

# Parkdale United Church



Report of the Joint Needs Assessment Committee

**April 2, 2017**

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## **Parkdale United Church Joint Needs Assessment**

**April 2, 2017**

### **Summary Report**

#### **Community**

Parkdale United Church sits in the midst of two of the most dynamic, yet well-established, communities in Ottawa: Hintonburg and Wellington Village. Located ten minutes west of the downtown and Parliament Hill, these communities are home to people across the economic, social, and occupational spectrums. There is a wide range of residential types. Commercial space is dominated by small businesses, with live theatres, artists' studios, and craft workshops. The area is very well-served both by public transportation and by major streets and highways.

Compared to Ottawa as a whole, people in the neighbourhood are almost three times as likely to live on their own, with seniors twice as likely to live on their own. The immigrant / non-immigrant mix is virtually the same for this neighbourhood as the rest of the City: non-immigrants (76.1 % compared to 75.3%) and immigrants (23.3% compared to 23.4%)

Some 6.5 % more children under the age of six live in low-income families than across Ottawa as a whole. Compared to the rest of the city, this community is relatively stable, with 83.5 % of residents not having moved within the past year and 53.2% having moved within the past 5 years.

Many of the challenges faced by the neighbourhood revolve around managing the effects of dramatic intensification of residential and commercial development.

## **Pastoral Charge**

At the end of 2016, Parkdale had 479 people on its rolls. Average Sunday worship attendance is 220. Some 165 children and youth between infancy and age 19 are enrolled in programs at the church. Volunteers contribute almost 25,000 hours annually, a little under one-third of which are dedicated entirely to community programs and services. According to the October 2016 Halo Project report, Parkdale contributes just under \$3 million in ongoing economic benefits to the surrounding neighbourhoods. The congregation is served by three ministers, and has paid office and custodial staff. Although Parkdale is not an Affirming Congregation, and does not conduct same-sex marriages, it welcomes all persons to participate in its life and ministry.

Parkdale has a governing Council of some 22 members, with several standing and ad hoc committees to carry out the work of the congregation. We host a wide range of organizations on our premises, including pre-school, In From The Cold, AA, and cultural, recreational, and musical groups. Parkdale also has a rich variety of its own programming, from Sunday worship and regular faith formation programs, to mission, outreach and justice initiatives, and special celebrations of our many cultural traditions.

*Describe the mission of your pastoral charge. What does it mean to be church? What are your priorities for ministry?*

Parkdale's Vision is "to form followers of Jesus in such a way as to transform our community and our world". As a congregation, we seek to fully engage with the mighty movement of God in society. Our priorities for ministry are: Worship; Justice and Outreach; Pastoral Care / Spiritual Care; Discipleship and Faith Formation; and Stewardship. Our ministries are guided by the pursuit of our Vision, Mission, and Values. Within the congregation those ministries include: Sunday and special worship services; small prayer groups; women's group; Bible study; Lenten series; faith formation programs (including lay leadership of specific programs); pastoral care and counselling across all groups and circumstances; intergenerational programming and worship; music; stewardship initiatives to help members and adherents discover and deploy their talents for service; an annual women's retreat; and, hosting of Worshiplode for youth.

Within the wider community, ministries include: refugee family sponsorship and support; In From The Cold ministry; promotion of the removal of barriers to access and participation of racialized people in high political, public service, and social office; support for the implementation of the recommendations of the Truth and Reconciliation Commission, and participation in a wide series of related events; training of municipal and police staff in such issues as diversity competence, stemming institutional racial discrimination, and unexamined negative biases; and, active participation in, and support for, such organizations as Urban Christian Outreach, Ottawa Mission for Men, Cornerstone Women's Shelter, Parkdale Food Centre, and MultiFaith Housing Initiative.

## **Resources**

Our 36,000 square foot, multi-level structure dates from the early 1900s, and includes a sanctuary that holds 525 people, two church halls, and a variety of meeting, office, and support space (kitchens, storage, etc.). It is accessible from the outside, but faces challenges to accessibility within the building. Parkdale does not have a manse.

Our human resources include three ministers, two music leaders, paid office and support staff, and a large number of volunteers who collectively contribute almost 25,000 hours annually. Those volunteer hours are spread among community outreach, service on standing and ad hoc committees and Council, leadership of faith formation, small group, and Christian education programs, and other ministry-related activities.

Our financial resources are sound, with annual givings, facility rentals, and special fund-raising events able to cover the vast majority of costs, while year-to-year deficits are met through interest gained from investments.

## **Position Description**

The Minister of Pastoral Care, through the development of effective interpersonal relationships, identifies and helps address the pastoral care needs of all members and adherents of the congregation. Although the provision of pastoral care to the elderly, house-bound, and others during times of difficulty comprises an important part of the work, this ministry is intended for all, including young families and others within the congregation who have need of the services that our pastoral care can provide. The Minister of Pastoral Care accomplishes this objective in partnership with other staff members, including the Coordinating Minister and the Minister for Youth and Children, working to strengthen members and adherents in their Christian faith and to support them on this journey through visiting, preaching, counselling, and expanding the small-group ministry that currently exists within the congregation. The Minister of Pastoral Care recognizes talents and provides encouragement, support, guidance, information, and training not only to the congregation's Pastoral Care Team, but also to other members of the congregation, with a view to forming pastoral care workers of us all - making pastoral care a collective and shared responsibility. The successful candidate could be Ordained, Diaconal, or a Designated Lay Minister. This is a full-time position (40 hours per week).

General duties include: pastoral care (70%); worship leadership (10%); active participation in Presbytery and other United Church bodies (10%); administration and leadership (5%); and, professional development (5%).

Pastoral care includes:

- addressing pastoral care needs of all Parkdale's members and adherents both through personal contact and through guidance of the activities and training of the volunteer Pastoral Care Team
- providing leadership in expanding faith formation and small-group ministry within Parkdale (including ways in which small-group ministry can foster a pastoral-care approach among all members of the congregation one to another)
- working in cooperation with the Coordinating Minister and the Minister for Youth and Children in helping them to fulfill their own pastoral care roles
- ensuring a sufficient continuing supply of trained, diverse volunteers to fulfil Pastoral Care Team functions to meet the varying needs of the congregation's members and adherents across all ages and circumstances
- visiting Parkdale members and adherents in need of pastoral care
- coordinating the visitation program
- helping integrate new people into the congregation
- performing funerals
- ensuring practical responses to various pastoral care needs across the congregation

Worship leadership includes:

- occasional preaching at Sunday worship and special services, in consultation with the Coordinating Minister
- assisting in worship services in other ways as required (especially around the pastoral prayer)
- administering or assisting in administering the sacraments (if qualified)

Administration includes:

- ensuring communication and coordination around pastoral care functions
- participating in staff meetings (weekly)
- meeting with other staff members to discuss and resolve issues of mutual concern or shared responsibility
- attending bi-monthly meetings of the Pastoral Care Team
- attending meetings of Council (monthly)

**Skills:**

- ability to minister to the pastoral care needs of people of all ages and circumstances (not only seniors, but the entire congregation)
- ability to provide the necessary encouragement, support, guidance, information, and training to help form pastoral care workers of all members of the congregation
- active listening skills, compassion, empathy, discretion, discernment, and approachability
- communication and interpersonal skills
- ability to initiate and lead (or co-lead) faith formation events and expanded small-group ministry (especially as these result in the identification of, and ways to address, pastoral care needs)
- ability to monitor and measure emerging and evolving demand for pastoral care support within the congregation
- ability to recruit, encourage, mentor, and help train the Pastoral Care Team
- counselling
- Christian education
- preaching in church and other venues
- ability to motivate and support others
- ability to put people of all ages and circumstances at ease
- ability to attract and retain volunteers
- strong organizational and leadership skills
- ability to minister to the wider community
- ability to nurture, support and provoke people to live out their faith as per the Gospels
- ability to conduct funerals
- ability to lead or assist with special communions
- work well with lay leaders
- identify gifts in others, and encourage people to share their time and talents
- bilingual (English and French) an asset

**Knowledge:**

- pastoral care theory and practice
- small-group ministry theory and practice
- leadership techniques
- Christian education
- services available through outside agencies, especially those that are faith-based, that provide professional support not available within Parkdale
- family dynamics
- knowledge of and commitment to the Christian faith and theological competence as realized through the United Church of Canada
- resources available for people under pastoral care
- continuing education materials and events for Pastoral Care teams
- in-depth knowledge of Scriptures

**Personal Attributes:**

- ability to work efficiently and effectively with well-established, dynamic colleagues who have their own extremely busy schedules
- ability to work in an environment of orthodox theology with a progressive view of social engagement
- collegial approach to working with professional colleagues and volunteers
- has placed God's guidance and service at the centre of life
- enjoys visiting and engaging others in conversation
- comfortable working in a multi-cultural and diverse congregation
- self-confidence
- initiative
- commitment to life-long learning
- openness
- patience
- honesty
- intentional
- vibrant
- possess a deep and growing, outward-looking faith
- discreet
- warm and welcoming
- ordered prayer life
- belief in the divinity of Christ, the Trinity, and the gravitas of Scriptures
- adaptable
- sense of humour
- stamina
- love of people
- courage
- valid driver's license and access to a vehicle

**Experience:**

- working within a multi-professional group
- provision of pastoral care in a wide variety of challenging settings and circumstances across all age groups

**Terms we can offer**

Comprehensive salary level: We are able to pay across Categories A – F, plus a supplement based on skills and experience

Are you able to afford to pay a salary over minimum? x Yes     No  
If yes, by what %    as negotiated

“Cost of Living” (COL) group: 4

Continuing Education and Learning Amount: minimum \$1374 per year, plus as negotiated

Continuing Education/Educational Leave of three (3) weeks per pastoral year.

Sabbatical: No less than three consecutive months of sabbatical after five consecutive years of service on the same pastoral charge.

Basic Telephone (Communication) Amount @\$600.00 per year, or as negotiated

Vacation: one month per year, including 5 Sundays.

Technical Equipment support and services: adequate secretarial and administrative assistance; computer technical support as required; photocopier

Moving/relocation budget: as negotiated



**Many of us work in the following industries or sectors:** *(check all that apply)*

- Health or social services   
  Education   
  Manufacturing  
 Transportation   
 Agriculture and food production  
 Retail   
 Environment   
 Mining/Forestry  
 Information   
 Technology   
 Government   
 Other (incl. Retired)

**Our congregation and/or community includes a significant number of people considered low-income or on social assistance.**  Yes  No

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

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

**Our heritage as a Pastoral Charge: (check one that best applies):**

a)  Has roots as a Methodist/Congregationalist/Presbyterian/Local Union Churches/Aboriginal congregation prior to Union in 1925;

or b) we began:  between 1925 and 1945  between 1945 and 1965  
 between 1965 and 2000  after 2000

**We have been officially designated an "Affirming Congregation".**  Yes  No

**We have a marriage policy allowing same-sex marriages.**  Yes  No

**We have a congregational policy on "Violence & Harassment in the Workplace".**  Yes  No

**We think of our pastoral charge in the following way:** *(choose the one that best applies)*

- We have a new vision and are really excited; still working out how to live into that vision  
 We are clear about our vision and purpose and have/are developing the skills and gifts to bring it about; we are excited and optimistic about our vision.  
 Our congregation is changing and it is clear that we can no longer continue as we have been; we don't know how to go forward and have some anxiety. We believe that we have a future but can't quite see it.  
 We see that the ministry within this community is probably winding down after many positive and productive years of faithful ministry, mission and service; we want to celebrate what we have been as we intentionally and graciously end this ministry.

## **PART C: ABOUT OUR MINISTRY**

### **Describe the ministry in our congregation at this time.**

Parkdale's ministry is dynamic and varied, based on well-established statements of our Vision, Mission, and Values (*see Profile 6*). Our ministry is found not only in Sunday and special worship services for seniors, adults, youth, and children, but also in such long-standing programs and initiatives as: In From The Cold; Bible study; Lenten series; Sunday school; youth groups; faith formation; small-group ministry; pastoral care and counselling; ministering in the "public square" (lectures and presentations, service on outside boards and committees, involvement in community issues, support for refugees, etc.); special fellowship events; retreats; camping weekends; celebrating our cultures dinner series; living into right relations with Indigenous peoples; and music.

### **What would a newcomer experience in worship and church community life?**

A newcomer to worship would experience initially a clear sense that Parkdale was a large, active, diverse, and youthful congregation, with a well-structured, rather "traditional" approach to worship. The newcomer would see in the weekly bulletin a wide range of meetings and events. Scanning the monthly 30-page Messenger newsletter, as well as the newcomers' brochure, before the service began would tell the newcomer more about the wide-ranging life and ministries of the congregation and the ongoing and special events that took place through Parkdale or that use our facilities. The newcomer would have the opportunity to be welcomed specially, and greeted by the congregation, at the beginning of the service. As the service unfolded, the newcomer would experience meaningful prayer and Bible reading, outstanding preaching, and gifts of music and testimony. After the service, the newcomer would be approached to stay for "coffee and conversation". The newcomer who wished to explore more involvement in church community life would be encouraged to participate in one of many faith formation or small-group programs, volunteer for an outreach project, or devote whatever time, talents, and resources the newcomer might wish to share. A newcomer would be welcomed and able to quickly find a place within the church community.

### **What do we do well as a pastoral charge? What are our strengths?**

We engage - to whatever depth and in whatever ways our members and adherents, collectively and individually, choose to engage. We have special strengths in: the excellence of our ministry leadership; the quality and diversity of our programming; the ongoing commitment of our volunteers; the care and loving attention that members provide one to another; our links to the surrounding and extended community; our relationships with other communities of faith; the structures and approaches we use to pursue our Vision, Mission, and Values; and, the physical and financial resources with which we are blessed. We have a large, experienced, and well-trained pastoral care team. Our music program, led by two accomplished and dedicated musicians, features a small Senior Choir, a new children's choir, a contemporary music team, and regular guest singers, choirs and other musicians.

**What aspects of our congregation’s ministry could use development and growth?**

A key area for development and growth is that of small-group ministry, especially in ways that enable participants to deepen their faith and to develop and deploy among themselves pastoral care skills beyond those delivered through the Coordinating Minister, the Minister for Youth and Children, the Minister of Pastoral Care, and the Pastoral Care Team. It would also benefit our congregation to have a more diverse Pastoral Care Team whose members also oversaw support provided by the wider congregation for smaller, more practical tasks (e.g. drives to appointments and treatments, etc.).

We have a large number of long-serving volunteers. As a result, we need to continue to develop and grow a sustainable core of volunteers in leadership positions, and to ensure that those in positions of leadership do not experience “burn-out”.

**What is our dream?** *(if we had unlimited financial and/or volunteer commitment)*

To be able to fully live out our Vision, Mission, and Values in all aspects of our congregational life and outreach. More specifically, we need to continue to work toward having a fully-accessible and environmentally-friendly building. As well, we want to expand our mission and outreach initiatives (e.g. In From The Cold), programs for children and youth, and small-group ministries.

**What are the three most important ministry programs we offer?**

1. Worship, preaching, and Sunday ministry
2. Ministry to youth, children, and young families
3. Pastoral care ministry

**What are the biggest challenges to ministry in our congregation right now?**

To marshal and deploy the time, talents, and resources of the congregation in ways that meaningfully connect all members and adherents, of whatever age and life stage, with one another and with the surrounding community. We require new volunteers, able and willing to make long-term commitments to continuing and ad hoc leadership in our various ministries and committees. Our building has many limitations that must be addressed. Overall, we need to continue to maintain focus on what is truly essential to our purpose as a congregation.

**What will be the biggest challenges to ministry in our congregation 5 years from now?**

To marshal and deploy the time, talents, and resources of our ministry personnel, volunteers, and institution to fully realize our Vision, Mission, and Values in ways that meaningfully connect with all members and adherents, of whatever age and life stage, and with the surrounding community. We shall require successors for our core of volunteers. We need to find new ways to engage younger generations. Aging baby boomers will make increasing demands on our pastoral care services, and might require other adjustments to the church building, delivery of worship, etc.

## **PART D: ABOUT OUR COMMUNITY**

**This is what we love about our community. This is what makes it unique.**

Parkdale United Church sits in the midst of two of the most dynamic, yet well-established, communities in Ottawa: Hintonburg and Wellington Village. Located ten minutes west of the downtown and Parliament Hill, these communities are home to people across the economic, social, and occupational spectrums. Residential types include apartments, condominiums, townhouses, single-family homes, rooming houses, retirement residences, and nursing homes. There are three elementary schools (JK – grade 6) and one middle school (grades 7 and 8) within about one kilometer of Parkdale that provide a wide variety of programming. Commercial areas feature a mix of local, national, and international businesses, and many different types of restaurants and food outlets. There are live theatres, artists' studios, and craft workshops. The nearby Queensway (highway 417), Ottawa's main east-west artery, ensures quick access to other areas across the city. The area is also very well-served by public transportation (including future light rail). The Royal Ottawa Mental Health Centre, the Ottawa Civic Hospital, and the vast Central Experimental Farm are just to the south. To the north is the Tunney's Pasture federal government complex, with nearby bike paths, ski trails, and river-side walkways. The ability to absorb and celebrate such diversity is what makes this area so special.

**The three economic, demographic or political challenges facing our area are:**

- managing intensification of residential and commercial development in an area of the city that is centrally-located and seen, by many, to be "under-developed";
- addressing pressures on the poor and marginalized residents of the area arising from increased development and associated increases in the cost of living; and,
- maintaining a sense of community and awareness of the history and contribution of the area in the face of rapid changes to its population and "built environment".

**Here are four websites that offer detailed information about our community:**

- Hintonburg Community Association ([www.hintonburg.com](http://www.hintonburg.com))
- Wellington Village Community Association ([www.wvca.ca](http://www.wvca.ca))
- Civic Hospital Neighbourhood Association ([www.chnaottawa.ca](http://www.chnaottawa.ca))
- City of Ottawa ([www.ottawa.ca](http://www.ottawa.ca))

**Other faith communities represented in our community/region are:**

- Islamic
- Jewish
- Christian (Roman Catholic, Anglican, Baptist, Presbyterian, Lutheran, Coptic, various evangelical congregations)

**We have close ties with the following faith communities, social services or community outreach services:**

- Ottawa West Community Support
- Parkdale Food Centre
- Ottawa Mosque
- South Nepean Muslim Centre
- Machzikei Hadas Synagogue
- Urban Christian Outreach
- Ottawa Mission
- Operation Come Home
- Cornerstone Women’s Shelter
- Bethany Hope Centre
- Inner-city Ministries
- Habitat for Humanity
- Odawa Native Friendship Centre
- The Haven (Multi-Faith Housing Initiative)
- Salvation Army Grace Manor

**Are there opportunities for ministry in your congregation or community that could/should be explored?**

Within the congregation, there is much interest in the growth and evolution of small-group ministry and faith formation initiatives, as well as expanded outreach to members and adherents of all age groups and circumstances. Parkdale is involved, both directly and through the active work of individual members, adherents, and ministry leaders, with a wide range of organizations across Ottawa. These and other opportunities for ministry in the community will continue to be important to Parkdale.

**Are there opportunities for shared ministry between congregations (United Church or other denominations) in your wider community/region that could/should be explored?**

As noted, Parkdale works closely with a wide range of organizations, but has not considered a formal program of shared ministry between congregations of the United Church or other denominations, or within the wider community.

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## **Montreal and Ottawa Conference -- Presbytery Profiles**

### **Synode Montreal and Ottawa Conference**

Montreal and Ottawa Conference consists of five (5) Presbyteries: Montreal, Quebec-Sherbrooke, Ottawa, Seaway Valley, and Consistoire Laurentien. Spanning most of the province of Quebec and eastern Ontario, this bilingual Conference embodies a diversity of cultures and ethnicities that shape a unique flavour of ministry for those who offer leadership here.

For further information visit our Website: [www.montrealandottawaconference.ca](http://www.montrealandottawaconference.ca)

### **The Ottawa Presbytery**

The Ottawa Presbytery of the United Church of Canada is composed of 61 pastoral charges (49 in Ontario, 12 in Quebec) with 80 congregations serving over 18,000 United Church Members, in addition to an outreach ministry in Iqualuit, Nunavut. More than 100 ministry personnel (active and retired) and over 100 lay representatives are members of the Presbytery which meets monthly at various locations throughout the presbytery. Congregations are located in both Ontario and Quebec and are representative of rural, urban, and suburban communities. Ministry is provided in English and French as well as a number of other languages. Special ministries related to the Presbytery include Carlington Community Chaplaincy, Centre 507, Emergency Food Centre, Ottawa West Community Chaplaincy, hospital, military, and university chaplaincy, and Youth Ministries Program.

Settlement opportunities within Ottawa Presbytery often include a mix of full time and part-time positions in the West Quebec part of the presbytery and on the edges of the Presbytery. No pastoral charge in the presbytery is more than one hour and a half from the National Capital's city core with all its amenities.

The services of the Presbytery Office support congregational life in West Quebec and both rural and urban areas of the City of Ottawa. The staff includes a full time Presbytery Minister, a full time Youth Minister, and an office administrator. The Ottawa Presbytery Office is located in the United Church Regional Centre at City View United Church, 6 Epworth Avenue, Nepean. The Regional Centre is the home of the west office of the Montreal & Ottawa Conference and the Ottawa Presbytery.

For further information, visit our website: [www.uccanottawa.org](http://www.uccanottawa.org)

**PART E: ABOUT OUR ASSETS**

**Governance structure:**  Official Board     Council     Church Board  
 Other - If “other”, please describe:

**How many people are on your Governing Body?** 22

**How many are typically present at a meeting of your Governing Body?** 18

**Our Church Building(s):**

**Our Sanctuary holds** 525 **people.**

**Are there meeting rooms?**  Yes     No

**What are they used for?** meetings; workshops and training; special congregational events; Christian Education and faith formation; rentals to outside organizations (e.g. AA, cultural and recreational groups, etc.)

**Is there a basement?**  Yes     No **Usage** meeting space; washrooms; storage; special events; offices (caretaker, pre-school); kitchen; Sunday School rooms

**Is there a nursery?**  Yes     No

**Is the nursery toys/furniture compliant with current safety standards?**  Yes     No

**Are there Sunday School rooms?**  Yes     No

**How many?** 4    **Are they also multipurpose use?**  Yes     No

**Are there community rooms, church hall or activity rooms? (i.e. quilting, gym, etc.)**  
 Yes     No

**Largest community room holds** 250 (seated) **people.**

**Brief descriptions:** Church building is a large (36,000 square feet), multi-level structure dating from the early part of the 1900s

**Do you own a Manse?**  Yes     No

**Where is the minister’s office located?** Minister of Pastoral Care currently has an office on the upper floor of church building

**Describe it:** large, windowed office, with desk, meeting space, file cabinet, and shelving, as well as a computer and telephone

**Is the building used by outside groups?**  Yes     No

**Brief descriptions (tenants, occasional rentals, frequency of use):** Queensway Preschool (weekdays); In From The Cold (November – March); regular rentals to groups such as AA, cultural and recreational organizations, musical groups, etc. Building is in use most days of the week.

**Is there audio visual capacity in**  the sanctuary  church hall

**Is there a photocopier in the church?**  Yes  No

**Is internet provided at the church?**  Yes  No **If yes, is it**  High Speed  Dial up

**Is the church accessible per United Church Accessibility Guidelines?**  Yes  No  
[http://www.united-church.ca/files/handbooks/buildings\\_accessibility.pdf](http://www.united-church.ca/files/handbooks/buildings_accessibility.pdf)

**Are all areas of your building accessible?**  Yes  No

Much of this accessibility is minimal and awkward. Significant upgrades are still required to make the building fully and easily accessible.

**If yes, how:**  wheelchair ramps  elevator/lift  power-assisted doors  
 one accessible washroom  braille signage  hearing-assist system  
 large-print worship materials  increased lighting  
 other:

**If available, estimate of the cost to meet accessibility needs:** Based on a report prepared by a special working group from within the congregation, upgrades to fully meet all accessibility needs would require up to \$1.5 million.

#### **Support Staff:**

**Is there support for administrative tasks (e.g. bulletin, scheduling, and reception)?**

Yes  No

**If yes, how many hours per week?** 30 (plus occasional extra support) **If yes, is this**  paid  
 volunteer?

**Is there support for caretaking tasks?**  Yes  No

**If yes, how many hours per week?** 32, plus two casual staff **If yes, is this**  paid  volunteer?

#### **Briefly describe the music for Sunday Service:**

- weekly Senior Choir of @15 people, with organ and piano accompaniment
- Dalesong choir (@10 people) focused on contemporary music
- occasional guest choirs, singers and musicians, liturgical dance group, Junior Choir, and Parkdale Orchestra

Is there someone specifically named to support to your music program?  Yes  No

If yes, how many hours per week? 20 (two music leaders) If yes, is this  paid  volunteer

Do you have a choir?  Yes  No If more than one, how many? 3

Who provides Sunday Supply when your minister is way on vacation or study leave?  
- other ministry personnel or guest preachers

Number of worship services each Sunday: 1 Time(s) of service(s): 10:30 a.m.

Do you have an active Worship Committee?  Yes  No

**Ministry and Personnel Committee:**

How many committee members? 7 How often does the committee meet? monthly  
Has one or more of the committee members ever attended an M&P Committee training event in the last three years?  Yes  No

**Pastoral Care:**

Do you have a trained Pastoral Care Team in place?  Yes  No

Are there volunteers who help with the hospital, shut-in & member visits?  
 Yes  No If yes, how many volunteers? 11

Does this area of the congregation's ministry need to be developed:  Yes  No  
If yes, explain how: Continually expanding need for wider coverage and more in-depth attention to individuals, to build on the excellent leadership that previous Ministers of Pastoral Care have provided (more detail is provided throughout this report).

**Christian Development / Faith Formation:**

Do you have a Christian Development Committee?  Yes  No

Is there someone specifically named to support to your educational program?  Yes  No

If yes, how many hours per week? 40 If yes, is this  paid  volunteer?  
\*\*\*\*\*

**PART F: ABOUT OUR FINANCES**

The word or phrase that best describes our current financial situation is:  
 Abundant  Adequate  Not meeting expenses but optimistic  
 We are not meeting expenses. We rely on bequests and reserves to fund operating budget.  
 Other

**Our Revenue Sources are:** *(please indicate approximate percentage of your current operating budget that comes from each source)*

Note: The percentages below reflect those of our Operating funds, and so do not include income and matching expenditures for Mission, Outreach, and Justice:

Congregational Givings 65%      Congregational Fundraising Activities 5.6%  
Rental of building/services 15.5%      Bequests, Reserves, Investments 13.9%

**Is there a Finance Committee?** x Yes    No

**Financial statistics:**

**How many weekly offering envelopes do you issue?** 315

**How many people are on Pre-Authorized Remittance (PAR)?** 67

**How many active givers are there?** 328 (“active” defined as more than \$50.00 per year)

**What is the annual income of the Pastoral Charge?** Total revenue from all sources in 2016 was \$747,623 (includes Givings, Fundraising, Rentals, Bequests, Investments)

**What amount of money is directed toward the Mission and Service Fund?** \$35,191

**What are your fundraisers?** annual bazaar and rummage sale, special projects and appeals, special donations (bulletins, coffee, flowers, In From The Cold, monthly youth-sponsored coffee shops after Sunday service, etc.)

**What amount is paid for the minister’s salary?** Current total salaries for 2.75 Ministers \$196,591

**What was the total travel allowance given last year?** \$4,458

**How much of money raised goes for building maintenance?** \$60,471 (including utilities)

**Church building maintenance and repair:**

**Who does the repairs?** Caretaker / Custodian, plus outside contractors for larger jobs

**Are major repairs required?**  Yes   x No

**Have you had to ask for assistance from Mission Support to cover your budget?**

Yes   x No

**What is the maximum salary increment you feel you are able to pay? (A-F) F**

**Might you consider offering above the minimum salary?**  Yes  No

**Are you considering a reduction or increase in working hours of ministry personnel?**

Increase (moving from 75% to full-time)  Decrease  Stay the same

**What other potential revenue resources do you have to draw upon in your church and wider community?**

- member and adherent donations; bequests and gifts; facility rentals; annual and special projects; special fund-raising appeals

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**PART G: OUR FINANCIAL RESERVES**

**We have sufficient reserves in the bank that we could cover three months of expenses if we had an emergency.**  Yes  No

**Our Financial Accountability:**

**Our financial statements are reviewed by an external person each year:**

Yes, a formal third-party review  No Formal third-party review every three years

**Our financial statements from the last three years are available upon request.**

Yes  No, but available on our website  No

**Our Financial Statistics from the last five years:**

	Line # in UCC Yearbook	Current Year 2016	One Year Ago 2015	Two Years Ago 2014	Three Years Ago 2013	Four Years Ago 2012
<b>Households Under Pastoral Care</b>	<b>Line # 3</b>	<b>301</b>	<b>320</b>	<b>323</b>	<b>338</b>	<b>331</b>
<b>Financially Supporting Households</b>	<b>Line # 6</b>	<b>317</b>	<b>300</b>	<b>296</b>	<b>313</b>	<b>306</b>
<b>Attendance at Sunday Worship</b>	<b>Line # 20</b>	<b>240</b>	<b>236</b>	<b>233</b>	<b>254</b>	<b>249</b>
<b>Regular Givers</b>	<b>Line # 18</b>	<b>328</b>	<b>307</b>	<b>316</b>	<b>325</b>	<b>322</b>
<b>Operation of Pastoral Charge (\$)</b>	<b>Line # 40</b>	<b>427,663</b>	<b>401,843</b>	<b>484,564</b>	<b>397,914</b>	<b>426,818</b>

## **PROFILE 2: LIVING MINISTRY PROFILE**

1. Does the description of our physical community (town, city, region) still adequately reflect who we are? In what ways has our community changed?

Yes, the description still reflects who we are. Community changes have revolved mostly around increased residential and commercial development, and more rapid “gentrification” of the surrounding neighbourhoods.

2. Do our facilities continue to meet the needs of our congregation and wider community?

For the most part, yes they do. However, there are challenges around ensuring easy accessibility to all space within the church building. There is also frequently a shortage of meeting space and parking, given the heavy demands.

3. How has our congregational demographics changed over the past year?

Parkdale has welcomed many new members, adherents, and visitors over the past year. While we do not have a precise age profile of the congregation, our strong impression is that the congregation as a whole is getting slightly younger and more diverse.

4. In the past 12 months, how has our congregation responded to the outreach needs within our community, both regionally and globally?

Parkdale has always been active in outreach within our community, both regionally and globally. Over the past 12 months, Parkdale has been part of the “Halo Project” study that established that Parkdale contributes just under \$3 million annually in economic benefits to the surrounding community. On a program level, Parkdale is active in such areas as: refugee family sponsorship and support; In From The Cold ministry; promotion of the removal of barriers to access and participation of racialized people in high political, public service, and social office; support for the implementation of recommendations of the Truth and Reconciliation Commission, and participation in a wide series of related events; training of municipal and police staff in such issues as diversity competence, stemming institutional racial discrimination, and unexamined negative biases; and, active participation in, and support for, such organizations as Urban Christian Outreach, Ottawa Mission for Men, Cornerstone Women’s Shelter, Parkdale Food Centre, and MultiFaith Housing Initiative.

5. In what ways have we assisted our congregational leadership in responding to the mission of the congregation within the community of faith and beyond?

Congregational leadership (both lay and pastoral) has been assisted in responding to the mission of the congregation within the community of faith and beyond through the active support and encouragement of the congregation to pursue whatever actions are appropriate to further Parkdale’s Vision, Mission, and Values. This includes: budgeted support for a wide range of ongoing and special initiatives; encouragement of involvement in the wider community, including consultations with political and other leaders at the municipal, provincial, and federal

levels and media interviews; maintaining Parkdale's profile as a leading voice for God's love and the pursuit of justice in Ottawa and beyond. Pastoral staff encourages lay leadership in such areas as faith formation programs, worship services, and small-group ministries.

6. In what ways have we assisted one another within the congregation on our individual spiritual faith journey?

Parkdale has a wide range of regular and special programs within the congregation to support one another on our faith journeys.

These include Sunday worship services and special services for Christmas and Easter, such as a Reflective Christmas Service, early Christmas Eve Service, and a later Candlelight and Carols Service, Readings and Carols Service the Sunday after Christmas, Ash Wednesday Service, Good Friday Service (in conjunction with other churches in the area), and Easter Sunday Service.

An Easter prayer vigil is held every year over the Easter weekend.

There are approximately five intergenerational services a year involving the youth and Dalesong, the contemporary music group. In addition, Parkdale hosts Worshiplude, an annual event for young people.

Two Prayer Groups receive prayer requests from the congregation. One Prayer Group is more formally associated with Pastoral Care. The second Prayer Group, formed during the "Unbinding" series in 2013, still meets monthly to pray for each other and for needs brought to their attention. There is a confidential prayer box in the sanctuary.

Tuesday morning Bible Study is a time of study and reflection, and an opportunity to ponder not only the meaning of the Scriptures, but also how they apply to our lives.

A group meets regularly in the Chapel for Christian Meditation.

Every year a Lenten Study Series is offered. The series is led by the Coordinating Minister, the Minister of Pastoral Care or, sometimes, a lay member of the congregation. There is a similar faith formation series offered in the fall.

Pastoral Care and Counselling are available to all members and adherents of the congregation, with both the Coordinating Minister and the Minister of Pastoral Care being available at times of life crises.

The Pastoral Care Team visits older members who are in nursing homes or residences and others who are house-bound. Special Communion is held twice a year for individuals who can be brought to the church for the service.

Junior (grades 4 – 6) and Senior youth (grades 7 and up) meet regularly for fun and fellowship, and contribute to outreach activities (e.g. care packages for post-secondary students, In From The Cold, etc.). An older "Colleges and Careers" group, recently renamed "Ignite", meets twice a

month for Bible study. There are also such youth events as camping, coffee shop, and cooking and movie nights that forge relationships among our youth.

A Women's Retreat has been held in January the last few years. This is an opportunity for the women of the congregation to meet, study, pray, reflect, and have fun in an atmosphere that enhances relationships and networking.

The Unbinding the Gospel series has had a ripple effect on the congregation. In the small groups, each person was matched with a prayer partner. Opening and closing prayers were part of the study. Many people at Parkdale say this study changed their lives. New friendships were formed. People pray much more easily and are less reluctant to ask for prayer.

7. What new initiatives that have been undertaken -- or need to be undertaken -- to remain faithful to our call within this town/city/region and our world?

Parkdale is a dynamic and responsive place of worship, with a diverse and relatively youthful congregation firmly committed to mission, outreach, and social justice.

In 2013, a large proportion of the congregation took part in the Unbinding study, a major initiative that resulted in an increased appreciation of the importance of prayer and the benefits that accrue from small-group meetings and study. Four years later, people at Parkdale are still talking about our Unbinding experience. Newcomers wonder when the study will be repeated; alumni refer to the experience with a mixture of fond disbelief and nostalgia. What was it about this experience that stayed with participants so long? There are several things that contributed to its success. First, we learned that evangelism emerges from a trinity of relationships – honest, loving relationships with God, within the congregation, and with people outside the church. Secondly, the small group experience was new to many, and knowing that this was a safe place to share personal experiences of faith and doubt provided a much-needed outlet for many. Lasting friendships were formed, and the former reticence to participate in small-group studies has diminished. Thirdly, the emphasis on prayer was critical: solitary prayer, prayer with a prayer partner, and group prayer were also new to most, but after six weeks of prayer, some good habits were formed, and many participants have entrenched a discipline of prayer into their daily routine. Through the experience, we were endowed with a new understanding of evangelism, simply defined by Martha Grace Reese as faith-sharing. And faith-sharing focuses on relationships.

Congregational life seems a bit different after our Unbinding experience. Exactly how is hard to explain. More people stay for coffee after church, and people engage with others whom they did not know very well. There seems to be a more genuine concern for the well-being of others, inside and outside the church. Some specific small-group effort continues, including a Colleges and Careers youth group and a women's prayer group. Attendance at faith formation sessions has increased dramatically. There is, it seems, as the hymn goes “a sweet, sweet Spirit in this place” and we give thanks.

This Spirit is seen in a wide variety of outreach activities that inject and infect our community and the city of Ottawa. A major outreach initiative is our In From The Cold Program that runs

each year from mid-November to the end of March and provides a delicious four-course meal to guests experiencing poverty and other challenges. This program has just finished its fifteenth year.

The Spirit is also seen in Parkdale's financial support to the Benevolent Fund that provides direct financial or other tangible support to between 50 and 55 individuals per month, providing over \$17,000 in support in 2016.

A relatively new initiative, the All About Food Walkathon, raises money for St. Luke's Table, the Parkdale Food Centre, the Dalhousie Food Cupboard, and Parkdale's In From The Cold.

The Living Into Right Relations group is an active Parkdale ministry devoted to standing in solidarity with indigenous peoples, supporting the Odawa Centre and its Bannock Bus, volunteering at Centre 510, supporting a youth exchange to Zeballos, participating in the Grandmother's Walk in support of the Chaudiere Falls and Islands sacred site, and many other educational and awareness-raising activities.

Parkdale provides financial support to Urban Christian Outreach, Operation Come Home, Camp Kalalla, Interval House, The Ottawa Mission for Men, Cornerstone Women's Shelter, the Parkdale Food Centre, Bethany Hope Centre, the Innerscity Ministries, Habitat for Humanity, the Marion Dewar Scholarship Fund, Cambridge and Connaught schools, Ottawa Christian Counselling, Ottawa West Community Support, Odawa Native Friendship Drop-in Centre, and the MultiFaith Housing Initiative called the Haven in Barrhaven.

There is a twice-a-year clothing and toy exchange for the congregation and the surrounding community. Our annual Bazaar and Rummage Sale are important ways to connect to the local community, especially with people of limited means.

Internationally, we have sponsored a refugee family from Iraq and Syria, and provide support to North Street United Church in Jamaica, as well as Wycliffe Bible Translators. We also provided over \$35,000 to the UCC Mission and Service Fund in 2016.

In 2016, Parkdale participated in the Halo Project, which estimated that the congregation makes an annual economic contribution of almost \$3 million to the surrounding community, affirming the role this congregation has and continues to play as catalyst, not only for the local community but the common good of all.

8. How are we as a congregation continuing to meet the needs of this town/city/region relating to pastoral care, spirituality and selfcare, within the community of faith and the wider community?

Parkdale has had a strong Pastoral Care Ministry for many years. The Minister of Pastoral Care works very closely with, and provides leadership to, the Pastoral Care Team in ministering to the elderly, housebound, and ill. The Minister of Pastoral Care and the Coordinating Minister are both involved in hospital visiting. The Coordinating Minister also provides a wide range of counselling, while the Minister for Youth and Children helps in addressing the pastoral care

needs of young families—referring on to the Minister of Pastoral Care as needed. Funerals are conducted by either the Minister of Pastoral Care or the Coordinating Minister, or both.

All members of the Pastoral Care Team have taken a 10-week course provided by Pastoral Care Ottawa, an ecumenical pastoral care organization, or are otherwise equivalently trained.

The Pastoral Care Team meetings are held bi-monthly in order for the Minister and the team to be kept up to date as to who needs care, prayer, and visiting. The Minister of Pastoral Care attends all these meetings.

Currently the Pastoral Care Team consists of eleven people from the congregation, with two more joining in the near future. Each team member has people whom they visit on a regular basis, decided in consultation with the Minister of Pastoral Care. These visits usually occur at least monthly and often more frequently. In this way, those who can no longer attend services have continuing contact with the church. In addition, the Pastoral Care Team visitor can see if there is any situation which needs the attention of the Minister. The need for pastoral care includes people of all ages, even though traditionally the volunteer lay Pastoral Care Team has concentrated on Parkdale's seniors or those who are otherwise house-bound.

At the moment, the team regularly visits 40 people, 14 in their own homes, 20 in different seniors' residences throughout the city, from Almonte to Orleans, and six in five different nursing homes across the city.

It is the goal of the Minister of Pastoral Care to visit each pastoral care recipient up to three times per year, in addition to the regular visits conducted by team members. As well, the Coordinating Minister might visit these people. There are also some people who are, upon request, only visited by the Minister of Pastoral Care. This includes those in hospital, undergoing palliative care, who are terminally ill, recently bereaved, struggling with personal or family issues, or, for any other emergent reason, not accounted for in the above number. These visits, such as those related to palliative care, are made by the Minister of Pastoral Care, sometimes weekly or according to need, but certainly more frequently than the three times per year indicated earlier.

The Pastoral Care Team visitors help seniors in many practical ways - often bring them gifts of food, soup, or casseroles to supplement what they cook for themselves. Sometimes the visitors may provide transportation for medical appointments, accompany someone to chemo treatments, or simply take someone for lunch.

At Easter, each person on the visitation list receives a lily if they wish. Purchasing and arranging distribution of the lilies are done by a member of the Pastoral Care Team, and volunteers from the congregation deliver the lilies.

At Christmas, the Team provides a small tray of cookies to those who are able to enjoy them.

The Caring Kitchens program provides meals on an as-needed basis to families who are grieving, have a family member in hospital, or have been in hospital themselves. This program is congregation-wide and is not exclusively for seniors.

Twice a year a Special Communion service is held in the chapel for those who are not able to come out to regular church services. Transportation is arranged by the Pastoral Care Team. The service is conducted usually by the Coordinating Minister, assisted by the Minister of Pastoral Care. There is often special music as well. After the service there is a time of fellowship and refreshment. The normal times for these services are the weeks following Thanksgiving and Easter Sunday.

The Pastoral Care Team, including the Minister of Pastoral Care, also participates in Continuing Education programs sponsored by Pastoral Care Ottawa. These sessions are held twice a year.

Outside speakers are invited to team meetings on occasion, and have spoken on topics such as grief, a nursing program in Jamaica, and Alzheimer's disease. The team has also gone to the Maycourt Hospice and the Ottawa Integrative Cancer Centre.

About three years ago, a Prayer Shawl Ministry was created. Shawls are given to anyone who is going through a hard time. Shawls have also been presented at confirmations and baptisms. "Pocket shawls" are sent to post-secondary students at exam time. A Prayer Shawl group meets on alternate Wednesdays to crochet and pray. Many people have been blessed by this ministry. The shawls are a tangible symbol of the love and care of the congregation.

The Pastoral Care Team has also hosted workshops on forgiveness and grief which were open to the congregation. These are not offered on a regular basis, however.

According to the research done for the Halo Project, the Pastoral Care Team volunteers in excess of 2,000 hours per year to the Pastoral Care Ministry of Parkdale United Church.

**As this report emphasizes in several places, the role and mechanisms of pastoral care within the congregation are to be enhanced and expanded.**

9. How are we faithful in our use of our resources: financial (\$), talents (people) and physical (building)? Do our stewardship goals assist us in meeting the needs of the life and work of our congregation?

All of Parkdale's financial, human, and physical resources are explicitly focused on realizing the congregation's Vision, Mission, and Values. Our stewardship Goals (*see Profile 6: Attachments*) do indeed assist us in meeting the needs of the life and work of our congregation.

10. In what ways do your financial/budget projections for the coming years need to be updated? Are they still accurate?

Parkdale undertakes an annual detailed budgeting exercise through its Finance Committee, with formal approvals required by Council, and by the congregation at its Annual General Meeting in February.

11. How does our worship meet the diverse needs of the whole people of God?

Parkdale's communal worship and prayer life is one of the significant ways in which we, as a community of faith, continue to be formed in our identity and practice as followers of Jesus. Our worship services and practices seek to inspire, challenge, uplift, and bless all who are gathered in worship, to the glory of God. Worship services include greetings and welcome, prayer, personal reflection and confession, Bible readings, preaching, traditional and contemporary music, and congregational news. As well, there are frequent special services, including inter-generational and those honouring Martin Luther King, along with such features as sacred movement and guest choirs, singers, and musicians. Participants in worship are encouraged to nurture all or any parts of the worship experience that relate especially closely to their own needs. Follow-up contacts are made with people who require additional support, either on a continuing or special basis.

12. What does it mean for us to be a part of the United Church of Canada?

To be part of the United Church of Canada (UCC) means that Parkdale is intimately linked to the national and international Christian community. The UCC provides unifying programs and services (from pensions and salary administration to study guides and creedal statements) that formalize Parkdale's membership in an organizational structure and movement far beyond its immediate community. The UCC's national and international involvements (from justice-seeking campaigns to financial support of development projects) enhance and enlarge the efforts of local congregations. The UCC's national and international presence grants its representatives access to decision-makers and institutions that might not be open to delegates from individual congregations. For its part, Parkdale contributes to the UCC through: its annual financial contribution to Presbytery (@\$23,000 in 2017); the active involvement of its pastoral and lay leadership in Presbytery, Conference, and national bodies; the contributions of Parkdale and its donors to such programs as the Mission and Service Fund; and, participation in a range of activities that are part of, or consistent with, UCC priorities.

**After reflecting on all these questions**, are there things that need to be changed/updated in our latest Joint Needs Assessment report?

These changes and updates are reflected in the current Profiles prepared by the JNAC.

### **PROFILE 3: POSITION DESCRIPTION**

**Title:** Minister of Pastoral Care                    x Full Time

The Minister of Pastoral Care, through the development of effective interpersonal relationships, identifies and helps address the pastoral care needs of all members and adherents of the congregation. Although the provision of pastoral care to the elderly, house-bound, and others during times of difficulty comprises an important part of the work, this ministry is intended for all, including young families and others within the congregation who have need of the services that our pastoral care can provide. The Minister of Pastoral Care accomplishes this objective in partnership with other staff members, including the Coordinating Minister and the Minister for Youth and Children, working to strengthen members and adherents in their Christian faith and to support them on this journey through visiting, preaching, counselling, and expanding the small-group ministry that currently exists within the congregation. The Minister of Pastoral Care recognizes talents and provides encouragement, support, guidance, information, and training not only to the congregation's Pastoral Care Team, but also to other members of the congregation, with a view to forming pastoral care workers of us all - making pastoral care a collective and shared responsibility.

**Ministry Designation:** x Ordained    x Diaconal    x Designated Lay Minister

#### **Accountability and Support:**

The Minister of Pastoral Care is accountable to Ottawa Presbytery and accountable to the Pastoral Charge through the Ministry and Personnel Committee.

#### **General Duties, Responsibilities and Time Allocation:**

The Minister of Pastoral Care works to assist the congregation in realizing its Vision and Goals, including the duties outlined below.

Administration and Leadership: 5% (point form description)

- ensures communication and coordination around pastoral care functions
- participates in staff meetings (weekly)
- meets with other staff members to discuss and resolve issues of mutual concern or shared responsibility
- attends bi-monthly meetings of the Pastoral Care Team
- attends meetings of Council (monthly)

Worship 10% (point form description)

- occasional preaching at Sunday worship and special services, in consultation with the Coordinating Minister
- assists in worship services in other ways as required (especially around the pastoral prayer)
- administers or assists in administering the sacraments (if qualified)

**Wider United Church involvement: 10%**

*Active participation in Presbytery, Conference and General Council in consultation with the Ministry and Personnel Committee.*

**Pastoral Care: 70%** (point form description)

- addresses pastoral care needs of all Parkdale's members and adherents both through personal contact and through guidance of the activities and training of the volunteer Pastoral Care Team
- provides leadership in expanding faith formation and small-group ministry within Parkdale (including ways in which small-group ministry can build relationships and foster a pastoral-care approach among all members of the congregation one to another)
- works in cooperation with the Coordinating Minister and the Minister for Youth and Children in helping them to fulfill their own pastoral care roles
- ensures a sufficient continuing supply of trained, diverse volunteers to fulfil Pastoral Care Team functions to meet the varying needs of the congregation's members and adherents across all ages and circumstances
- visits Parkdale members and adherents in need of pastoral care
- coordinates the visitation program
- helps integrate new people into the congregation
- performs funerals
- ensures practical responses to various pastoral care needs across the congregation

**Professional Development: 5%** (\* this is in addition to annual Study Leave of three weeks)

*Pursuing professional development and spiritual development in consultation with the Ministry and Personnel Committee*

Both "Wider Church Involvement" and "Professional Development" have a pre-determined percentage. For the former, this is to allow ministry personnel time to offer their gifts to the functioning of the wider Church. The latter is meant to allow Ministry Personnel, on a weekly basis, the opportunity to remain informed on current theological and church issues through reading, webinars, one-day workshops, etc.

Are there other Ministry Personnel positions associated with this Pastoral Charge?

Yes     No

If yes, please provide a separate position description profile for each additional person including any incumbent ministry personnel if they are staying on in the pastoral relationship.

**Coordinating Minister of Word and Sacrament**

The primary role of this position is to provide oversight and leadership for the spiritual development and growth of the congregation. The Minister of Word and Sacrament is the preacher, teacher and shepherd for the whole congregation, and specifically for those not served directly by other ministry staff. The goal of this ministry is to establish and strengthen members

of the congregation in their Christian faith, and to support the development of Parkdale United Church through constructive participation in external activities and organizations. This position functions in collaboration with the Ministers of Pastoral Care and Youth and Children, the Music Director and the Office Manager, and is acknowledged as Team Leader.

### **Minister for Youth and Children**

The primary responsibility of this full-time position is to lead a strong and effective ministry for youth and children. An essential aspect of the role is to support, encourage and equip a lay leadership network to ensure that the ministry is effective, and that all leaders have satisfying and meaningful roles in the implementation of the ministry and delivery of programs for youth and children of all ages. This position functions in collaboration with the Coordinating Minister, the Minister of Pastoral Care, the Music Director, and the Office Manager. The goals of this ministry include integrating youth into the life of the Christian church and enabling them to have a growing personal relationship with Jesus Christ.

## **PROFILE 4: SKILLS, KNOWLEDGE, AND EXPERIENCE**

What leadership skills, knowledge, experience and personal characteristics in a minister would help your congregation move into your vision of what you believe God is calling you to be?

Using the information on *Profile 3: Priorities for Ministry and the Position Description*, list the attributes desired in a prospective minister. (*i.e. special skills or knowledge, personal attributes and experience, theological perspective, views of pastoral care or outreach, etc.*)

The successful candidate will be qualified as an Ordained Minister, Diaconal Minister, or Designated Lay Minister.

### **Skills:**

- ability to minister to the pastoral care needs of people of all ages and circumstances (not only seniors, but the entire congregation)
- ability to provide the necessary encouragement, support, guidance, information, and training to help form pastoral care workers of all members of the congregation
- active listening skills, compassion, empathy, discretion, discernment, and approachability
- communication and interpersonal skills
- ability to initiate and lead (or co-lead) faith formation events and expanded small-group ministry (especially as these build relationships and enable the identification of, and ways to address, pastoral care needs)
- ability to monitor and measure emerging and evolving demand for pastoral care support within the congregation
- ability to recruit, encourage, mentor, and help train the Pastoral Care Team
- counselling
- Christian education
- preaching in church and other venues
- ability to motivate and support others
- ability to put people of all ages and circumstances at ease
- ability to attract and retain volunteers
- strong organizational and leadership skills
- ability to minister to the wider community
- ability to nurture, support and provoke people to live out their faith as per the Gospels
- ability to conduct funerals
- ability to lead or assist with special communions
- work well with lay leaders
- identify gifts in others, and encourage people to share their time and talents
- bilingual (English and French) an asset

### **Knowledge:**

- pastoral care theory and practice
- small-group ministry theory and practice

- leadership techniques
- Christian education
- services available through outside agencies, especially those that are faith-based, that provide professional support not available within Parkdale
- family dynamics
- knowledge of and commitment to the Christian faith and theological competence as realized through the United Church of Canada
- resources available for people under pastoral care
- continuing education materials and events for Pastoral Care teams
- in-depth knowledge of Scriptures

### **Personal Attributes:**

- ability to work efficiently and effectively with well-established, dynamic colleagues who have their own extremely busy schedules
- ability to work in an environment of orthodox theology with a progressive view of social engagement
- collegial approach to working with professional colleagues and volunteers
- has placed God's guidance and service at the centre of life
- enjoys visiting and engaging others in conversation
- comfortable working in a multi-cultural and diverse congregation
- self-confidence
- initiative
- commitment to life-long learning
- openness
- patience
- honesty
- intentional
- vibrant
- possess a deep and growing, outward-looking faith
- discreet
- warm and welcoming
- ordered prayer life
- belief in the divinity of Christ, the Trinity, and the gravitas of Scriptures
- adaptable
- sense of humour
- stamina
- love of people
- courage
- valid driver's license and access to a vehicle

### **Experience:**

- working within a multi-professional group
- provision of pastoral care in a wide variety of challenging settings and circumstances across all age groups

## **PROFILE 5: WHAT WE CAN OFFER**

1. Review the current Salary Schedule.  
([www.united-church.ca](http://www.united-church.ca) , then type “*Salary Schedule*” into the search window)
2. What comprehensive salary level can your pastoral charge afford? We are able to pay across Categories A – F, plus a supplement based on skills and experience
3. Category: A - F
4. Are you able to afford to pay a salary over minimum? x Yes     No  
If yes, by what %    as negotiated
5. Current “Cost of Living” (COL) group for your pastoral charge: 4
6. Continuing Education and Learning Amount \$1374 per year, plus as negotiated
7. Continuing Education/Educational Leave of three (3) weeks per pastoral year.
8. Sabbatical: No less than three consecutive months of sabbatical after five consecutive years of service on the same pastoral charge.
9. Basic Telephone (Communication) Amount @600.00 per year, or as negotiated  
(Note: The Minister may want to have a cellular telephone rather than a land line for communications purposes)
10. Vacation: one month per year, including 5 Sundays.
11. Technical Equipment support and services: adequate secretarial and administrative assistance; computer technical support as required; photocopier
12. Manse, if applicable: No manse
13. Moving/relocation budget \$ TBA – as negotiated

**Are the amounts noted in #s 2 & 6 above pro-rated for part-time ministry? Yes    x No**

## **PROFILE 6: PASTORAL CHARGE – TELLING OUR STORY**

**Name of Pastoral Charge:** Parkdale United Church

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**Address of Pastoral Charge:** 429 Parkdale Avenue, Ottawa, Ontario K1Y 1H3

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**Brief Description of Pastoral Charge:** *(who we are and what we are looking for)*  
*This brief description (up to 200 words) may be used in the “National Vacancy List”.*

Blessed with exceptional Ministry leadership and dedicated volunteers, Parkdale United Church strives daily to live out its Vision “to form followers of Jesus in such a way as to transform our community and our world”. Our congregation is diverse, and our members and adherents are widely-dispersed across the National Capital Region and beyond. From Sunday worship and regular faith formation programs for all ages, to wide-ranging mission, outreach and justice initiatives and regular celebrations of our many cultural traditions, we are a congregation seeking to fully engage with the mighty movement of God in society. Our Minister of Pastoral Care will be an important contributor to all of our work, especially in providing care and concern for our seniors and other vulnerable people in our congregation, as well as for members and adherents across all ages and circumstances who experience challenges and difficulties. Working with a large and experienced volunteer pastoral care team, the Minister of Pastoral Care will help lead in all of Parkdale’s ministries of worship, study, prayer, and action.

**A note to Ministry Personnel who are applying to a ministerial vacancy:**

Please indicate your interest by providing a cover letter, a brief (maximum ½ page) personal Statement of Faith, an up-to-date résumé, copies of certificates confirming completion of Racial Justice and Boundaries workshops, and a current (*dated within the past six months*) Police Records Check–Vulnerable Sector to one of the following:

Me Sabrina Di Stefano [sdistefanoucc@gmail.com](mailto:sdistefanoucc@gmail.com)

Rev. Whitman Strong [whitstrongucc@gmail.com](mailto:whitstrongucc@gmail.com)

**Closing Date:** May 5, 2017      or  There is no closing date.

## **Living Ministry Profile or Your Mission Statement**

x We have a *Living Ministry Profile* (please attach) or a Mission Statement (please attach):

We do not have a Living Ministry Profile or a Mission Statement.

PRIORITY

(1 to 8)

CATEGORY TITLE / THIS IS WHO WE ARE AS A PASTORAL CHARGE

### **1. Worship**

x We have a specific goal related to our Worship (attach):

We do not have specific goal related to our Worship.

### **2. Justice and Outreach**

x We have a specific goal related to our Justice and Outreach (attach):

We do not have specific goal related to our Justice and Outreach.

### **3. Pastoral Care – Spiritual Care**

x We have a specific goal related to our Pastoral Care – Spiritual Care (attach):

We do not have specific goal related to our Pastoral Care – Spiritual Care.

### **4. Discipleship & Faith Formation**

x We have a specific goal related to our Discipleship & Faith Formation (attach):

We do not have specific goal related to our Discipleship & Faith Formation.

### **5. Stewardship**

x We have a specific goal related to our Stewardship (attach):

We do not have specific goal related to our Stewardship.

### **6. Leadership**

x We have a specific goal related to our Leadership (attach):

We do not have specific goal related to our Leadership.

### **7. Ministry Partnerships**

x We have a specific goal related to our Ministry Partnerships (attach):

We do not have specific goal related to our Ministry Partnerships.

## **Profile 6 - Attachments**

### **Vision, Mission, and Values** (updated June 2006)

#### **Our Vision**

*To form followers of Jesus in such a way as to transform our community and our world.*

#### **Our Mission**

*Parkdale's congregation will respond to God's call and Jesus' teachings by:*

- a) Uniting in joyful worship as an act of praise and gratitude, for inspiration and guidance*
- b) Providing learning opportunities for the Christian way of life and to enhance Biblical literacy*
- c) Supporting one another through pastoral care and concern*
- d) Reaching out to people in need*
- e) Promoting justice*
- f) Praying for guidance, wisdom, and support.*

#### **Our Values**

*As a community of faith we strive to live out the following values:*

##### **Compassion**

- a) We are a caring Christian community that supports the physical, emotional, and spiritual well-being of those participating in our ministries*
- b) We help to meet the needs of our local and world communities*
- c) We nurture and support our ministry personnel, staff, and lay leaders*

##### **Respect**

- a) We treat everyone involved in our ministries with fairness, equity, and respect*
- b) We strive to involve all participants in our congregation in the decisions that affect them*
- c) We seek opportunities to share our common quest for the meaning of life with other Christians and with persons of other faiths*
- d) We recognize the goodness of God's creation and will use our environmental resources respectfully*

##### **Working Together**

- a) We believe that what we achieve together is stronger and has more impact than our individual efforts*
- b) We value the talents, experience, and passion of all who participate in our ministries*
- c) We recognize the value of collaboration and actively nurturing partnerships*

### Commitment

- a) We listen and learn, as we endeavour to improve the quality of our ministries*
- b) We support our ministries with our time, talents, and financial resources*
- c) We provide a safe, secure environment for our ministries*
- d) We strive to make everyone welcome in our congregation*
- e) We seek to be a blessing to the neighbourhood in which we live*

### Worship

**Goal:** To provide spiritually-uplifting experiences that celebrate, and help bring people closer to, the mighty movement of God's love within the lives and hearts of individuals, the congregation as a whole, and the wider world.

### Justice and Outreach

**Goal:** To assist the congregation to understand and engage in God's mission of love and justice for all people in the wider Ottawa community and the world.

### Pastoral Care – Spiritual Care

**Goal:** To provide care and support for all members and adherents of the congregation (from youth to seniors) who are experiencing difficult circumstances.

### Discipleship and Faith Formation

**Goal:** To encourage and support learning programs for children, youth, and adults that result in all people in the congregation coming to know God's love as revealed in Jesus Christ, growing in their understanding of the Christian faith, and becoming involved in the Mission of the Church.

### Stewardship

**Goals:** Guided by Parkdale United Church's Vision and by Christ-centred principles, to encourage and assist congregants to discover and deploy their spiritual gifts in Parkdale's ministries and beyond; to nurture stewardship formation; to engage the congregation in its spiritual relationship to money and resource consumption; and, to challenge the Parkdale community to live with respect in creation.

**Leadership**

**Goal:** To provide the spiritual and other support required to enable the congregation as a whole, and its individual members and adherents, to fully live out the Vision, Mission, and Values of Parkdale United Church.

**Ministry Partnerships**

**Goal:** To contribute to, and draw strength from, the engagement in the world of other liked-minded communities of faith and organizations.