

Pakenham Pastoral Charge

Joint Needs Assessment Committee Report

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Pakenham Pastoral Charge – Who We Are

Pakenham Pastoral Charge is a two point charge within the Regional Municipality of Mississippi Mills. Zion United located in the hamlet of Cedar Hill and (less than ten minutes away) St. Andrew's United located in Pakenham a small, active village next to the Mississippi River. Both are located at the entrance of the Ottawa Valley, thirty minutes west of Ottawa. The Pastoral Charge lies midway between the two larger towns of Arnprior and Almonte.

Zion and St. Andrew's have a membership of fifty four and one hundred and thirty-three households respectively. The membership of both charges is diverse. It includes: multi-generational families with strong traditional roots to the community; new families to the valley with young children; recent retirees from larger centres, couples and singles from both Pakenham and surrounding towns. The Pakenham Pastoral Charge is very active within the two pastoral charges and at the community level.

The Community of the Pakenham Pastoral Charge

The Pakenham Pastoral Charge is located along the beautiful Mississippi River. Our rural countryside, winding river, and historic stone bridge provide a scenic backdrop for our two point charge. The picturesque village of Pakenham boasts many amenities and services that are the envy of much larger communities. These services include: an elementary school, a daycare centre, doctors' office, a veterinary clinic, a library, post office, a fire hall, a senior citizen home, and a non-profit housing development. Also located in the village are St. Mark's Anglican Church and St. Peter's Celestine Catholic Church.

The following commercial services are also found within the Pastoral Charge: two service stations, a general store, convenience store with liquor outlet, a furniture store, a RBC branch, a tree farm, a pancake house, a dog kennel, a butcher shop, a farm supply store, a gift shop, a fashion design studio, restaurants, a hairdressing salon and a massage therapist. There are also a multitude of recreational facilities within the Pastoral Charge. These include a community centre and hockey arena, a curling club, a soccer field, beaches along the Mississippi River, a lighted ball park, a challenging 27 hole golf course, and ski hill (downhill, cross country, night skiing and tubing).

We are proud of our famous attractions – the 100 year old Five Arch Stone Bridge (the only one in North America), a historic General Store, the RCMP Musical Ride horse breeding farm, and many maple sugar bushes.

The larger towns of Almonte and Arnprior are located only ten minutes away, Arnprior to the north and Almonte to the south. Both have modern, highly-respected hospitals and thriving high schools. We also

share a border with rural Ottawa the capital city itself. It is a short 30 minute drive to access all of the attractions and amenities located there.

Volunteers play an important role both within our congregations and throughout this thriving community. As well as church-related groups, several community, sports organizations, seniors' and children's groups contribute to the quality of life here. Some of the annual community events are: Frost Festival, the Maple Run Studio Tour, Canada Day parade and fireworks, Pakenham Fair, the Pakenham Santa Clause Parade, the Pakenham Home Show and Trade Fair, St. Patty's Day dance. We also boast a 4H club, a Horticultural Society and a Civitan Club.

Website for Mississippi Mills - <http://www.mississippimills.ca>

Statistics for the Pakenham area from the 2011 Census

Census data was collected for Town of Mississippi Mills and Pakenham Township represents approximately 20% of Mississippi Mills (numbers below are reflective of the 20%).

Total population	2,477
% single	21%
# of person per household	2.7
% of owner occupied homes	77%
% retirees	13%
Average household income	\$78,499
Average home value	\$179,676

Married or Common-law couples with children at home under 24yrs of age – 43.6%

Age Breakdown

0-14	16.1%
15-64	66.3%
65+	17.6%

Education Breakdown

University	23.6%
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College 23.1%

Trade school 7%

High school graduate 26%

Overall the population of Mississippi Mills over 65 is 17.1% vs. national average of 14.8%. This may allow more flexibility for a congregation as more early retirees have time to help volunteer .

Ministry of the Pastoral Charge

Through our visionary process the congregations feel the pastoral charge is a caring, spirit-filled community of faith. We wish to foster Christian development and faith formation to engage all peoples on the journey of faith.

Our ministry is a small town family church feeling that welcomes all.

St. Andrew's:

- 1) Executive Council and its committees meeting minimum four times a year
- 2) Sunday School – active in all aspects of the church e.g. readers, greeters, worship leaders at their special services, fundraising for their special project, “The Canadian Food grains Bank”.
- 3) The Sanctuary Choir – leads worship
- 4) Study Group – studying Spong, Borg, Karen Armstrong, Gretta Vosper and others with clergy or lay facilitators
- 5) Church facilities used by various non-profit community groups, funeral receptions, church luncheons, coffee hours, and various celebrations
- 6) Special Events Committee – general fundraising, special renovations projects

Zion:

- 1) Official Board, with the board and its appropriate committees meeting when necessary
- 2) Sunday School – active in life of the church, majority of students are younger, fundraising for the Children’s Hospital of Eastern Ontario “CHEO” project, earning a spot on the hospital’s “Wall of Donors”. Help other families in the community in need.
- 3) Congregational Events Committee – Annual Ham and Bean Dinner, Pakenham Fair Bake Sale, Strawberry social, congregational receptions and events.

Pastoral Charge:

- 1) Administrator
- 2) Treasurer
- 3) Chair (alternating between churches)
- 4) Official board meets four times per year
- 5) Joint Committees – Ministry and Personnel Committee, Pastoral Care, joint board of trustees
- 6) Shared events – Anniversary Celebration and Dinner, Good Friday Service, Easter Sunrise Service, Christmas Eve Service, Summer Services, Christian Seder Meal Service, Pakenham Home Show Display, Summer Church Camp for Children.

There is a good working relationship between the two congregations. An example of how the two congregations function together within the local community is demonstrated once a year, in the early Spring. Sunday services are moved out of the churches, and into Fulton's Sugar Bush / Pancake House. (a local business) The service supports "School Box Foundation", a charity that builds schools in 3rd world countries. During this event we share a service, a pancake breakfast and learn more about how we can help others by donations to the School Box Foundation. After the service the children go on sleigh rides or can go sliding; a truly great day.

Our relationships with the other churches in our community are good and ongoing, with the future potential to do more shared events within the community. Joint events to date are: World Day of Prayer Service (hosted by a different church each year), Remembrance Day Service (held at the Cenotaph and Pakenham Public School), and Ecumenical Service held in conjunction with the Pakenham Frost Festival.

We have active and well-functioning committees, filled with enthusiasm. Our membership number has stayed consistent in both charges. The Pastoral Charge has indicated that they value a ministry, which is sensitive to the needs of various age groups, and listens and communicates well with both individuals and groups. The Sunday schools are considered essential to the churches, participating actively in the life of the congregations.

Worship and outreach are essential to the congregation, with the "Word" being conveyed clearly and relevantly, encouraging spiritual growth in the church. Outreach to the greater community needs continued support and leadership. This includes the areas of our community kitchen and senior loneliness

Music is essential to the worship services and team work is a very important element in the life of both churches. A ministry of active participation in the social life of the churches and community is important.

Resources of the Pastoral Charge

St. Andrew's

- 1) Membership – 133 households
- 2) Church Site
- 3) Cemetery Property
- 4) Treasurer – recording and accounting for all church finances (investments, payroll, bills special projects, fundraising, etc.); reporting to the executive council at each of their meetings and to the congregation at their annual meetings. – approx. 2 to 3 hours per week.
- 5) Pianist/Choir Director – directs the sanctuary choir (chooses and orders anthems, monthly practices and before church each Sunday); responsible for music in worship; collaborates with minister re: hymns and special music for funerals, weddings, cemetery service. – approx. 2 to 4 hours per week
- 6) Custodian – weekly cleaning; care of sanctuary flowers and plants; care of worship candles, etc.; adjust church temperature and open doors as required; set up for social/special events; available for weddings, funerals, etc.; spring/fall cleaning; removal of snow on walks – approx. 2 to 3 hours per week.

Zion

- 1) Membership – 54 households
- 2) Church Site
- 3) Cemetery Property
- 4) Treasurer – recording and accounting for all church finances (investments, bills, pay roll, etc.); reporting to the congregation at their annual meeting. – 1 to 2 hours per week.
- 5) Pianist – plays hymns for weekly worship services, receiving hymn selections for services from minister or church administrator. – Approx. 2 hours per week.
- 6) Custodial duties – volunteers

Pastoral Charge:

- 1) Administrator – 10 hours per week. Description upon request
- 2) Central Treasurer – approx. 1 hour per week. Description upon request
- 3) Photocopier and Computer

Financial Outlook – St Andrew’s Pastoral Charge

Appendix B contains the Pastoral Charge Annual Report - 2013. This document presents an overview of the finances for 2012 and 2013, with the projected budget for 2014. We expect a balanced budget for the next 5 years. The challenge for the future is the increasing age of the active membership and the decreasing participation by our younger families. The results of the Pakenham Pastoral Charge Visioning Process will be used to develop a vision statement for addressing these challenges as we move forward. The maintenance of the church properties is accounted for in the annual budgets. It is an ongoing process that has included upgrades to the kitchen, repair to the stone work etc. We anticipate being able to pay the maximum salary increments as prescribed by the United Church of Canada.

Annual Reports for the Year: 2013 – Appendix B.

Description of the Minister’s Duties

Pakenham Pastoral Charge is seeking a full-time qualified person (ordained minister, designated lay minister, or candidate for ordered ministry) to take on the ministry role within the pastoral charge. Although full-time is based on a 40 hour workweek, we recognize that being on call 24/7 is a challenge and encourage the incumbent to take time off in lieu of extra hours. Our minister is accountable to the Official Board of the Charge through the Ministry and Personnel Committee. There are also 4 part time employees between the two churches: a church administrator, a caretaker, choir director/pianist at St. Andrew’s and a pianist at Zion.

Minister is responsible for preaching, sacraments, weddings and funerals and, in conjunction with the Charge’s Official Board, the general leadership and direction of the two churches.

Example areas of responsibility

Worship (40% of the time)

- On- going reading/meditation on lectionary, sermon and sermon preparation
- Choosing lessons and themes
- Bulletin preparation
- Choosing hymns with musicians

- Special seasons (Christmas, Easter, Lent, etc.) require more planning and preparation

Pastoral Care (30% of the time)

- Crisis and care counselling
- Visiting shut-ins, hospitals, nursing homes and in community
- Weddings(2-3 meetings with couple, rehearsal, ceremony, often wedding reception)
- Funerals (2-3 meetings with family at home and funeral home, service and burial, usually reception, follow-up grief counselling as required)
- Baptisms (1-2 meetings with family, special service, often reception)
- Communion to local senior homes, special Christmas services, Pakenham Union Cemetery service, Ecumenical World Day of Prayer, Remembrance Day Service, and other church and community special events.

Education and Outreach (20% of the time)

- Study Group leadership, reading, and participation
- Confirmation Group (as needed)
- Resource person to Sunday Schools , congregations and other church groups
- Special speaker at groups, schools, and churches
- Provide leadership with special Sunday School projects such as CHEO and Food Grains fundraising

Administration (10% of the time)

- Day-to-day smooth functioning of the office and committees
- Responding to telephone calls, mail, and e-mail
- Organizing bulletins, reports, church statistics, office needs, etc.
- Meetings as ex- officio member of all committees of both churches (except M&P)
- Reference regarding St. Andrew's building use

Specific duties related to the principle areas of responsibility

- reading, meditation for worship and study: daily
- bulletin preparation and worship: 1-2 x weekly
- administration: daily
- occasional visiting: daily
- shut-in/hospital visiting: 2-3 x weekly
- meetings and resource to various groups: 2-3 x weekly
- crisis visiting: as needed

Occasional Duties

- Communion to senior / nursing homes: 8-10 x annually
- funerals: 10-12 x annually
- weddings; 6-10 annually
- baptisms: 4-6 annually
- special services and speaker: occasionally

Routine Consultation

- Musicians planning music for workshops: 3 hours / month
- Administrative assistant regarding administration and bulletin preparation: 1-2 hours / week
- Christian education for preparing for various activities: 1-2 x /month
- St. Andrew's Session meetings: 6-8 x / year
- Zion session meetings: 1-2 x / year
- St. Andrew's Executive Council meetings: 6-8 x / year
- Pastoral Charge Official Board Meetings: 3-4 x / year
- Special projects committees for both congregations: as needed

Decisions without additional consultation

- Funerals and weddings for non-church members: 3-4 x per year

Outside Responsibilities

- Presbytery: regular meetings and extra involvement
- Conference annual meeting: 4 days / year

Results of the Visioning Priorities

Number of Respondents: St. Andrews's- 24 Zion -26

The needs and expectations of the congregation were established by a visioning process with each separate congregation. These visioning meetings took place December 2013. Once the congregations established their visions of the future of the Pakenham Pastoral Charge, they were prioritized in a survey. The congregations were asked to rank their visions by priority 1, 2 or 3. The survey focused on two areas – qualities and skills of a new minister and the vision of church moving forward.

Through the visioning discussions, the congregation reviewed the many qualities and skills desired in a new minister, the priorities they felt for the future of the church and what the church means to the congregation. Although the congregation indicated the need for a new minister to demonstrate a certain level of all identified qualities, emphasis was placed on certain qualities, as indicated below.

Qualities and skills desired in a minister:

Essential:

Ability to:

- plan and lead worship sensitive to the needs of the congregation
- convey spiritual message
- communicate clearly

Friendly, caring, approachable

Effective listening skills

Ability to work with a variety of ages/Aptitude for children and youth ministry

Willingness to participate in the social life of the church & community

Very Important:

Ability to work:

- as a team member
- on a team as a peer equal

Important

Aptitude for effective hospital visitation

Interest in community outreach

Importance of living within a 30min radius of the community

Aptitude for effective home visitation

Educational skills

Administrative & organizational skills

Vision of the Church Prioritized

From our prioritized results:

Essential

A spirit-filled community of faith & caring community

- In essence a warm, welcoming and affirming place
- engages the talents and strengths of each other
- fosters a searching and creative spirit
- work together to live compassionate lives
- Be open to new people and ideas
- Support and respect one another
- appreciate the “country church” atmosphere
- Engages family and young people on the journey of faith and Christian development

Fosters Christian Development & Faith Formation

- encouraging more interaction with youth
- sustains Sunday School fundraising activities
- involves children in worship and music participation

Engages families and young people on the journey of faith

- foster the involvement with young families, teens and children, by actively engaging all ages in our weekly worship event.
- Accepting new and fresh approaches to our Sunday worship
- By being a sacred place and sanctuary in the face of life’s stresses offering hope and faith.

Very Important

Provides rich worship, Relevant to our lives

- is the hub and focus of our life together as a congregation
- includes our rich traditions as well as new approaches and theologies that connect us to real issues involving our lives and our world.
- Includes a strong musical component that involves both congregations
- Invites children and young people to participate in the music of worship
- Is vibrant and engages all ages

Important

Offers Pastoral Care, Community Outreach and Support

- reaches out to others in the community and world
- sharing concern and time and resources with those in need
- Informing ourselves about local and global issues. Identifying community needs as they arise
- supporting the Minister visits with shut-ins
- supporting the efforts of the Pastoral Care Team.
- caring for one another in times of need and challenges.
- supporting families in time of crises and grief.

Financial Sustainability

- Developing strategies for sustainability and for our stewardship
- continuing to support major fundraisers
- Attract and welcome new members to the congregation

In general terms, the visioning process results demonstrate that the congregation is searching for a minister that can effectively lead the services throughout the year while possessing strong interpersonal skills toward all age groups.

The Joint Needs Assessment Committee (JNAC) recommends that a search committee be formed to find a full-time minister or equivalent (i.e. ordered /commissioned minister, designated lay minister, or candidate for SME (Supervised Ministry Education Site)). We also recommend the search committee use the JNAC report as a guide to find a Minister that would be the right fit for our Pastoral Charge.

Appendix A

Statement of Terms of Employment

Remuneration - *Order of Ministry* – according to category with the minimum category “A” being \$34,300 to category “F” \$42,018 (as of 2014). *Students* - \$32,463 (Minimum)

Housing Allowance - \$16,000 / year

Telephone - \$600.00 (for home phone)

Moving Expenses

Order of Ministry - must be covered by the Pastoral Charge

Students - not the responsibility of the Pastoral Charge

Continuing Education/Learning Resources Allowance --\$1,320

Travel - The minimum per kilometer rate is \$0.41. (2014 general counsel rate)

Vacation - 4 weeks consisting of 5 Sundays

Administrative Support - Office Administrator - 10 hours/week

Other Allowances: \$1000.00/year budgeted for communications

Appendix B

Annual Report 2013

[PASTORAL CHARGE ANNUAL REPORT 2013.pdf](#)

Appendix C

Motions for the JNAC in Pakenham Pastoral Charge

From the JNAC Committee

1. Moved by Kelly Stewart and seconded by Mike Finland that the JNAC report be present to the official board.

Motion carried

2. Moved by Patricia Henry-Murphy and seconded by Rosalyn Wing that the Official Board recommends to the Pakenham Pastoral Charge that a vacancy be declared for a full-time minister or equivalent.

Motion carried

3. Moved by Shirleen Duncan and seconded by Kelly Stewart that a search committee be formed to find a full-time minister or equivalent (i.e. ordered /commissioned minister, designated lay minister, or candidate for SME).

Motion carried

Appendix D

Members of the JNAC Committee

Allen Reid, Chair

Ken Souliere, Secretary

Rosalyn Wing

Kelly Stewart

Marion Polk

Mike Fingland

Patricia Henry-Murphy

Presbytery Representatives:

Rev. Sheryl McLeod

Eleanor Rintoul