

2011
JOINT NEEDS ASSESSMENT COMMITTEE REPORT
Saint David's United Church
Rothsay, N.B.



Saint David's Sanctuary



Vision Statement

Saint David's strives to be a caring and mutually supportive community where everyone is welcome to explore what it means to be a beloved child of God and a committed follower of Jesus, the Christ.

Mission Statement

Build on the present and grow our ministry through diversity, progressiveness and by being active in the community

Table of Contents

COMMUNITY PROFLE	5
Partnership with Other Churches.....	5
Schools.....	6
Health Care	6
The Future	7
Legend	7
PASTORAL CHARGE PROFILE	8
History.....	8
The Congregation	9
Governance.....	10
Support	12
Programs for Children and Youth	13
Music.....	14
Ken Val United Church Suites	15
RESOURCE PROFILE	16
Financial.....	16
Physical Property	17
Employees.....	18
Volunteers	18
POSITION PROFILE.....	18
SKILLS PROFILE	22
TERMS PROFILE	23

Salary and Housing	23
Expenses and Allowances	23
Benefits and Support	23
EXECUTIVE SUMMARY	24
Recommendations of the JNAC:	26
Appendix A – Congregational Survey	28
Appendix B - Members of the 2011 Saint David’s Joint Needs Assessment Committee	29
Appendix C – Current Financial Report	30

COMMUNITY PROFILE

Saint David's United Church is located in the centre of the Town of Rothesay next to the beautiful town Common. It serves the communities of Rothesay and Quispamsis that together, have a total population of 26,876 (2006 Census figures) and are commonly referred to as the Kennebecasis Valley. The area is predominately residential but there has been a dramatic growth in commercial and retail business over the past number of years. Rothesay borders on the City of Saint John which is a major industrial and business centre in New Brunswick. Many of our residents commute to work places in the city.

The population is mainly English speaking with a growing Francophone population and in recent years the area has become popular for Asian immigrant families, especially from Korea. Residents of the Kennebecasis River Valley enjoy a suburban lifestyle with all the amenities of the city (hospitals/university/entertainment/shopping) within a 15km radius. Virtually every form of recreation is available locally, and parks and scenic walking trails are close by. A popular ski hill, Poley Mountain, is less than an hour away, and the Kennebecasis River, along whose bank Rothesay is built, provides summer and winter recreation activities that would be the envy of any community. There are many public access beaches, picnic areas, and boat launches along the shoreline. The Rothesay Yacht Club, the Renforth Boat Club, Riverside Golf and Country Club, ball fields, soccer pitches, tennis courts, hockey rinks, and a brand new multipurpose recreation and sports complex named the QPLEX are all located in the towns of Rothesay and Quispamsis. There are also a variety of fitness centres and many other exercise and recreational opportunities.

The valley offers a fantastic array of entertainment activities year round that include "Concerts in the Park", community theatre productions, the annual KV Jazz Festival, the Kingston Peninsula Farmer's Market, and many craft fairs and art shows.

Partnership with Other Churches

Two other congregations border on the Common; St. Paul's Anglican Church and Our Lady of Perpetual Help Catholic Church. The churches on the Common share more than their geographical location. Ecumenical services and other forms of fellowship take place on special occasions such as high school graduations, and Remembrance Day. Other United Churches in the area include Quispamsis United (5km) and St. Andrew's Kirk (15km). Quispamsis United and Saint David's have a relationship of mutual support and, in turn, host special joint services and provide each other a place of worship during summer vacation periods.

At a congregational meeting in October 2011, Quispamsis United indicated a desire for the three United churches in the area to work collaboratively on events and issues. We believe that the congregation at Saint David's will also welcome this effort.

Schools

The area has excellent educational facilities including the University of New Brunswick (Saint John Campus), the New Brunswick Community College, and other business and trade schools. The local School District (NB # 6) has an excellent reputation for quality education. French Immersion programs are available as are those developed for special-needs students. District NB #1 has a French school in the area offering French curriculum for children from Kindergarten to Grade Five for families with at least one Francophone parent. . Those children can then attend the French School, Samuel de Champlain, located in Saint John for Grades 6-12. Area High Schools offer many Advanced Placement (AP) courses. Rothesay is also home to a highly reputed private school, Rothesay Netherwood School, teaching grades six to university entrance, and two private elementary schools. All schools offer a variety of sports and arts groups, encouraging the development of these non-academic, but also important skills and interests.

Health Care

The Saint John Regional Hospital and St. Joseph's Community Health Centre and Hospital are each approximately a twenty minute drive from the Kennebecasis Valley. An ambulance dispatch unit is located in the Valley so ambulance response is very good. The Saint John Regional Hospital is New Brunswick's largest tertiary care hospital and provides emergency, acute care, and surgical services. It is home to the New Brunswick Heart Centre; Atlantic Canada's only accredited tertiary trauma centre, and it is also a teaching hospital in partnership with Atlantic Canadian Universities. St Joseph's provides many day surgery procedures and out-patient and diagnostic services. It specializes in senior health care with 80 – 100 geriatric assessment and long term care beds. There are after-hours clinics in the Kennebecasis Valley area, and in Saint John that attend to out-patient needs, and the Valley is home to a branch office of the New Brunswick Extra-Mural Hospital – a community based service that provides nurses, occupational and physical therapists for patient care in the home, post hospital discharge and for varied other reasons. Blood tests, x-ray, EKG and other lab services are located in the same complex. There are a wide variety of health-care practitioners throughout the community: doctors, dentists, optometrists, and others. Two modern nursing homes are located in the Kennebecasis Valley and there are others close by in the town of Hampton and in the City of Saint John.

The Future

The established and thriving community of Kennebecasis Valley continues to grow. Both Rothesay and Quispamsis are upgrading water and sewerage systems to accommodate new homes and commercial enterprises on an ongoing basis. It is the community of choice for many families moving into the greater Saint John area and is a destination for families who decide to move out of the city to enjoy a suburban lifestyle. Many residents work in Saint John and enjoy the varied cultural experiences offered by the city. Saint John offers venues like Harbour Station (home to QMJHL hockey and the site of many large concerts and other shows), the New Brunswick Museum, and the beautiful Imperial Theatre. As the community continues to grow there are real opportunities for Valley churches to grow.

Legend

Distance from Saint David’s Church to:	Saint John Regional Hospital	= 14.9 Km.
	St. Joseph’s Hospital	= 14.2 Km.
	Harbour Station	= 14.7 Km.
	Rothesay High School	= 0.4 Km.
	Kennebecasis High School	= 6.4 Km.
	Rothesay Park Middle School	= 0.3 Km
	Local Shopping	= 1.5 Km.
	City Shopping	= 10 Km.

PASTORAL CHARGE PROFILE

History

Saint David’s Congregation was first established in 1860 with a Sunday afternoon service in the waiting room of the Rothesay railway station.

In 1860 a beautiful new church was built on the East side of the Rothesay Common (a triangular open park in the heart of town). Membership did not increase sufficiently at the time to support the new building, and in a few years it was given up. This first church building still stands as St. Paul’s Anglican Church.

By 1888, the congregation was able to purchase a new parcel of land on the west side of the Common and build a new sanctuary – a church known as “Presbyterian Hall”. The congregation grew steadily over the years and by 1951 Saint David’s had its own full-time minister and “Presbyterian Hall” was transformed into a church of its present New England style. In 1960, the congregation’s 100th anniversary, construction began on the present Christian Education building.

In response to a rapidly increasing membership, in 1988 the congregation undertook a major expansion and modernization construction project (enlarging the sanctuary and joining the church to the Christian Education Building) the result being the modern facility in use today. The congregation now employs a full-time Minister, a Minister for Youth and Young Adults, a Church Administrator, a Director of Music, and a Building Superintendent.

More information can be found in “Not By Bread Alone, the Story of Saint David’s of Rothesay 1860 – 2000” gleaned from the official records, and recollections of members of Saint David’s by David Goss. This book also includes topics on the location, history of the Valley, church life in the Valley and area based on interviews with members during 1997- 1998 by David Wright. The document was published in book form in 2005.

Ministers and Years of Service

Rev. Theo M. MacLeod	1973 – 1982	Rev. Robert E. Stevens	1992 – 1998
Rev. Walter G. Davis	1982 – 1983	Rev. Dr. Ronald E. Vincent	1998 – 2008
Rev. Ian F. MacLean	1983 – 1991	Rev. Alan Schooley	2008- present
Rev. Lee Donahue	1991 – 1992		

The Congregation

Saint David's includes, among its' congregation members and adherents, many long-time and multi-generational families. There are also a number of families that come and go at any given time, because of the transient nature and the demands of modern life within our community. In general however, our community has enjoyed a period of consistent growth, especially of young and active families. We have an expressed desire to grow our congregation by creating a welcome place for all generations – those who are new to the area and also those who do not have a regular church home. While honouring our rich heritage we recognize a need to adapt a more contemporary style and approach to our worship and our Christian education activities, including the use of enhanced audio and visual technology as funds become available to install more modern equipment in our sanctuary.

Currently we offer two services, a contemporary service at 9:02 a.m. and a more traditional service held at 10:30 a.m. While the services both have their own merits, we note that there are disadvantages to the two service model, not the least of which is fellowship and volunteering opportunities among participants. Our JNAC survey indicates that some, especially from the 10:30 a.m. group, have expressed a desire to revert back to a single service. We note that most families who are new to our church are attending the 9:02 service. Our Worship Committee and Staff are currently studying the issue.

With few exceptions, our congregation has expressed a desire for a more contemporary approach to worship and so we believe that the congregation is ready to embrace a blend of both modern and traditional styles, growing towards a more contemporary experience, and utilizing today's technology to enhance, but not overwhelm, the worship experience. Attracting and retaining the younger generation may also mean adjusting the time of worship to better fit the schedules of young families, whose children often have other activities scheduled on Sunday. We recognize that changing the time of worship is a decision that should not be taken lightly and should involve close coordination among staff and committees, and in consultation with the congregation.

Saint David's exudes a sense of church family that is critically important to our congregation. As we seek ways to use our individual skills and talents, for the betterment of our Church, our community, and our world, we seek strong support and guidance from our Ministry team. We want to walk together with them, as we navigate the future ahead.

This is indeed a transitional time for our congregation and while we have some apprehension about the changes and the challenges ahead, we know that Saint David's is called to be a vital

and current reflection of our strong faith community and that our congregation will support that vision.

Governance

Church business and worship affairs are governed by a Unified Board comprised of the following officers and committee chairs:

Chair of Unified Board	Vice Chair
Recording Secretary (Clerk of Session)	Treasurer
Immediate Past Chair	Membership Committee
Presbytery Representatives (2)	Stewardship Committee
Outreach Committee	Property and Maintenance Committee
Worship Committee	Ministry and Personnel Committee
Trustees	United Church Women
Minister	Men's Group
Christian Development Committee	
Designated Lay Minister (Minister for Youth and Young Adults)	

The Treasurer provides solid fiscal management and furnishes monthly & annual financial reports. The Church Office Administrator assists him by facilitating the day-to-day financial business of the church.

Saint David's is a strong supporter of Saint John Presbytery and Maritime Conference. We meet our financial commitments and have two dedicated members attending Presbytery on a regular basis.

The activities of the Christian Development, Worship, Membership and Outreach committees, along with the numerous outreach initiatives of the UCW, Men's Group and individuals within the congregation, define the heart of the caring community that is Saint David's. Practical support for the other needs of our church are attended to by the Stewardship Committee, the Property and Maintenance Committee, the Ministry and Personnel Committee, the Trustees, and the Pastoral Care Committee.

The Christian Development Committee is made up of volunteers who help support Christian Education in the Church. They help plan events for members of the church with activities all year round. They have hosted such events as "A Mystery Dinner", Family Fun Night, Scrapbooking Crops as well as the Congregational Opening Luncheon for the Church when Sunday School Reopens in September as well as the Annual Congregational Picnic in June.

The Minister, Director of Music, and Minister for Youth and Young Adults, sit on the Worship Committee along with volunteer members. The committee is responsible for organizing the serving of communion, special services, congregational celebrations, and seasonal decorating of the sanctuary.

The Membership Committee is large with one member for each of the 12 districts that make up the communities served by Saint David's. Members work at developing a caring connection with the families in their district. They keep in touch and develop friendships by visiting, telephoning, delivering "The Bridge" newsletter; and mailing cards and notes for special occasions such as get well, sympathy, and celebrations. Membership organizes warm, welcoming receptions and pays meticulous attention to the creation of the "Welcome Brochure". They are also responsible for updating and maintaining of Church Statistics.

The Outreach Committee supports a wide range of charitable projects, educating the congregation to the physical and spiritual needs of people in our community, across Canada and around the world. Money is raised through White Gift offerings, free-will collection on Christmas Eve, private donations, and through two huge used-clothing sales every year. Many families appreciate the opportunity to shop for clothing free of charge on the final day of each sale and unsold items are sorted and donated to many community organizations.

The United Church Women (UCW) meet monthly having a business, devotional and educational/inspirational element within each meeting. Programs are geared towards women's, global, and local issues. Many mission and service activities are possible through the work of this group of women and their fundraising initiatives. The UCW is available to co-ordinate funeral receptions for members of the congregation, by request.

The Men's Group meets monthly. Each meeting begins with a fellowship meal and has a business, devotional and instructional/enlightening element. The Men's Group holds an annual steak BBQ and a Shrove Tuesday pancake supper. The annual Art Show & Sale, featuring beautiful paintings by local artists, has become their major fundraiser. Since their formation in 1992, this dedicated group has raised significant funds to support many key initiatives within our church and community.

The Stewardship Committee has been recently re-established and has determined their mandate and priorities. Further discussion on Stewardship can be found in the 'Financial' section.

The Trustees component consists of seven active trustees. The Trustees are responsible for all matters involving the property of Saint David's including insurance, user groups, major repairs and renovations, and all contents and assets of the building.

The Property and Maintenance Committee looks after the inside and outside structure of the Church. It is a group of volunteers, with many skills, who work in partnership with the Trustees to make sure our Church looks its best and is well maintained.

The Ministry and Personnel Committee oversees the relationships, roles and functions of Saint David's staff, including Ministry personnel, employees, and contract staff. The M&P Committee does not have decision-making authority but does recommend actions to the Unified Board.

Responsibilities include supporting communication between the congregation and staff and between Ministry personnel and other staff members, recommending to the Board changes to compensation and working conditions, clarifying responsibilities and lines of accountability to the staff, and supporting continuing education. The committee is also responsible for conducting periodic performance reviews of all staff and providing immediate feedback on both good and poor performance so as to encourage the former and for resolving any personnel conflicts. The M&P Committee has open communication with the Presbytery Pastoral Relations Committee.

Saint David's has been blessed through the years with dedicated volunteers who serve their committees and groups faithfully and diligently – some for many years. The congregation relies heavily on the Board and trusts their expertise in executing the business of Saint David's United Church. The Joint Needs Assessment Committee recognizes the value of our long-term volunteers and wishes to emphasize the need to encourage new participants who can also provide a variety of experiences and perspectives.

Support

The Minister for Youth and Young Adults, Alicia Walls, works closely with the Minister and church community to address the needs of the church youth (infants-grade 12), through youth ministry. Her main focus is to organize Sunday School programs, recruit volunteers and plan the curriculum. She also organizes all the other Christian Education events for children and youth as well as a Vacation Bible School, held for one week each summer.

Additional responsibilities include:

- Organizing special workshop services involving children and youth
- Supporting Sunday School volunteers
- Working with the minister in co-coordinating Sunday services and leading the children's time during worship
- Organizing services in consultation with the Minister and Director of Music that involve Sunday School children.

- Working in partnership with the Minister to conduct confirmation classes for youth and adults
- Participating on the Unified Board, the Worship Committee, Christian Development Committee, and Saint John Presbytery

This is a 30 hr/week position.

The Director of Music, Christopher Lane, is a highly skilled and innovative musician who pays special attention to the importance of music within the liturgy and the overall worship experience. Christopher is competent on both piano and organ, and is a skilled choral specialist. He is equally comfortable in traditional and more contemporary styles of music and brings a wide variety of music to the 9:02 service. Christopher has been a part of the ministry team of Saint David's since August 2010. This is a 20 hr/week position.

The Church Administrator, Danielle Burkett, provides administrative support to Saint David's. In addition to her duties as Assistant Treasurer, she manages all of the details that make up the considerable flow of traffic through our busy facility: room reservations, telephone calls, letter & report writing, the printing of the bulletin, committee & staff support, e-mail updates and IT support. This is a 24 hr/week position.

The Building Superintendent, Jim Simpson, provides regular cleaning of the sanctuary and the rest of the church building. He is responsible for the general tidy appearance outside of the church and for the supervision of outside contractors hired for maintenance, snow removal, etc. Issues beyond the scope of his position are brought to the Property and Maintenance Committee for action. This is a 20 hr/week position plus special event requirements.

Programs for Children and Youth

Saint David's offers a wide variety of children's and youth activities under the guidance of the Minister for Youth and Young Adults. Sunday school is held each Sunday morning during our traditional worship service at 10:30 a.m. The children attend the first fifteen minutes of the Worship service and then exit for a rotational model of Sunday School after the Children's Story. We have talented volunteers who help with this new style of Sunday school, where the children experience the weekly lesson through science experiments, craft, story and other activities. During our Contemporary Worship service the children remain in church with their families for the service, and theme based coloring and activity sheets are provided for young children. We also have a class for Middle school and High school students where we constantly adapt new ideas and incorporate the use of technology. Presently we are using curriculum designed by our Minister of Youth and Young Adults for all of our programs. A nursery room is available during worship.

The children of Saint David's United Church enjoy taking part in extra activities and celebrations throughout the year. Children's Celebration Services are held biannually, and we enjoy an annual Christmas concert/play. The children look forward to participating in the Congregational Picnic each June, and in an array of variety shows and concerts throughout the year.

Saint David's has an active youth group that meets and takes part in various activities throughout the year: worship services, fundraising for youth events, and community outreach. They take part in many teen fellowship activities and enjoy providing service to their community by participating in activities like making decorations and cards for residents in local Nursing Homes. We encourage our youth to participate in our greater church community and many are representatives on our various church committees and groups.

Confirmation classes are held annually, offered to youth or adults, who are interested in learning more about the responsibilities of a Christian life, and to help them in their decision to join the United Church.

In the last three years, we have been very excited about the addition of our "Children's and Teens Cooking Club". This is a community outreach program. Children gather and cook together, learning different rules and skills of the kitchen and prepare cookies, muffins, squares, and various other items to be delivered to residents in nursing homes, patients in hospital, congregation members who are grieving, sick or shut-in, local homeless shelters and many others.

Other programs that have been offered are the Saint David's "Little One's and Me" playgroup for babies and pre-school children with their parents and caregivers, Drama, and Ball Hockey.

Music

Saint David's is a church with a strong musical history. The Senior Choir (ages 16+) enjoys a reputation of being one of the best choirs in the greater Saint John area. Many of the members have been singing together for more than twenty years. They present annual Christmas cantatas, revue concerts and have participated in the New Brunswick Competitive Festival of Music. They provide an anthem for weekly services from September to June. Saint David's Little Stars (ages 4-12) provides an opportunity for the congregation's young musicians to participate in worship through singing. They present musical offerings 4-6 times per year and on occasion with the Senior Choir. Plans are underway to develop a youth ensemble for ages 12-18.

In 2011, the congregation supported a \$65,000 fundraising campaign to purchase a new organ to enhance the worship at Saint David's. Allen Organs was awarded the contract to install a 3 manual digital organ in time for Advent 2011. The Quantum Q300D will provide a wider array of

options for the Director of Music, and, with the existing Yamaha Clavinova, add to the music ministry of the congregation.

Ken Val United Church Suites

Valley Suites, located on the Hampton Highway beside Quispamsis United Church, is owned and operated by Kennebecasis Valley United Church Suites Inc., a non-profit housing corporation. Construction was completed and the first residents were received on Nov. 1, 2009. Valley Suites is composed of two buildings: a 12 unit affordable residence for seniors called the Philips House in honour of Alfreda Philips and a 4 unit affordable barrier-free residence for the disabled called the Beardmore House in honour of Martha and David Beardmore. The board of KVUCS is composed of members from the United Churches of Saint David's, Quispamsis, and St. Andrew's Kirk, as well as lay people from other denominations.

RESOURCE PROFILE

Financial

Following a major expansion and update of the church in 1989, over the next ten years Saint David's United Church covered all of its operating costs and repaid \$820,000 of borrowing used to pay for the 1988 renovations.

From 1999 until 2009, while revenues and expenses fluctuated year to year, we were able to cover all operating costs and to pay for minor capital costs as they were incurred. Now that the previously renovated church building is twenty years older more major maintenance and improvements are required. A plan for a \$150,000 investment in our facility was approved by the congregation in 2010 but has been postponed until our financial situation improves, with only the most necessary projects being undertaken. For those, a loan of \$50,000 was made available in 2010 through the Home Mission Council, Saint John Presbytery, of the United Church of Canada. Now that the organ campaign is completed with more than \$60,000 having been raised, a Stewardship campaign for operating and other capital costs is planned beginning November 2011. Based on the success of past campaigns we expect to be able to raise enough revenue to cover our current deficit and to cover costs going forward.

Our newly formed Stewardship committee describes its mission as follows: to be active in ensuring the spiritual and financial growth of the Church. Their mandate includes the following as ongoing needs for Saint David's:

- To ensure we have sufficient giving to match our yearly budget:
 - Ongoing day-to-day expenses
 - General maintenance required on an ongoing basis
- To meet and discuss with the Congregation the need to increase the hours of work for our Youth Minister to insure continued growth.
- To discuss with our members the value of charitable giving, through the use of Wills, Annuities and Life Insurance
- To re-establish a Memorial Fund to be used for the future of our Church.

Financial Results – Prior Periods

	2008	2009	2010
TOTAL RECEIPTS	\$243,256	\$267,477	\$262,920
DISBURSMENTS	\$246,326	\$270,919	\$262,474
RECEIPTS vs. DISBURSMENTS	\$(3,070))	\$(3,442)	\$446

Revenue is collected through church Pre Authorized Remittance, envelope offerings, contributions, donations, fundraising, and rental of church property. Over the past few years revenues and offerings have fluctuated. Saint David's has suffered from a significant reduction in attendance at worship services and corresponding reductions in offerings. Unlike many churches in Saint John whose numbers are dwindling due to an aging population and little or no population growth, Saint David's has the potential to increase our membership due to the significant growth in new families within the Kennebecasis Valley. We believe that essential to our success is attracting the kind of ministerial leadership that can help us formulate a plan to attract new families, both young and old, to ensure our continued viability of Saint David's United Church.

Current financial reports for 2011 are attached as an appendix.

Physical Property

The United Church of Canada owns the property and building located at 7A, Gondola Point Road, Rothesay, New Brunswick. In 1988 a major renovation enlarged the church and connected the main body of the church to the Christian Education building. The sanctuary was upgraded at that time into a modern, comfortable facility that seats 350 people. There is a large foyer leading to the sanctuary off which lies the Minister's Study, the Youth Minister's Office and the main Church Office. The Minister's Study is spacious with comfortable furniture, a desk & chair and library shelves. The Church Office is efficient and secure; furnished with a desk, tables and filing cabinets. The Office's and Study are furnished with interconnected computers, printers and a photocopier. The foyer connects the sanctuary and the Christian Education building. The Christian Education building has an auditorium with stage, Sunday school

classrooms, kitchen and a parlour. The current estimated replacement cost of the facility is \$2 million (excluding contents, property landscaping and parking lot) and it is mortgage free.

Employees

Saint David's employs a Minister, a Designated Lay Minister (Youth), a Church Administrator/Assistant Treasurer, a Director of Music, and a Building Superintendent. The church follows the employment guidelines as well as the wages and benefits as determined by The United Church of Canada.

Volunteers

Volunteers are the lifeblood of Saint David's. All of the committees, all non-staff Unified Board members, Trustees, Property & Maintenance people, Choir members, Sunday School and Youth Leaders are volunteers. Many others join in for special projects and large events. The people of Saint David's have a wide range of rich life experiences and faith journeys to share. We reap great rewards because they volunteer their time, skills and gifts so generously.

POSITION PROFILE

Saint David's United Church is seeking a full-time ordained Minister.

Our church is a blend of very busy families; young parents racing to keep up with the demands of earning a living and raising a family, members of the "sandwich generation," who are supporting the needs of their older children while caring for their elderly parents with their own special needs, and a solid core of lively, committed seniors who have been the backbone of our church. They too find life challenging for a whole different set of reasons.

We seek a Minister who will identify opportunities that take advantage of the rich pool of talent, faith journeys and life experience that our congregation possesses, and who will help us to see those in ourselves, and give of them freely. We seek a Minister who is excited about the opportunities ahead – one that will work with us to create a new, but familiar, church community.

A recent congregational survey highlighted the following key areas of focus. The Joint Needs Assessment Committee has attached suggested time allotments to each as a guideline.

Worship Leadership and Preparation (10 hours)

Sermons

Sermons that address issues in our everyday lives, with lessons rooted in the scriptures, are important to the congregation. We seek a message, in plain clear language, that challenges, inspires, sparks discussion, and provides food for thought over the upcoming week.

Music

The coordination of music selections by the Minister, the Director of Music, and the Minister for Youth and Young Adults is important in making the worship experience more interesting and meaningful.

The universal appeal of music is certainly alive and well at Saint David's. It is appreciated by our congregation, who enjoy a variety of styles, voices, and instruments. We are blessed to have a talented Director of Music, and a great choir.

Special Occasions

The Minister at Saint David's should play a key role in preparing and leading celebratory services such as those at Christmas, Easter, Thanksgiving, Anniversary, Baptisms, and Confirmations. On an ecumenical level we see him/her encouraging cooperation between local churches, and participating in services recognizing Remembrance Day and World Day of Prayer.

Development of the Congregation (10 hrs.)

Youth / Young Families

We recognize the need for nurturing youth and young families. They are our future. Because of life's hectic pace, oftentimes Sunday morning provides the only contact that individuals have with their church family. It is critical to capture their interest, to nourish their spiritual lives, and to help them settle into and thrive within our congregation – to feel a sense of belonging and being part of their church family. While we have an excellent Youth Minister providing effective Christian Education programs, we feel it is critically important for the Minister to interact with the children and the youth, and their families. The Minister should play a valuable role as a mentor to our young people and to the leaders who guide them.

Seniors

At the other end of the age spectrum we have the people who are well along in their years. This segment of our Church population has been strong and active. They devote a lot of time

and energy to the many aspects of church life. They offer stability and a strong base for the new Minister to work with. In recent years, some have had to take a less active role because of health issues and a Minister's visit will help to bring the life of Saint David's to them.

Helping Individuals Understand Their Own Gifts for Ministry, Service, and Stewardship

Our congregation has grown somewhat complacent and we need a leader who can work with us to rejuvenate our passion and commitment. The Minister should provide leadership that openly explores and advances a vision for Saint David's future through shared personal faith and passion. There is expectation that the Minister will get to know us as individuals and families, and help us to recognize and use our own gifts. She/he should help to facilitate ideas and growth and encourage the congregation and staff to work together and united to carry out the work and enjoyment of our church community.

Crisis Pastoral Care (5 hrs.)

The Minister's involvement in pastoral care will consist mainly of being available for counselling people in need, as well as visiting seniors, shut-ins, the sick in hospitals, the bereaved, and those in crises.

Administration and Governance (4 hrs.)

Saint David's is fortunate to have a strong governing structure. The Minister is expected to participate on the Unified Board, the Worship Committee, and the Christian Education Committee, and to support the efforts of those groups.

As the only full-time staff person, the Minister must be able to direct and mentor the other members of the staff to maintain open communications and the effective running of our church. The Minister should also be available to help provide guidance to program leaders and groups within the congregation to help create a united and common mission.

Outreach (4hrs.)

Saint David's is active and outgoing when it comes to the larger community. Our facilities are used by a number of community-based groups and organizations. This usage gives us an opportunity to be proactive in outreach and community profile. The Minister should be comfortable interacting with the various groups and their leaders as they come and go from our facility.

Our Outreach Committee, Men's Group, UCW, and the overall congregation are all strong proponents of finding ways to lend a hand and will welcome new ideas and support from a fresh outlook in these areas.

Connecting to the Church at Large (4 hrs.)

We expect our Minister to regularly participate in Presbytery, Maritime Conference, and personal development sessions. He/she should be willing to play a role in ecumenical events and meetings in our area.

Christian Education and Group Studies (3 hrs.)

The Minister needs to keep in close contact with the part-time Minister for Youth and Young Adults regarding the ongoing activities involving youth and young adults. On a number of occasions during the year, he/she should become directly engaged with these young people and participate in their activities. The Minister should work with the Minister of Youth and Young Adults in providing confirmation classes to youth and adults, and from time to time offer study and discussion groups considering all the various demographic groups within our population.

SKILLS PROFILE

We believe that Saint David's congregation would provide rich challenges, rewards and friendships for the person who fills our Ministerial position.

The Minister should be skilled at providing energetic, thought-provoking, inspirational sermons relevant to the lives of the congregation: the down-to-earth everyday concerns--families, jobs, health--as well as to the larger events unfolding in the community and the world at large that affect us all. Many parishioners come to church Sunday to 'get their batteries re-charged' in order to face the challenges of a new week - it is a breath of rejuvenation. Saint David's is known as a congregation who loves to laugh. A dose of humour from the pulpit is appreciated. We also look to the Minister to inspire us individually in our personal lives and beyond, as we continue to move towards strengthening a solid, caring, inclusive, faith-based community. We desire a strong leader who can unearth personal passion, motivating and supporting ideas, and who is ready to work with the Staff, Board and Congregation on challenging issues. We are looking for an individual who has experience working with congregations facing transition, and who would like to be part of our community for at least 5-7 years, learning from and with us.

The Minister should be capable of prioritizing and multi-tasking on an ongoing basis. This position requires an individual who is very confident, passionate and secure in his/her own spirituality and faith and in his/her own ability as a spiritual leader. A willingness to be flexible and work within the framework of a Unified Board is a prerequisite, as are conflict management skills. We believe that mentoring and ministering to staff members, providing direction and guidance, while encouraging independent growth and decision making, is vital to a healthy working environment at Saint David's. The incumbent should be willing to approach finding solutions sincerely and enthusiastically within various groups and remain steadfast in a commitment of support.

With the demographic mix of our congregation, a Minister must be personable, compassionate, flexible, spontaneous, down-to-earth, and have a sense of humour. He/she should also have the ability to communicate, relate to and connect with all age groups. She/he should be a friend and fellow traveller along our faith journey.

TERMS PROFILE

Salary and Housing

Salary: Above the United Church of Canada published minimum guidelines as negotiated, based upon experience and skills.

Housing Allowance: \$14,000.00 per year as per Presbytery guidelines

Expenses and Allowances

Travel Expenses: \$0.41/km, as per United Church Policies

Moving Costs: As per schedule and is the responsibility of the Pastoral Charge.

Education Allowance: \$1,275.00/year Educational Allowance

Study Leave: Three weeks per year.

Vacation: One month per year, including 5 Sundays

Benefits and Support

Secretarial: Support provided by Church Office Secretary Tuesday to Friday, 20 - 25 hours per week.

Office Equipment: Church Office furnished with computer, fax, telephone and copier.

Minister's Office: Furnished with computer, filing cabinet, book shelves and comfortable furniture.

Pensions/Insurance: According to the United Church of Canada Ministry and Employment Policies and Services Pension and Benefits 2007 Information Sheets.

UCC Pension: Paid Employer Share

UCC Group Insurance: Paid Employer Share

Payroll: Paid Employer Share

Appraisal: An annual appraisal of salary and benefits is conducted by the M&P Committee.

Time Disbursement

Hours of Work: Full-Time position, 40hrs/week.

EXECUTIVE SUMMARY

A Joint Needs Assessment Committee (JNAC) was formed as a result of the retirement announcement of Saint David's Minister, Rev. Alan Schooley.

The objectives of the JNAC were to:

- Describe Saint David's Pastoral Charge and the community in which we live.
- Define the ministry needs of Saint David's for 2011 and the future.
- Specify the position of the personnel required, and the skills required.
- Recommend to the Unified Board, the congregation, and Saint John Presbytery the conclusions arising from the assessment process.

The JNAC began its work in May, 2011 and met many times through to November, 2011 in order to prepare a Needs Assessment Study as required by the United Church of Canada. This assessment is in the form of six profiles as listed in the Table of Contents. The first three profiles collect data from a variety of resources to give a complete picture of the community, the pastoral charge and its resources. Over the course of the summer and fall the JNAC conducted interviews with the staff, committees and groups within Saint David's, and created a congregational survey document. During September the congregational survey was conducted for the purpose of determining the ministry needs of Saint David's and the skills required fulfilling that ministry. Over one hundred fifteen (115) completed Surveys were tabulated by the JNAC. Results of the Survey are found in Appendix A. of this Report. From these results the JNAC was able to build the preceding three profiles and lead us to our final conclusions.

In Summary:

Community profile: Saint David's United Church is located in Rothesay, a picturesque bedroom community in the greater Saint John area of southern New Brunswick. A community of about 13,000 households, Rothesay and neighbouring Quispamsis boast continued growth in population and business, a thriving network of schools, indoor and outdoor recreation facilities, and good health care services.

Pastoral Charge Profile: Saint David's United Church, situated on the beautiful Rothesay Common, has a history of growth over 151 years to what is now a congregation of 367(2010) households that support a modern facility staffed by a full time Minister and part time Youth Minister, Church Administrator, Director of Music, and Building Superintendent. Along with the young and growing families, Saint David's has a senior population that anchors Saint David's

and leads its many outreach initiatives. Volunteers of all ages are at work in the Sunday school, Youth programs, committees, groups and governing bodies of this active Church community. Our congregation has become complacent in recent years for a variety of reasons and perhaps partially due to our past success. This is evident in the survey results, the shortage of volunteers in some areas, our giving, and in the declining number of individuals attending worship. We need leadership that will help us move through this challenge to once again be the optimistic and vibrant group of people we once were.

Resource Profile: Saint David's United Church has had some challenges in this regard over the past few years, as participation in the congregation has lessened and with it, congregational giving. During this period of time the Stewardship Committee was relatively inactive with regards to new initiatives. At present it appears that Saint David's will incur a deficit in the vicinity of \$17,000 in the current year, ending December 2011. That deficit is being supported through access to a \$25,000 operating line of credit.

A newly re-established Stewardship committee is working on plans to encourage growth and create new initiatives on a variety of programs designed to increase giving - in life and beyond. Occasional reminders or calls for special funding are met with positive responses, as has been the case in 2011 when over \$60,000 has been raised to replace the organ.

Plans to undertake approximately \$150,000 in building improvements have been postponed until such time that funds can be raised through donation or financing. Banks declined an earlier application to borrow this amount stating the insecure nature of financing of churches.

Position Profile: Saint David's is seeking a Minister whose priorities begin with well constructed Sunday morning services that include sermons relevant to today's lives and issues, rooted in biblical scripture. Capturing the interest of young families and youth, and creating a special experience for children while not losing sight of seniors, are high priority needs. Critical to our needs is a dynamic individual who can ignite the congregation and staff of Saint David's to accomplish great work. Participation at Unified Board meetings and Saint John Presbytery is expected.

Skills Profile: To fulfill the ministry described above the new minister will need to exhibit excitement and enthusiasm about worship and about the community of Saint David's. This minister will be comfortable mixing and mingling with the families and individuals on a personal basis and helping them to realize their potential spiritually, and through service. She/he will be highly skilled in composing sermons that speak to our everyday lives and be comfortable in the use of technology that will enhance but not overwhelm worship services. The new minister will demonstrate a sense of humour and a genuine enthusiasm towards children and youth. Skill

and experience in directing and guiding other members of the ministry staff are essential, as are the skills required to lead through challenge, conflict, and transition.


Terms Profile: Following the guidelines and policies set by the United Church of Canada, Saint David's offers a package that includes negotiated salary, housing allowance, travel expense, education allowance, vacation, study leave and moving costs. Saint David's will also pay the employer's share of UCC Pension and UCC Group Insurance according to the United Church of Canada Ministry and Employment Policies and Services Pension.

The JNAC extends its thanks to all those who have provided input to the process, and special thanks to Saint John Presbytery representatives Rev. Dr. Elizabeth Stevenson and Dr. Robert Jones.

Recommendations of the JNAC:

1. That the Rothesay Pastoral Charge recommends that Saint John Presbytery declare a vacancy for a full time ministry position, as outlined in this report, effective July 1, 2012.
2. That the congregation embrace this time of change and work together to provide an atmosphere of cooperation and community that will provide a solid foundation for our new Minister.
3. That the Board, in conjunction with the Stewardship Committee, embark on a program that will encourage growth in membership and in giving, not only to support our daily operating expenses but also to develop funds for current capital and other future needs. Goals and benchmarks should be identified and progress measured and communicated effectively with the congregation to ensure clear understanding of our financial status and encourage participation in giving, and in other initiatives to raise revenues.
4. That the JNAC provide two members the Joint Search Committee as it is formed to ensure continuity and clarity on the work that has been done by the JNAC.
5. That the Joint Search Committee not be encumbered by time lines and that they have the latitude to work through the necessary process to ensure a Minister is selected who is the closest possible match to the position and skills described in this report. If necessary supply ministry should be engaged to bridge any gap in staffing.
6. That the current issues and concerns as brought forward through the JNAC survey of our Congregation be given due attention:

- Longer term planning - finance, mission, and congregational goals
 - Co-ordination of the efforts of individual groups and committees, the Congregation, the Board and the Ministry team to create a united and common mission
 - Worship Services - the issue of separate worship services and the format of our worship; contemporary, traditional, or blended should be addressed as soon as possible, working in consultation with Ministry, the Worship Committee, the Board, and the Congregation.
 - Development of a strategy to create desire among a diverse base of participants to become leaders and participants in our governance structure
 - Development of a strategy that helps to create an environment where open and honest communication is welcomed and encouraged so that issues can be brought forward and addressed in a timely and comfortable fashion.
7. That the Rothesay Pastoral Charge, having received the report of the Joint Needs Assessment Committee, and having reviewed its recommendations, request that Saint John Presbytery form a Joint Search Committee to fill the declared vacancy.
8. That the Joint Needs Assessment Committee, having completed its work, be dismissed with thanks.



Deborah J. Maber, Chairperson
2011 Saint David's Joint Needs Assessment Committee

Appendix A – Congregational Survey

See attached survey summary

Appendix B - Members of the 2011 Saint David's Joint Needs Assessment Committee

Rev. Dr. Elizabeth Stevenson, Saint John Presbytery

Dr. Robert Jones, Saint John Presbytery

Deborah Maber, Chair

Adam Brown

Bill Gentleman

Michael Wornell

Kim Lanigan

Brandon Henry/Megan Raeburn, Youth Representative

Appendix C – Current Financial Report

SAINT DAVID'S UNITED CHURCH NINE MONTHS ENDED SEPTEMBER 2011

	<u>YEAR TO DATE</u>				<u>THIS MONTH</u>	
	<u>ACTUAL</u>	<u>VERSUS</u>	<u>2010</u>		<u>2011</u>	<u>2010</u>
			<u>BUDGET 2010</u>			
<u>LOCAL FUND</u>						
RECEIPTS:						
		-12.2%	-4.4%		-8.9%	
# of Sundays	39			39	4	4
OFFERING	\$138,043	(\$19,154)	(\$6,283)	\$144,326	\$16,530	\$18,154
OPEN PLATE	2,289	(345)	(241)	2,529	301	214
CHURCH SCHOOL	108	(69)	(49)	156	27	15
USER FEES	9,431	1,172	1,172	8,259	1,020	420
FUND RAISING	896	(604)	216	680	97	-
TOTAL	150,766	(18,999)	(5,185)	155,951	17,975	18,802
		-11.2%	-3.3%		-4.4%	
EXPENDITURES:						
(See Schedule of Expenditures Page 2 for details)						
PERSONNEL	130,680	2,809	2,594	128,086	14,902	13,783
PRESBYTERY/CONFERENCE	5,801	0	(274)	6,075	645	633
PROPERTY	38,093	7,562	8,917	29,176	2,876	2,039
COMMITTEES	11,128	(186)	1,491	9,636	1,303	1,415
TOTAL	185,702	10,185	12,728	172,974	19,726	17,870
		5.8%	7.4%		10.4%	
Local Surplus (Deficit)	(34,936)	(29,185)	(17,913)	(17,023)	(1,751)	933

<u>M&S Fund</u>						
		-13.7%	-8.1%		-5.9%	
SUNDAY OFFERING	\$17,651	(2,791)	(1,553)	\$19,203	\$2,168	\$2,304
UCW	1,350	450	-	1,350	450	450
TOTAL	19,001	(2,341)	(1,553)	20,553	2,618	2,754

Summary of Funds	Local	Capital	Memorial	Summary	Loan	Organ
Receipts	150,766	10,098	445	161,309		64,756
Expenditures and Loan Interest	(185,702)	(1,911)	(29)	(187,643)		(297)
Loan Principal		(11,685)			11,685	
Surplus (Deficit) this Year	(34,936)	(3,497)	416	(26,333)	11,685	64,459
Balance Beginning of Year	(6,731)	6,984	8,255	8,509	(49,274)	
Current Balance	(41,667)	3,487	8,671	(17,824)	(37,589)	64,459
Same Period Last Year	(23,837)	5,427	8,215	(10,195)		
Change from Last Year	(17,830)	(1,940)	456	(19,314)		

**SAINT DAVID'S UNITED CHURCH
SCHEDULE OF EXPENDITURES
NINE MONTHS ENDED SEPTEMBER 2011**

	<u>YEAR TO DATE</u>				<u>THIS MONTH</u>	
	<u>ACTUAL</u>	<u>VERSUS</u> <u>BUDGET</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>	<u>2010</u>
<u>PERSONNEL</u>						
SALARIES	\$63,041	672	1,257	\$61,784	\$7,160	\$6,979
CONTRACT	25,530	(36)	(4,030)	29,560	2,837	2,913
HOUSING & TRAVEL	23,072	12	(971)	24,043	2,507	2,507
EDUCATION	3,172	1,047	3,107	66	403	-
UIC & CPP	5,738	602	630	5,108	871	408
PENSION & INSURANCE	10,127	511	2,601	7,526	1,125	976
	<u>130,680</u>	<u>2,809</u>	<u>2,594</u>	<u>128,086</u>	<u>14,902</u>	<u>13,783</u>
		1.7%	2.0%		8.1%	
<u>PRESBYTERY & CONFERENCE</u>						
	<u>5,801</u>	<u>0</u>	<u>(274)</u>	<u>6,075</u>	<u>645</u>	<u>633</u>
		0.0%	-4.5%		1.8%	
<u>PROPERTY CHURCH</u>						
INSURANCE	5,022	544	895	4,127	558	558
HEAT, LIGHTS & TEL	17,342	1,342	1,872	15,470	911	811
MAINTENANCE	15,730	5,676	6,150	9,580	1,407	670
	<u>38,093</u>	<u>7,562</u>	<u>8,917</u>	<u>29,176</u>	<u>2,876</u>	<u>2,039</u>
		24.8%	30.6%		41.1%	
<u>COMMITTEES</u>						
OFFICE SUPPLIES	5,072	659	1,042	4,030	676	579
PASTORAL RELATIONS	-	-	-	-	-	-
SUNDRY (Net of Revenue)	759	(41)	119	640	-	-
CHRISTIAN DEVELOPMENT	1,838	(562)	(617)	2,455	349	327
WORSHIP	2,459	(241)	947	1,512	278	509
STEWARDSHIP	-	-	-	-	-	-
OUTREACH COMMITTEE	1,000	-	-	1,000	-	-
MEMBERSHIP	-	-	-	-	-	-
	<u>11,128</u>	<u>(186)</u>	<u>1,491</u>	<u>9,636</u>	<u>1,303</u>	<u>1,415</u>
		-1.6%	15.5%		-7.9%	