking staff. This group also deals with our facility partners</i> • <i>Volunteers produce a bi-annual newsletter</i> • <i>There is a volunteer who is knowledgeable about PowerChurch, software used to track our membership and donations; she offers support to the Office Administrator</i> • <i>A few volunteers support the technical needs of our community</i> • <i>A few volunteers support the social media presence of the community</i> <p>What is your specific goal related to administration? (If you don't have one at this time, that's okay.)</p> <ul style="list-style-type: none"> • <i>Operational effectiveness</i> • <i>We will need to have good conversation about the use of two sites for mission and ministry</i> • <i>COVID protocols have been put in place, we need to continue to handle our process well and plan for whatever comes post-pandemic</i> <p>How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?</p> <ul style="list-style-type: none"> • <i>Administration is a reality for the church to function; we need to be good citizens</i> • <i>We wish to be good stewards of our resources: financial, property, human</i> • <i>As a registered charity, we need to be transparent in our operation</i> • <i>Those who perform administration are also disciples and are working for the good of the church</i>

What level of administrative support is offered to your community of faith and to your ministry personnel? Is it staff? volunteer?

- *There is a paid office administrator who works 20 hours per week and there are some volunteers who are called upon to support this work if needed*

What information technology infrastructure does your community of faith have and use?

- *The weekly Sunday service uses technology to display brief congregational reminders, the words for the service liturgy and the words for each hymn/song*
- *Audio and video is sometimes added to the service to emphasize various points*
- *Our website is updated frequently (jubilee-uc.ca)*
- *Our Lead Minister is currently the person who posts to social media accounts (Facebook, Twitter and Instagram)*
- *During this time of physical distancing we have used Zoom substantially including weekly service, bi-weekly Sunday School and youth group, Executive Team meetings, Bible Study and some Core Ministry Gatherings*

Are there expectations around using social media?

- *A policy is in the works for the Executive Team to consider*

What model of governance do you use in your community of faith (e.g., council, official board, session)?

- *We use a modified Carver/ policy governance model. The Executive Team is the governing body of the congregation with all the rights and responsibilities appointed to it in The Manual*
- *The Executive Team, Trustees and members of Ministry & Personnel are elected each year at the Annual Congregational Meeting for three-year terms*
- *We are organized into four (4) Core Ministry Groups (CMGs): Worship, Belonging, Service and Learning. These are not elected positions, but groups of interest. Some function better than others an associate minister would be beneficial to support these ministries*
- *Substantial authority is delegated to the Lead Minister, including supervision of staff and most of the day-to-day operation of the church*

How frequently do you review your financial situation?

- *The office administrator collects all financial information for input into Sage accounting*
- *The Treasurer reviews the monthly file and all the Sage journal entries*
- *The Treasurer prepares a monthly report against budget and presents to Council at regular meetings*
- *An annual review is done by an Accountant, who also prepares our Charity return*

How would you describe your financial position?

- *Healthy*

	<p>What is the “story” behind this description? How did you get here?</p> <ul style="list-style-type: none"> • <i>We seem to run a deficit most of the year and then in December offerings come in and we manage to cross the line into income for the year</i> • <i>We pay attention to our Expenses and make good choices about what budget items are fulfilled each year</i> • <i>We have not had to dip into our reserve funds since we started worshipping together mid-2016</i> • <i>There is a chart of our ministries that shows how many people are involved in each of the Core Ministry Groups and sub-groups. Often when that information is shared, congregants are surprised to see how many people are active in our community, however a few people do a more substantial amount of the work</i> <p>Describe the human gifts you have in your midst. What are your strengths? What areas do you need to nurture and grow?</p> <ul style="list-style-type: none"> • <i>The community lunch and thrift shop are supported with congregational volunteers and many additional community volunteers. Our congregation is pleased to be able to share this workload</i> • <i>We support community groups with subsidized rental-space</i> • <i>We are open to input from our staff members, core ministries and congregants on the administration of the church</i> • <i>An associate minister would help us nurture and grow those gifts we know are in our community</i> <p>How much of your budget is allocated to administration?</p> <ul style="list-style-type: none"> • 28%
<p>2. Community Outreach and Social Justice</p>	<p>List all the activities that currently support community outreach and social justice (e.g., soup kitchens, homeless shelters, seniors’ centres, vacation Bible schools, English as a second language training, food bank, Christmas hamper, used glasses donations).</p> <ul style="list-style-type: none"> • <i>Partnering with First United Church to collect requested useful items and encouraging financial support of this mission</i> • <i>Providing a weekly community lunch for those who are in need</i> • <i>Providing space for the Greater Vancouver Food Bank to distribute food at a weekly food bank</i> • <i>Offering a weekly thrift shop with affordable items</i> • <i>Twice yearly community pancake breakfasts</i> • <i>Breakfast with Santa every December</i> • <i>Weekly Lenten dinners</i> • <i>A number of church community meeting dinners throughout the year e.g. Robbie Burns Dinner, Black and Bling Dinner and other themed fun-raiser dinner events</i> • <i>Annual fall Rumble on Gray which is an outreach/fund raising street fair</i> • <i>Providing at no cost meeting space for: AA/Al Anon, Nar Anon, a monthly grief support meeting for parents and families who have lost loved ones</i> • <i>Providing affordable rental space for non-profit community groups including all levels of Guiding and Scouting</i>

- *Providing rental space for community groups including Jazzercise, Tai Chi, Philatelic Society Stamp Collectors, and a pre-school*
- *Minister leads worship at neighbourhood L'Arche community once a month and at local St. Michael's Long Term Care Home once a month*
- *We have in the past and continue to sponsor refugee families*
- *Items such as eye-glasses, stamps and Canadian Tire Money are collected and benefit a number of non-profit groups affiliated with our church*

What is your specific goal related to community outreach and social justice? (If you don't have one at this time, that's okay.)

- *Our goal and ongoing efforts are to provide community services through programs such as providing affordable clothing and household items at our thrift shop. Food and friendship to those in need is part of the mission of our community lunches*
- *We have an increased awareness of the emerging needs of our communities. We seek to ensure the legacy and expand ongoing services in the southern part of Burnaby*
- *We desire to develop new ways of doing outreach in our communities thereby enlivening our mission*
- *The redevelopment of the Sussex site is a key step in strengthening our mission in the Metrotown neighbourhood and beyond. It will provide new and flexible space for a variety of missional initiatives and enable us to forge strong partnerships with other groups, including partnering with Pacific Mountain Region of the United Church of Canada for office and meeting space*
- *We will seek new partnerships in our communities that will strengthen our ability to live faith, know love, and voice hope*
- *An associate minister would be an asset to continue the ministries we already have, and the possibilities for new ones*

How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?

- *As Jesus welcomed all we strive to welcome in and to reach out to all members of our society, regardless of their age, economic status, marital status, race and culture, sexual orientation, gender identity or ability and no matter how great or little they feel their faith is*

How do you understand community outreach and social justice to be part of your community of faith?

- *As people of faith we recognize we are called to uphold the most vulnerable in society. We do this by striving to be signs of God's light in the world around us, to listen to and respond where we're able and needed*

How do you identify community needs? Who are the marginalized and vulnerable within your faith community? within your local community?

- *Our church attends to the needs of our community by listening within and outside our congregation and through our network including the National Church, First United and our lead minister networks with clerical colleagues and others*

To what extent do you collaborate with other groups with common goals or interests?

- *We often collaborate with other denominations and local United Churches as well as other community groups*

What are the unique needs or strengths or issues facing the community right now? How have you responded?

- *Unique Needs: We are continuing to respond in creative ways to the needs of our aging congregation. For example we are resolving transportation issues by arranging for a monthly bus from a seniors' residence, providing funds for taxis and providing a volunteer-drivers list*
- *Issues: We have a demographic gap in the middle-years with only 25% age 21 to 59. (50% > age 60; 25% < age 20)*
- *Strengths: We have a welcoming relationship with many members of the local L'Arche community. We have a positive reputation as a gathering place for many activities where all are welcomed*

If someone were to visit your community of faith, how would they know you are involved in community outreach and social justice activities?

- *The weekly bulletin, our monthly calendar insert in the bulletin, our twice-yearly newsletter and our website provide information about small projects*
- *Our service includes information on the life and work of our church*
- *Bulletin boards include information about a variety of projects*
- *An associate minister would provide a focus on the outreach ministries of our community*

How do you think your community of faith is seen in the local community?

- *As an active faith-centered community centre*

Would community members (people not involved in your community of faith) describe you as being involved in specific local, global, or community issues? What would those issues be? If you don't think your community of faith is seen as being involved in local or global community issues, how do you feel about that?

- *We are visible three days a week, supporting our community through our weekly food bank, thrift shop and community lunch (during Covid all are shut down)*
- *Our minister is active in the community and continues to make many connections*
- *Our call is to serve but it's unlikely that community members would know the depth of our involvement in both local and global issues and this is an area where an associate minister could help us*

	<p>To what extent do you know and use General Council resources about specific justice issues (e.g., climate change, Indigenous justice, intercultural vision, becoming an Affirming congregation)?</p> <ul style="list-style-type: none"> • <i>Quite regularly we pay attention to the General Council resources</i> • <i>Groups within the congregation (such as Bible Study) know and use GC resources about specific justice issues</i> • <i>Our lead minister uses these resources and shares accordingly</i> <p>How are those who are involved in community outreach and social justice activities supported by others in the community of faith?</p> <ul style="list-style-type: none"> • <i>Our community of faith does support these activities through means such as fund raisers and welcoming guest speakers</i> <p>How much of your budget is allocated to community outreach and social justice activities?</p> <ul style="list-style-type: none"> • <i>8%</i>
<p>3. Denomination and Communities</p>	<p>List all the activities that currently support your denomination and communities (e.g., active in your regional council or General Council, collaborating with local agencies or tenants within your building).</p> <ul style="list-style-type: none"> • <i>JUC believes in and supports active participation of our ministry personnel in the Regional and National Councils of the United Church</i> • <i>Our lead minister is heavily involved in the Pacific Mountain Regional Council (PMRC) and General Council</i> • <i>JUC is an active participant in the PMRC where our congregations has two lay representatives</i> • <i>The PMRC will, in the near future, have their offices at JUC: Sussex</i> • <i>We believe it is important our ministerial team is well-connected with other ministers in both the United Church and other denominations as well as with community leaders outside the church. Jubilee has close ties with the other United Churches in Burnaby and surrounding areas as well as with All Saints Anglican, Grace Community Lutheran and First United Church downtown</i> • <i>We have close relationships with the local L'Arche community, Fair Haven Society, and St. Michael's Care Facility. Several of our members are in residence in these communities, are on the auxiliary and the Board and provide support for their events</i> <ul style="list-style-type: none"> ○ <i>L'Arche, during their development, is using the hall and memorial room 3-5 days a week for their programs</i> • <i>Two other congregations rent space in the church. Both congregations have office space, gathering times during the week and Sunday worship.</i> • <i>We have a long term partnership with a Montessori day care and school</i> • <i>There are weekly meetings of all levels of Guiding and Scouting in the upstairs and downstairs of the hall</i> • <i>Jazzercise meets three times a week in the hall</i> • <i>There are additional monthly rentals and some occasional rentals from other community groups</i>

What is your specific goal related to your denomination and communities? (If you don't have one at this time, that's okay.)

- *Continued engagement by ministry personnel and laity with the denomination and community*
- *Members of our congregation (inclusive of all ages) know there are opportunities for spiritual growth and civic engagement*

How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?

- *Our mission statement is taken from John 17:11: And now I am no longer in the world, but they are in the world...Holy God, protect them in your name...**so that they may be one, as we are one***
- *We also recognize in Paul's writings 1 Corinthians 12: there is one body and we are all part of it*

How is leadership by lay people and ministry personnel exercised in your community of faith? at the regional council or General Council?

- *Lay leadership development*
- *Lay people participate in governance of the community of faith in the Executive Team, the Core Ministry Groups, leading Sunday School and youth group, and participation in worship*
- *Our lead minister supports each of our lay leaders in their work and also is very active in the various ministries and groups*
- *Some of our lay leaders and volunteers are also active in leadership roles in the Region and General Council*
- *These are areas where the associate minister would be very helpful*
- *Engagement in the denomination and the wider community would be strengthened by an additional minister*

How is leadership exercised in your local community? How important is it for your community of faith to be involved with other local leaders (not necessarily within the church) and/or with other faith communities and their leaders?

- *We have good relationships with many community organizations, sports clubs, Girl Guides, Scouts, L'Arche, St. Michaels Centre*
- *Many in our congregation are known as community leaders*
- *Our faith community believes it very important to be involved in the larger community and we extend invitations for politicians and various community leaders to various events*

How does your minister's ability to develop meaningful partnerships affect your community of faith's ability to thrive and move toward your mission priorities?

- *Our lead minister's involvement increases our awareness of both the richness and needs of our community*
- *Our lead minister recognizes the various gifts in people and encourages their contribution in our congregation and in the larger community*

- *Our minister's ability to forge meaningful partnerships allows us to see the big picture beyond our congregation*

How important is it that your minister is well-connected with other ministers (has a support network)? with other community leaders outside the church (e.g., social service, ministerial, local politicians)? to the work of the regional council? to General Council activities?

- *It is vital that our lead minister continues to maintain a solid support network*
- *It is also important for our lead minister to be involved with other church communities*
- *It will be important that the ministry team (including the associate minister) enhances these partnerships and continues to develop relationships in the community especially as we move into being a congregation with two physical sites*

What role do lay people play in developing and nurturing effective ministry partnerships?

- *Several lay people are members of local community groups such as L'Arche and this provides an immediate connection*
- *All congregation members are encouraged to welcome and support the development of ministry partnerships*

Is this a formal team ministry position? If so, what are the relationships among the team members—who reports to whom? Or are the relationships based in cooperation and collaboration?

- *The position we are dreaming of is a formal ministry position. An associate minister will report to the Lead Minister, and is accountable to the Executive Team, the governing body of Jubilee United Church, through the Ministry and Personnel Committee. This position is accountable to the Office of Vocation for oversight and discipline. This position has a relationship of support and collegiality with the members of the Pacific Mountain Regional Council. It is expected that the associate Minister will have knowledge of and is committed to the polity (governance) and theology of the United Church of Canada*

How do you expect the ministry personnel to work with other non-ministry paid staff? with lay people?

- *One of the responsibilities of an associate minister is to assist the Lead Minister in lay leadership development. Though the priority areas for this work are in the Learning and Service Core Ministry Groups, it is expected that lay leadership development will be an important goal of an associate minister's work. An associate minister will take direction from the Lead Minister who is the supervisor for paid staff and volunteers and has the authority to provide direction and hold them accountable for their work*

4. Faith Formation and Christian Education

List all the activities that currently support faith formation and Christian education growth (e.g., Sunday school, youth group, confirmation, seekers' group, Bible study, prayer circles, seniors' circles, spiritual practices, activities for families, parents of teens support group).

- *Children's participation in Sunday Worship including space for families at the front of the sanctuary with child-sized furniture, their own age-related activities and Discovery time with the Minister*
- *Sunday School for Children and Youth*
- *Family Matters (informal gatherings, usually involving a meal, with families with school and preschool aged children and babies), movie nights, seasonal parties and Family camp*
- *Adult Congregational Learning opportunities: Bible study, book study*
- *Community learning opportunity (Lenten Programs – Lunches and Dinners, Maundy Thursday meal)*
- *The United Church Women spend their time and energies focusing on study, reflection and prayer at group events open to everyone*
- *Social justice learning opportunities such as learning from refugee families to share their experiences, Indigenous groups to share in service and a meal, Palestinian presentation and poster display, a small group of our congregation travelled to Israel/Palestine with our Lead Minister in 2019 and another trip was planned for 2021 (postponed to 2022)*

What is your specific goal related to faith formation and Christian education? (If you don't have one at this time, that's okay.)

Our specific goals, which would be supported by an associate minister, are to continue and enhance opportunities for all ages to grow in faith by:

- *Youth Group Sunday program and events*
- *Encouraging attendance at conferences, workshops and camps*
- *Confirmation program*
- *Adult education for renewing and maturing in faith including online resources*
- *Bible study*
- *Discussions and conversations (via video or book series)*
- *The men of the congregation have begun plans to meet to explore their spiritualities and to support one another in their faith journeys*
- *Continuing to learn about the needs and opportunities of mission and service*

How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel? Describe why you think this is important or unimportant.

- *We believe that everyone has the opportunity to learn and to teach*
- *We are called to be disciples and to share the stories of our faith*
- *We think it's important because children are not the future of the church, they are the present of the church as are all ages*
- *We will support our children and youth as it is important to teach, witness and develop future leaders*

	<ul style="list-style-type: none"> • <i>We will provide support and training for lay leadership in worship e.g. reading scripture, writing and leading prayers</i> <p>How are these activities supported by ministry personnel? by lay people?</p> <ul style="list-style-type: none"> • <i>Our lead minister, retired ministers, trained lay people and youth volunteers together support these activities and our associate minister would be expected to provide support</i> <p>To what extent do you think these activities are effective? How do you know they are or aren't?</p> <ul style="list-style-type: none"> • <i>There is a vibrant family ministry, youth are active, there are more volunteers than previously, people are continually invited and supported to be involved</i> • <i>Our children and youth have theological language and awareness, appropriate for their age</i> • <i>People are invited and attend our faith formation activities</i> • <i>We have witnessed a decrease to some of our programs and are searching to understand why and find the appropriate solutions</i> <p>How important are small groups to supporting people in the formation of their identities as "disciples" and as members of this community of faith?</p> <ul style="list-style-type: none"> • <i>We don't have a traditional small group ministry in our congregation. What we do have is a variety of groups that gather, such as Bible study, the core ministry groups, community lunch, thrift shop and Seekers (UCW)</i> • <i>These groups are important because they allow people to make connections with one another where they feel safe to share and be heard</i> <p>How much of your budget is allocated to supporting faith formation and Christian education activities?</p> <ul style="list-style-type: none"> • <i>3% + Ministry personnel and Administrative Staff costs</i>
<p>5. Leadership</p>	<p>List all the activities that currently support leadership (e.g., lay leadership training, conflict resolution workshops).</p> <ul style="list-style-type: none"> • <i>At present (due to COVID-19 there are no formal activities supporting leadership)</i> • <i>We have hosted conflict resolution and communication workshops</i> • <i>We advertise events that happen in the wider church and community, and have a budget line to help lay members go to training, including for children and youth</i> • <i>Encouragement for lay members to develop programs of interest. (Our governance model is permissive rather than approval seeking.)</i> • <i>We are a Supervisory Ministry Site</i> • <i>We were primed to bring a General Council Explorer to the community for the summer of 2020</i> • <i>We are providing space and volunteers for Camp Spirit 2020</i>

What is your specific goal related to leadership? (If you don't have one at this time, that's okay.)

We want to continue to:

- *Support lay leadership*
- *Pay attention to the gifts that members offer and direct them towards discernment; last year one of our long-time lay leaders was welcomed into the ordained ministry following many years of discernment*
- *Provide space for students (field education and Supervised Ministry Experience) to explore their call and ministry*
- *Provide support and training for lay leadership in worship e.g. reading scripture, writing and leading prayers*

How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?

- *Jesus calls us to be his disciples, and we recognize that leadership from within the congregation is important and fulfills that call*
- *Leadership is strengthened by the community and is encouraged and supported by the minister*
- *Our church is viewed as a leader within the larger community of South Burnaby and Metrotown*
- *Lay leadership offers a broader ownership of ministry within the community; the minister is not solely responsible for that work*
- *We try to recognize and nurture spiritual gifts in all of our congregation members*

Describe the minister whose leadership skills best match your community of faith's needs. What is it about their style of leadership that will make a good match?

We desire a minister who:

- *Is a shepherd with strong pastoral qualities*
- *Is willing to share the leadership as we believe this helps create energy for the congregation*
- *Will help us be enthusiastic, supporting lay leaders to lead activities within the congregation and community*
- *Will challenge us with insightful sermons, thought provoking comments and questions during meetings and planning sessions*
- *Will also bring in others who can challenge us and enhance our programs and ministry with additional points of views*

What kind of leadership skills are you looking for in your minister (e.g., strong authoritative leader who sets direction and motivates others to follow; strong consensus-builder who takes time to include everyone in decision-making and enables others to participate; an able companion who supports and nurtures)?

We desire a minister who is:

- *A consensus builder so that the congregation is accepting of new goals and will assist in their implementation*
- *A person who recognizes gifts and encourages talent and skills to be developed and used (even from those who are reluctant)*
- *Compassionate and supportive of all members and adherents of the congregation in times of joy, sorrow, anxiety and discernment*
- *A person who has a sense of vision that is adaptable*
- *Inspirational and motivating*
- *Able to listen and facilitate well*
- *A constructive radical thinker*
- *Genuine and transparent*

Who do you look to for leadership in your community of faith?

- *We look to both our minister and other members of the community of faith to offer leadership according to their gifts and talents (and we will encourage to explore and learn new ones also!)*

How much responsibility for leadership is placed on ministry personnel? on lay leaders?

- *It is a long-standing tradition that the congregation expects the leadership role to be shared between the minister and lay leaders. This ebbs and flows depending on the context, time, gifts, personalities and situation*

How does your community of faith support the development of leadership skills in ministry personnel? in lay leaders?

- *We support and respect the minister's time off: weekly days off, vacation, study and sabbatical time*
- *Youth group activities and events develop leadership skills and relationships, encouraging a sense of belonging, putting faith into action, and taking part in the life and work of the congregation and world*
- *Funds are available to assist lay leaders to take courses that encourage their development*
- *Resources (spiritual, human, material, financial) are available for those who wish to develop their leadership skills for participation in the ministry and life of the church*

What are the barriers in your community of faith to achieving your goals?

- *People are reluctant to take on leadership for a variety of reasons*
- *Sometimes conversations are in code or jargon that is not widely understood*
- *We don't always clearly communicate what the goals are*
- *The pool of available volunteers is limited*

	<ul style="list-style-type: none"> • <i>The same people doing many jobs can lead to burnout</i> • <i>The presentation of ideas without the commitment to carry them through</i> • <i>Discerning of priorities in a dual-facility congregation</i> • <i>Generational differences need to be addressed</i> <p>Do any areas of leadership need to be developed in order for you to achieve your goals? Are there unacknowledged areas of conflict that prevent you from moving forward? To what extent do you have the skills to address conflict and communication challenges in your community of faith?</p> <ul style="list-style-type: none"> • <i>We are looking for additional ministry leadership to support and develop ministries that will achieve our goals and to provide an additional pastoral care resource</i> • <i>When there has been conflict in the past, it has been acknowledged and dealt with</i> • <i>We have not had conversation about the use of both the Rumble and Sussex sites for ministry and mission. This will require some very serious communication and work so that it will minimize conflict in the future</i> • <i>We believe respectful conflict can be healthy as it provides new opportunity and insight</i> • <i>We have not always had the skills within the congregation to immediately address conflict challenges, but have been able to secure them on short notice from within the wider church (Conference/Region)</i> <p>How much of your budget do you allocate to leadership development for ministry personnel? for lay leaders? for those who are not currently in leadership but who demonstrate interest and potential abilities?</p> <ul style="list-style-type: none"> • <i>Approximately 3% of our budget is allocated to the Core Ministry Group: Learning; there is also budget in the minister's continuing education line as part of salary</i> <p>How do you support lay people in discerning their gifts for leadership?</p> <ul style="list-style-type: none"> • <i>We try to remove potential roadblocks in the discernment process</i> • <i>We are willing to provide financial support, or personal support to lay members seeking to develop their leadership capacity</i> • <i>Recognizing individual's skills and inviting them, encouraging them, and offering them a space to take on leadership roles</i>
<p>6. Pastoral Care</p>	<p>List all the activities that currently support pastoral care (e.g., home visitation, caring phone calls, prayer shawl knitting).</p> <ul style="list-style-type: none"> • <i>Visitation (hospital, home, care-homes)</i> • <i>Phone calls, in person drop-in visits</i> • <i>Prayer shawl knitting</i> • <i>Community lunch provides an opportunity for pastoral care</i> • <i>Our people offer pastoral care to those they know</i> • <i>Emergency contact forms</i> • <i>Prayers of the People offer a time of Pastoral Caring, and during the worship time, the Minister(s) may name issues of Pastoral Care</i> • <i>Phone tree established during Covid</i>

What is your specific goal related to pastoral care? (If you don't have one at this time, that's okay.)

- *Creating a pastoral care team to free the minister(s) to attend to critical pastoral care needs (including bereavement)*
- *Helping people realize they are currently providing pastoral care*
- *Raising congregants' understanding of their own role in providing pastoral care for each other*

How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?

- *The United Church reminds us "that we are not alone", therefore we recognize the importance of being present to each other*
- *Jesus was present to others' pain and suffering, and we live to be like him and see the value in each person as a child of God*
- *We try to respond faithfully in the presence of challenges*

How do you define pastoral care in your setting?

- *Caring for, supporting, and nurturing people and interpersonal relationships*
- *Reconciling the presence of God in the midst of pain and suffering*
- *Connecting on a personal and spiritual level*
- *Witnessing and celebrating the inherent value in each person*

How much time is spent on pastoral care by your current ministry personnel?

- *10% to 25%, varies each week*
- *It is expected that congregants will let the minister(s) know if there are pastoral care issues*
- *Regular phone calls and visits are made*
- *When people are in hospital, typically within 24 hours the minister(s) visits*
- *The Covid pandemic has changed how pastoral care has been managed*

To whom is pastoral care provided (e.g., members, adherents, community members)?

- *Members, adherents and their families, wider community members (especially at the community lunch)*

Who (in addition to ministry personnel) provides pastoral care now? What training do they have? To what extent are they supported by the ministry personnel?

- *Currently lay members of the congregation are involved in a phone tree. When they are aware of issues, they are to let the minister(s) know*
- *Some members of the congregation have had training in the past and support is available as needed*
- *Lay members of the congregation offer prayers of the people during worship*

	<p>Have you identified specific spiritual care needs in your community of faith or local community for which special skills are required? (E.g., Do you have a special ministry for people struggling with addictions, or do you have a large number of seniors? How important is palliative or end-of-life care, or support for families of children with special needs?)</p> <ul style="list-style-type: none"> • <i>Recently we have not spent much time identifying those needs, however we are aware of them and respond as necessary</i> • <i>Community referrals are provided</i> <p>Is there a team of trained lay people that support the pastoral care of the minister?</p> <ul style="list-style-type: none"> • <i>There is not a formal team that support the pastoral care of the minister but there are many people who provide this support, including the M&P committee</i> <p>How much of your budget is allocated to supporting pastoral care?</p> <ul style="list-style-type: none"> • <i>Expected portion of the Ministers' job, therefore part of salary commitment</i>
7. Self-care	<p>List all the activities that currently support self-care and spirituality within your community of faith (e.g., healing touch, spiritual practices).</p> <ul style="list-style-type: none"> • <i>Meditative music during worship</i> • <i>Prayer and biblical reflection at meetings</i> • <i>Personal check-ins at gatherings</i> • <i>Seekers (UCW) share with one another their life experiences and faith questions</i> • <i>Lenten Program focuses on particular themes and topics for enhancement of people's faith</i> • <i>Our Sunday School, youth and family programs provide support for one another</i> • <i>Fellowship time following Sunday worship provides an opportunity for community self-care</i> • <i>Currently (during physical distancing) we are using Zoom for connections. We have check in times after Sunday worship and on Wednesday noon. There is potential to continue this approach post-Covid</i> <p>What is your specific goal related to self-care and spirituality within your community of faith? (If you don't have one at this time, that's okay.)</p> <ul style="list-style-type: none"> • <i>To discern and create opportunities to develop the capacity of people to grow spiritually, identify their needs, share and/or tend to their self-care in the context of a safe, loving community of faith</i> • <i>Finding ways to get to know one another more deeply</i> • <i>Learning to expand our familiar circles</i> • <i>Creating volunteer job descriptions so people know what is being asked of them</i> <p>How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?</p> <ul style="list-style-type: none"> • <i>Jesus himself stole away for moments of reflection, self-care and prayer. We recognize that as a healthy model of ministry</i>

- *We recognize that the ministry of the congregation needs to be shared; it is not up to one or two people to hold it all*

How do you support the development of a community of faith identity?

- *We count on the leadership such as the Executive Team to support this development by holding up the identity that the community established*
- *When the two congregations amalgamated and formed Jubilee, our visionary document named Stronger Together (2015) was created to guide our faith identity*
- *We recognize that there are different forms of spirituality that exist in our faith community and we support those that hold to the ethos and faith of the UCC*
- *We encourage people to care for themselves so they have capacity to share with others*

How do you build a sense of community within your community of faith?

- *Connection and caring for each other*
- *Telling our stories and sharing our life experiences*
- *Fellowship time*
- *Community events (fun(d)raisers and others)*
- *Sharing mutual interests (as a basis for conversation and connection)*
- *listening to and hearing each other*
- *learning and knowing the gifts and strengths of each other so connection can happen*

How do you love and support one another?

- *Showing mutual respect*
- *Treating one another with dignity*
- *Recognizing that everyone has personal rights*
- *Recognizing personal boundaries*
- *Praying for each other*
- *Offering encouragement*
- *Sharing important news of our lives*
- *Recognizing individual needs*
- *Offering rides to events*
- *Honouring participation and contributions*

How do you encourage participating members to find a balance (e.g., helping people not to burn out)?

- *Naming and setting boundaries and expectations*
- *Seeking and supporting a variety of people to take on roles*
- *Recognizing that the church is one part of our lives and there are other aspects that need to be honoured*
- *Intentionally checking in with active members of the community of faith about their workload*

How much time is spent together as a community that isn't about raising money?

- *Most of our time*
- *When we are in community we recognize that raising money is an added benefit to the gathering*
- *Our fundraisers are called FUNraisers as the outcome is not always a huge financial windfall, but the community aspect is the most important*

How much do you like each other? How do you have fun together?

- *Some people like each other a lot, some people tolerate others in community, and still others don't know many people in the congregation at all*
- *We gather together to have fun: shared meals and community events offer those occasions*
- *At our fellowship time (after church coffee hour/virtual breakout groups) there is laughter together*
- *We celebrate individual's milestones (birthdays, anniversaries, other) and acknowledge people's successes*
- *Our children and youth have great affection for each other and have a lot of fun together*
- *There is often laughter during worship and in group gatherings*

How vulnerable and honest are you able to be with each other?

- *We try to be honest and vulnerable with each other, and know that it is easier with some people than with others*

How would you describe the spiritual life of your community of faith?

- *Vibrant*
- *evolving*
- *inclusive*
- *welcoming*
- *purposeful*
- *we are open to questioning; "We don't have all the answers"*
- *we are a curious community open to learning*
- *Individuals participate to their own level of comfort*

How does your community of faith support the health and spiritual growth of your minister?

- *Offering encouragement and affirmation*
- *Congregants are willing to participate and contribute to meet the needs of the situation*
- *Encouraging the use of Continuing Education Time and monies, with flexibility*
- *Encouraging the use of Holiday Time and sabbatical provision*

	<p>How important is the health and spiritual growth of your minister for the health and spiritual growth of your community of faith?</p> <ul style="list-style-type: none"> • <i>It is very important</i> • <i>When our minister(s) care for themselves, they are better able to care for others</i> <p>What do you hope your minister does to support their own health, wellness, and spiritual growth?</p> <ul style="list-style-type: none"> • <i>Fostering their own relationship with God</i> • <i>Living a balanced life</i> • <i>Staying current with trends, academia, readings, theologies, etc.</i> • <i>Living a life modeled on Jesus’ teachings</i> • <i>Having a Spiritual Director or some form of support network</i> • <i>Seeking Coaching when needed</i> • <i>Having self-awareness – boundaries and balance</i> <p><i>We hope and encourage the minister to be honest about personal needs and boundaries and seek support when needed</i></p>
<p>8. Worship</p>	<p>List all the activities that currently support worship (e.g., traditional order of service with hymns, prayers led by one person, 20-minute sermon/reflection, scripture readings; contemporary with shorter sermon, more music, variety of prayer styles; reflective with lots of time for silence and contemplation).</p> <ul style="list-style-type: none"> • <i>Our style presently includes people of all ages, a diversity of music styles (including Meditative Music), lay leadership, PowerPoint images and text, biblical preaching and the integration of children and youth into the preparation and leadership on Sunday mornings</i> • <i>We have a rotation of lay leaders for Scripture reading and Prayers of the People that include all ages, and prayer requests and lectionary readings are forwarded by staff to lay leaders</i> • <i>Our Worship is inclusive, with intergenerational planning and presentation, providing both the familiar and experimental, and in training new leaders.</i> • <i>There is a relaxed approach to children’s activity respectful of the worship experience for all, and a “Discovery Time” geared to children and youth during the service</i> • <i>Youth are encouraged to grow in their faith through their involvement in worship and are active participants</i> • <i>Our worship is inspiring in its meaningful messages/sermons, providing contextual, timely and relevant application of Scripture</i> <p>What is your specific goal related to worship within your community of faith? (If you don’t have one at this time, that’s okay.)</p> <ul style="list-style-type: none"> • <i>That everyone is included, welcomed, nourished and respected and worship is relevant to everyday life</i>

How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?

Below is summarized a collection of our thoughts:

Worship is:

- Grounding/Anchoring
- Comforting
- Inspiring
- Calming
- Refreshing
- Educating
- Disrupting/Challenging
- Gratitude building

Through Worship we are seeking:

- Community
- Fellowship
- Learning and understanding of scripture

Through worship I am / we are reminded of:

- God's presence
- God's call
- Liturgy as the work of the people
- Being part of something bigger than ourselves
- Just as God was present with us in Biblical times, God is present with us today in our joys and sorrows

Worship helps us to:

- Be gentle with ourselves
- Appreciate and love all others
- Be thankful for our blessings
- Ask for God's help
- See the goodness in our world
- Connect the relevance of the Gospel stories with what we experience in our lives and in the world today

Describe the demographic profile of your community of faith at worship. (You may have to describe multiple profiles if your community of faith offers more than one worship opportunity or if you are a multi-point pastoral charge.)

- *Age wise - some really young, some sort of young, some not so young and then there are others ...*
- *Predominantly Caucasian, middle-class, left-leaning progressives with a strong social justice ethos*
- *Some more traditional members who also feel welcomed at Jubilee*

What makes worship inspiring for your community of faith?

- *Nothing stops it, not even COVID*
- *Our worship is inspiring in its meaningful messages/sermons, providing contextual, timely and relevant application of scripture*
- *The inclusion of people of all ages and all abilities*
- *New ideas and old ideas presented in a different way*
- *The variety of music tends the souls of many*
- *Audio-Visual additions enhance worship*

What aspects of the worship service are led by the minister? What aspects are often led by lay people?

- *We have a rotation of lay leaders which include multigenerational: Scripture readers, Prayers of the People, communion servers, ushers, greeters and connection team (welcome hosts).*
- *Our minister plans and leads most liturgy and sermons, with occasional guests or lay leaders*

How do you use technology in worship?

- *Power point slides are used each week, with videos and recorded music used occasionally*
- *During the COVID-19 pandemic, we have been worshipping virtually which allows people (including new and former congregants and visitors with accessibility limitations that virtual worshipping has overcome) to join in worship via computer and/or phone*
- *Worship during COVID has been presented live on Sunday morning via Zoom and the worship leader has been presiding from the sanctuary. Worship has been re-constructed with 10 minutes of singing prior to worship and a song at the end so that those who are not comfortable singing at home do not need to and the spoken portion of the worship lasts about 35-40 minutes. We celebrate communion monthly. The worship is recorded and uploaded to YouTube (and embedded on our website) when worship is completed. When the lead minister is on vacation he records the welcome to worship to be used by the visiting minister*

Is music most often accompanied by organ? piano? praise band? no accompaniment?

- *Historically, we have had a Music Director who played the organ and piano and directed the choir*
- *We are currently searching for a Music Director who will continue to enhance the centrality of high-quality music in our worship and experiment with new ways to include congregational, children and youth participation*

	<p>What types of music are most frequently used (e.g., classical church music, traditional hymns from <i>Voices United</i>, range of music from both <i>Voices United</i> and <i>More Voices</i>, other contemporary hymns, secular music that lends itself to worship)?</p> <ul style="list-style-type: none"> • <i>We regularly sing from Voices United and More Voices, but sometimes draw upon contemporary pieces and secular music</i> • <i>There are musicians from the congregation who provide music for reflection, offertory, pre- and postlude</i> <p>Is there a choir? a children's choir? other musical groups? Are there professional musicians in music leadership?</p> <ul style="list-style-type: none"> • <i>Over the past number of years the choir has diminished in number</i> • <i>We have often formed a special Christmas and Easter choir, supplementing the regular choir</i> • <i>In the past there were other small groups who provided music, but not lately</i> <p>What type of worship leadership is most frequently used during sermon time (e.g., sermon delivered by minister, sermon with dialogue, dialogue based on the text, drama)?</p> <ul style="list-style-type: none"> • <i>We have gifted leadership from our lead minister who preaches using a variety of styles and includes readings, songs, video, shared dialogue and drama occasionally</i> <p>Who usually leads prayer? Do participants offer prayers aloud? in silence? Are there sung prayers? circle prayers? written-down prayer requests?</p> <ul style="list-style-type: none"> • <i>Our prayers most often allow silence, sometimes are sung, may include actions with children and youth</i> • <i>Congregants have been allowed to experiment with methods</i> • <i>We have a rotation of lay leaders who create and offer the prayers of the people</i> • <i>Other prayers during the service are usually offered by the Minister or presider</i> <p>What translation of the Bible are you most comfortable with?</p> <ul style="list-style-type: none"> • <i>Lectors may choose different versions of the Bible, most often the New Revised Standard Version (NRSV) is provided and shown on the power point</i> <p>What is meaningful for you in sermons in terms of content, relevance, academic/theoretical/historical components, length?</p> <ul style="list-style-type: none"> • <i>Our lead minister is a gifted preacher who includes all of the above components; typically a sermon lasts 12-18 minutes</i>
	<p>How do you support the ministry personnel to grow in their worship leadership?</p> <ul style="list-style-type: none"> • <i>We recognize the importance of holidays, study leave and sabbatical for our ministry personnel</i> • <i>We allow for experimentation and don't expect perfection</i> • <i>We hope that our minister will participate in opportunities that will enhance their worship leadership</i>

- *Due to the skill and talents of our Lead Minister he is often providing training to others, however we would encourage and support all ministry personnel in their growth*

How do you support lay people to grow in their worship leadership?

- *The Worship Core Ministry Group organizes lay participation (including inviting and training new folk), preparing communion and servers, providing visual symbols and decoration, participating in sacraments*
- *Children and Youth group leaders support their presentations and participation in worship*
- *We support lay people to grow in their leadership by encouraging them to participate*

How much of your budget is allocated to providing inspiring worship?

- *3.5% of budget + Ministry and Administrative Staff time*

How comfortable is your community of faith in experimenting with worship? Give an example of some experiments you've tried and what you've learned.

- *Different experiments have been tried with fairly good success and acceptance:*
 - *a service of education on "worship "*
 - *different methods of storytelling (Linnea Good)*
 - *guest speakers*
 - *a variety of music leaders (gospel, band, trio)*
- *We have learned that when experiments are communicated and modelled well, they have better success and more openness for future experiments*

How is stewardship kept visible? Who takes responsibility for it now?

- *An invitation from the Minister during the worship service to recognize that tithes and offerings are important for the life and work of the church*
- *Provide stewardship summary in our weekly printed and emailed bulletins*
- *Our Minister and Treasurer typically take responsibility*

How comfortable is your community of faith with talking about money?

- *It is quite mixed*

Congregational Demographics

You can complete the Congregation Demographics for the most recent year, with information from your statistical forms.

Number of Preaching Places: 1

Number of Church Schools: 1

Number of houses under Pastoral Care: 150

Number of financially supported households:

Number of Baptisms (adult): 0

Number of Baptisms (children): 1

Number of Marriages: 8

Number of Funerals: 15

Total Membership, Resident and Non-Resident (previous year): 154

Membership Rec'd by Profession of faith: 0

Received by Certificate or Other: 5

Removed by Death: 8

Removed by Certificate or Other: 0

Total Membership, Resident and Non-Resident: 151

Total Non-Resident Membership: 2

Identifiable Givers to Local Expenses: 78

Identifiable Givers to Mission and Service Fund: 33

Average Weekly Attendance at Sunday Worship: 90

Total Membership, Church School: 22

Total Membership in Christian Education Program Groups: 40

Membership of Men's Groups:

Membership of Women's Group: 30

Financial Viability Review

Community of Faith: Jubilee United Church

1. Do your expenses exceed your revenues?

Year	Revenues	Amount given through envelopes	Amount given through PAR	Expenses	Do expenses exceed revenues? (yes/no)	Bank balance at end of year
Current year	\$314,912	\$108,968	\$49,286	\$296,365	N	\$110,000
1 year ago	\$299,674	\$98,651	\$51,417	\$293,029	N	\$64,000
2 years ago	\$342,103	\$113,301	\$49,190	\$353,087	Y	\$
3 years ago	\$348,083	\$140,589 (envelopes and PAR)	\$	\$342,272	N	\$

Comments

A recent financial statement is found on our website in our 2020 annual report: www.jubilee-uc.ca/documents

We have been updating our Rumble Site as needed. The Thrift Shop operates through the UCW and somewhat separately from the church, but a majority of the funds raised come to the operation of the church. In 2019 our Lead Minister was on Sabbatical, but we had a Supervised Ministry Experience Student whose salary was provided by the Canadian Armed Forces.

We have been involved in a development project since 2013 which we should see the culmination of in 2021/2022. The purpose-built building has a multi-use sanctuary space, an industrial kitchen, some meeting rooms, and a purpose-designed office space for the Pacific Mountain Regional Council Office. The goal, at the current time, is to be one congregation with two sites, and to determine how to continue to offer ministry and mission opportunities in both the Metrotown and South Slopes areas of Burnaby. While we have this dream and vision, we are currently determining exactly how this will roll out in actuality.

2. Payroll Costs

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

Minister: 40 hours per week

Secretary: 20 hours per week

Custodian: 26.5 hours per week

Musician: currently seeking (was 10 hours per week)

Other (youth, Sunday School, etc.): 6 hours per week

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

Current year	1 year ago	2 years ago	3 years ago	3 years ago	4 years ago	5 years ago	6 years ago
\$156,198	\$172,222	\$151,788	\$206,594 (2 ministers for 6 months)				

3. Have you experienced a deficit for more than two consecutive years in the last five years? No – note that only 3 years of data are available because 4+ years ago there were 2 congregations.

4. Are there any outstanding loans? The money from the sale of land and church on Sussex Street in Metrotown has been invested. A new two-story building had been built and is not ready for occupancy. There is provision for the builder to complete some lease hold improvements and other funds to improve the sound system, acoustics, system for hearing impaired, kitchen equipment, furniture, and more.

We received the CEBA (Canada Emergency Business Account) loan of \$60,000 of which \$40,000 will need to be repaid by December 2022 (\$40,000 was received in 2020 and \$20,000 was received in early 2021).

5. Do utilities, maintenance, and repairs exceed 25 percent of revenues?

Year	Utilities (Power and Water)	Fuel	Maintenance	Total	Exceeds 25% of Revenues (Yes or No)
Current year	23,793		31,023		No (17%)
1 year ago	\$28,927	\$	\$12,755	\$	Yes (28%)
2 years ago	\$25,915	\$	\$16,464	\$	Yes (26%)
3 years ago	\$25,678	\$	\$17,437	\$	

6. How many contributors support your congregation?

Current year	1 year ago	2 years ago	3 years ago	4 years ago	4 years ago	5 years ago	6 years ago
122	130	132	137	138 & 55 (2 congregations)			

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

0–20 years		
21–30 years	3	
31–40 years	6	
41–50 years	6	
51–60 years	24	
61–70 years	20	
71–80 years	20	
81+ years	45	

8. Is there a reliance on a few generous contributors where 50 percent of the revenues come from one or two contributors? No

Contributors and Giving

Annual giving	Number of givers: Current year	1 year ago	2 years ago	3 years ago	3 years ago	4 years ago	5 years ago	6 years ago
\$0–\$100	33	32	30	26				
\$101–\$500	28	30	28	32				
\$501–\$1,000	16	20	26	26				
\$1,001–\$5,000	41	39	39	46				
\$5,001+	4	9	7	7				

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

No project

Have you encouraged members, yearly or more regularly, to increase PAR givings? Yes

10. 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?

End of 2020 Endowment: \$206,315

Legacy: \$1,953,990

There are no restrictions on these funds. There is a bequest that was made to the congregation in the 1990s; the person who is a living beneficiary of the will is still alive, and upon their death, we receive one-third (1/3) of the estate. This estate includes a house in the South Burnaby area.

Thinking about the Data You Have Collected

The covenant with a minister that you call is seen to be at least a three-year commitment. Show how you will be able to meet that commitment.

After a decade focused on amalgamation and the reality that we are in a financially viable situation for this ministry we feel that the time is now. Having experienced several team ministries we believe we will benefit from a full-time ministry team to continue our momentum, growing and deepening our ministry, mission and life of faith.

Observations

Treasurer's observations (September 2020):

- *When it is time to move into the new church on Sussex it will be a good idea to have two ministers in place. Preferably one senior minister and one junior minister in order to cut down on costs.*
- *Covid has resulted in a substantial drop in income streams from worshippers and renters*
- *It is a troubling realization that 36% of our contributing congregants are age 81+ and we lost a few of our larger contributing congregants this year*
- *When Covid first started the stock market plummeted and our funds reduced substantially and we hesitated to touch them to fund the church – fortunately they recovered but again, we don't know what the future holds*

Search team's observations (if separate from above):

- We are not surprised at the Treasurer's response and appreciate the thoughtfulness and effort put into her report and her caring about our financial position. This is a time when many people are worried about money and similar conversations are happening in many organizations. Our finances show that we are very fortunate but holding onto money in the bank doesn't support growth. We believe we are being called by God to consider change. We discussed the potential for additional research to show a 3-year financial scenario, structuring this as an appointment versus a call, and what would happen at the end of the 3-year term if it is determined we cannot afford to continue with a 2nd minister. The overarching perspective and question is: congregations can grow, remain stable, or die – which do we want to be?

Regional council's observations (optional):

Recommendations

Search Team: *Our community of faith is viable to call/appoint a minister full-time.*

Governing Body: *That Jubilee United Church call/appoint a full-time minister to the role of Community Life Minister and request that the Pacific Mountain Regional Council declare a vacancy effective July 1, 2021.*

Financial Statement - 2020

Total Raised for all Purposes by

(A) Congregational Givings: \$163,684

(B) United Church Women: \$11,340

(C) Other Organizations, Sources and Means: \$4,700 (Fun Raisers Memorial) \$62,993 (Gov't Grants)

Replacement Value of Church Building(s) and Content: \$6,046,700

Value of Manse and Site: N/A

Housing Allowance: N/A

Value of Other Property, Endowments, Investments, etc. : _

Investments Dec 31, 2019: \$206,315

Reserve Fund Dec 31, 2019: \$1,953,990

Estimated Value of Church Land: _____

Property Insurance on All Church Buildings and Contents: ___Annual Premium: \$12,387 _____

Total Liabilities in Loans, Mortgages, etc. : ___N/A_____

Expended for Local Capital Improvements: ___N/A_____

Expended for Capital Debt Principal and Interest Repayment: ___N/A_____?

Expended for Operation of Pastoral Charge (incl. All Salaries) : \$118,360 (not incl admin salaries)

M&S Received from Pastoral Charge (Exclusive of U.C.W.) : \$15,389

M&S Received from United Church Women: ___N/A_____

Paid Out for Other United Church Appeals or Funds: ___\$100 (1st United & National)_____

Paid Out for Other Purposes (Hospital, Bible Study, Etc.) : Total Outreach: \$5,062_____

Compensation Paid to One Minister, Lay Supply or Student Supply: N/A

Compensation Paid to Other Ministerial Staff: ___N/A_____

Travel Expenses Paid to Ministerial Staff: ___\$203_____

Position Description

Position Title: Community Life Minister

Position Supervisor: Lead Minister – Rev. Graham Brownmiller

Closing Date: _____ Start Date: __

Position Profile

Full-time

Team ministry:

There is a full-time Lead Minister

Position Summary

The Community Life Minister is primarily responsible for leadership and support for the Learning, Service and Belonging Core Ministry Groups. They will work in ministry with the Lead Minister to fulfill and live out the mission of Jubilee United Church.

Accountable to

This position is accountable to the governing body (Executive Team), through the Ministry and Personnel Committee; supervision is offered by the Lead Minister who has both a role of support and accountability of staff to make decisions and effect change in a timely matter. This position is accountable to the Office of Vocation for oversight and discipline. This position has a relationship of support and collegiality with the members the Pacific Mountain Regional Council.

Autonomy in Decision-Making

We are a policy governance model by which the Executive Team and the Lead Minister have set policies by which the ministry and mission of the congregation are lived out. There is an expectation that within those policies and parameters that the Community Life Minister is able to create, imagine and implement programs that strive to fulfill that mission.

For example, the Community Life Minister will have autonomy to make decisions about the curriculum to be used for our Sunday School, Youth Group, and Bible Studies in consultation with the appropriate Core Ministry Group and other leaders. This person will have authority to institute programs in consultation with Core Ministry Teams and colleagues.

The Community Life Minister will offer input to the Core Ministry Groups to assist in the development of their budget, and have authority within those budgets to make expenditures.

Principal Areas of Responsibility

Core Ministry Groups

LEARNING (30%): Provides primary leadership and support for the Learning Core Ministry Group including responsibility for children, youth, and adult faith formation and spiritual nurture.

SERVICE (30%): Provides primary support and leadership for the Service Core Ministry Group through the outreach and service programs already offered and through discernment of future outreach and service efforts that may include all age participation.

BELONGING (20%): Provides support to the Belonging Core Ministry Group with primary leadership for community building for families with children and youth, and leads efforts to deepen relationships between all ages into the life of the congregation.

WORSHIP (15%): Provides leadership for intergenerational opportunities in worship.

ADMINISTRATION (5%): Provides support for the administrative functions related particularly to the Core Ministries of Learning, Service, and Belonging.

Associated Duties *(Capital letters indicate association with Core Ministry Groups)*

Administration

Will provide content for the weekly bulletin, bulletin boards and other communications as needed or appropriate.

Maintain records of families and contact lists.

Attends Executive Team meetings and regular staff meetings.

SERVICE: Community Outreach and Social Justice

This person is the liaison with community organizations and our facility partners and will explore new opportunities to engage in the Mission and Ministry we wish to embrace. There will an opportunity to provide education on Social Justice.

Continuing Education

Pursues personal, vocational, and professional goals for continuing education in consultation with the Lead Minister.

Denomination and Communities

Is actively involved in the life of the regional council and/or General Council.

LEARNING: Faith Formation and Christian Education

Having responsibility for children, youth and adult faith formation and spiritual nurture, this position will support, encourage and collaborate with others in creating intergenerational opportunities seeking to deepen relationship with God and to discover ways to live as Disciples of Christ.

e.g. children’s ministry (ages 3 to 10), youth ministry (ages 11 to 17), young adult ministry (18+) and informal family gatherings and events. Will also encourage congregants’ involvement in various programs including regional youth conferences and retreats such as Evolve and Camp Spirit.

BELONGING/LEARNING/SERVICE: Leadership

Your leadership style and our community of faith needs seeks a leader who:

- Provides confident, people-oriented leadership.
- Leads “from behind” —motivates, encourages, is compassionate and supports others to share their own gifts for ministry.
- Demonstrates a highly engaging and inspirational approach to leadership—e.g., builds relationship and consensus, delegates and shares leadership appropriately, seeks a win-win outcome in difficult situations.
- Partners respectfully and genuinely with a wide range of groups both within and outside of our congregation and makes connections between and within these groups.
- Someone who is not afraid to take risks, to try new things, speak candidly, and fails beautifully.

BELONGING: Pastoral Care

Provides additional direct pastoral care beyond the lead minister’s focus on critical pastoral care needs and supports the development and ongoing work of a pastoral care team.

This person will find other resources available to support the needs of our community of faith.

Self-Care

Sets goals for ongoing self-care by maintaining a healthy balance of their own physical, emotional, and spiritual well-being to include rest, recreation, and professional development. Collaborates with the Lead Minister to meet goals.

Has self-awareness of when to reach out for assistance.

Worship

Provides leadership for intergenerational opportunities in worship

Opportunities for preaching may arise

Attends seasonal planning session with lead minister and musical director and quarterly meetings with the core ministry group for worship

Expected to be present and available during Sunday worship.

Opportunities will arise for leadership – to their comfort level.

Regular participation in sacraments as agreed upon.

Required Knowledge, Skills, and Abilities

- A strong sense of call and deep understanding of the theological doctrine of the United Church of Canada
- Depth of Biblical literacy

- A known and felt language of faith and an ability to express this in a variety of ways to a breadth of ages
- Relates well to all ages
- Working knowledge of Microsoft Office
- Strong written and verbal communications
- Working knowledge of various social media such as Twitter, Facebook, Instagram
- Exposure to budgets and budgeting processes

Other Preferred Assets

- Godly Play certification (or willing to be certified)
- First Aid certification
- Canadian Protection of Children certification
- Knowledge of the spirituality of childhood
- Courses supporting neuro-diverse children
- Knowledge of the aging population and challenges
- Experience working with volunteers
- Driver's license and access to a vehicle
- Comfortable with virtual methods of communications (e.g. Zoom)