

Waverley Pastoral Charge

Joint Needs Assessment Committee Report



Presented to the Waverley Pastoral Charge Official Board

November 23, 2011

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Joint Needs Assessment - Overview

Waverley Pastoral Charge is in transition. Rev. Valerie Kingsbury, our minister since 2003, accepted a call to First United Church in Truro, NS beginning in September 2011. Rev. Tom Woods has agreed to serve the Charge until June 30, 2012, by which time we plan to have confirmed who will be with us on a continuing basis.

The Joint Needs Assessment Committee is pleased to report its findings regarding the ministry role to be filled and the related skills required. In the following pages, the report describes the survey conducted to obtain views from congregational members and the results of the Committees' deliberations over several months. We have reviewed and significantly updated information on our community, the Pastoral Charge and each of the two churches. As well, we offer financial and organizational structure information. The main body of the report concludes with specific information about the job and the criteria the Search Committee will employ in its important work.

Our intention and hope is that this report will introduce prospective candidates to us in a way that is engaging and authentic, helpful and intriguing, inclusive and friendly. As those who continue reading will see, we are a diverse Charge, with many gifts and also challenges. We invite you to read on to explore what possibilities emerge for you - or for others you think might be a good fit for Waverley Pastoral Charge.

Finally, while we have done our best to describe who we are and what we are seeking, we acknowledge that as a community of faith, we are continuing to learn, grow and discern who we are called to be. At times we have more questions than answers and sometimes we lack the courage to take necessary risks. Yet, we can promise that the people in this community, in this Pastoral Charge, in the two congregations, are ready to step up to address challenges before us while celebrating what's right with the world.



'A Recent Celebration'

Survey Results

These results are based on 56 responses, which represent between one quarter and one third of active members. Both paper submissions and e-mail replies were received. Here are the major themes drawn from each of the three questions asked.

Question 1 - What do you appreciate most about our church?

- Children are welcome and included (e.g. Sunday School, Junior Choir)
- Sense of community, fellowship, new members welcome
- Diverse, inter-generational
- Music, choir
- Church family; Energy, the people
- Funeral ministry
- Outreach
- Respectful informality
- Coffee & conversation
- Comfortable and open-minded - not ornate, stuffy or traditional

Question 2 - Is there anything you would like to see done differently?

- More youth involvement
- More social gatherings
- Attract more people
- More contemporary services
- Better use of technology in St. John's services
- Better communication within the congregations

*Question 3 - What **THREE** qualities would you most like to see in our new minister?*

- Compassion, empathy, respect, kindness
- Approachable, personable, friendly, warm
- Energetic, enthusiastic, enjoys job
- Sermons relate to our lives
- Pastoral care, home visits
- Good speaker / communicator

Community Profile

Waverley Pastoral Charge includes the areas of Waverley, Fall River, Windsor Junction and Wellington, all of which are part of the greater city of Halifax, officially called the Halifax Regional Municipality. This suburban community, nestled among trees and sparkling lakes, recently acquired a multi-purpose recreation centre and is currently renovating its shopping centre. The Waverley Pastoral Charge is a mere 20 minutes from downtown Halifax or Dartmouth. Halifax is a bustling modern port city undergoing rapid expansion that is home to many renowned universities, high-quality health care facilities, historic parks, fine museums, and many first-class sports facilities.



The Waverley area has a rich history, literally! Waverley was a gold mining town; gold had been discovered in the late 1800's in small workable deposits. Although Waverley's background was in farming and logging, a lively community grew up to exploit the mines. All three communities of Waverley, Fall River, and Wellington lie along the route of the Shubenacadie Canal System, through which it is still possible, with a few portages, to paddle a canoe from Dartmouth to the Bay of Fundy. The arrival of railways put an end to the dream of shipping on the Shubenacadie Canal. With the railways came Windsor Junction, the main hub between local and trunk lines and the work yard. Farming, timber, and the ready source for gravel promoted the growth of this community. Notwithstanding, as Halifax and Dartmouth grew, this area became part of a prospering bedroom community. Today, with two main access highways nearby and with the settling of many employees of the airlines and industries of Halifax International Airport, this has become a lovely suburban area. It is an area of energetic young men and women, choosing to live here as much for the vibrant, intergenerational community as for the convenience and manageable mortgages so near to the city.



Within the communities of the Waverley Pastoral Charge lie two pristine provincial parks; professional centres, which include an optometrist, dentists, physiotherapists and physicians; and three exceptional elementary schools, one outstanding junior high and one spectacular high school.



Expansion at the Sobey's Plaza – New Shoppers Drug Mart

St. John's United Church, the larger church in the charge, is located in Fall River. Fall River's current population is roughly 11,000. Wellington United, situated approximately five kilometers away, is located in the much smaller community of Wellington, which has a population of roughly 2,000 people.

Pastoral Charge Profile

The Waverley Pastoral Charge is a two point charge with churches in Wellington (Wellington United) and in Fall River (St. John's United). Wellington United was built in 1955 and is a small, close-knit church of approximately 40 families. About 5 kms from Wellington, St. John's United is a larger facility, which opened in 1994, to replace the smaller churches of Waverley and Windsor Junction. It has around 260 families on the rolls with a typical Sunday Service attendance of 80-100 adults and 25 children.

The transition from a three-point Charge to a two point Charge that exists today was a challenging time for the congregations. People struggled with old loyalties and new aspirations as the structure changed from three small congregations into one continuing small church and one larger program-oriented church. Wellington is governed by the Stewards/Session model while St. John's uses the Church Council model.

A challenge for this Charge will be to meet the increasing need for a variety of services at St. John's while continuing to provide for the needs of Wellington. Over the past few years our two congregations have drawn closer. We look forward to working together even more in the years to come. We are looking for our new minister to foster this growing relationship.

Collaborative Initiatives and Action

Funeral Ministry: As a Pastoral Charge we understand that at the time of death families are at their most vulnerable. We are called to bring hope and light in the midst of this darkness. The funeral ministry team consists of individuals called to this ministry who will walk with families and assist the minister. We have created brochures designed to help families make preparations from the writing of an obituary to creating a service of celebration and thanksgiving. Members of the team may be called upon to talk with families, prepare the church for visitation and the service and also be present to help with those events. Together, with the minister, we smooth the pathway, shine a light in the darkness and provide a sense of the Holy during this most difficult time. This is an important ministry for our charge and we hope that our new minister would support this.

Administration and Governance: The Ministry and Personnel Committee includes members from both congregations and is responsible to the Official Board of the Pastoral Charge. The Committee manages the Pastoral Charge's relationship with the clergy and administrative staff who serve the Charge as well as those who work only for St. John's. A Treasurer oversees financial accounting for the Pastoral Charge. In addition, each congregation manages its own financial matters.

Shared Worship and Programs: With the decreased church attendance in July and August, the decision was reached last year to have only one worship service per week – one month in Wellington, one month in St. John's. Similarly, bible study, discussion groups or youth group and other mid-week activities are open to and supported by members of both churches.

Waverley Pastoral Charge - St. John's United

Our History: In December 1990, Halifax Presbytery formally approved the amalgamation of St. John's United in Waverley and Windsor Junction United congregations effective January 1, 1991. The new congregation retained the name St. John's and for nearly four years services were held in the church in Waverley. Then, St. John's United, Fall River, opened its doors December 24th, 1994 and we celebrated two births that night.



ST. JOHN'S VISION STATEMENT

“At St. John's United Church we are a welcoming Christian family, nurturing and inspiring people of all ages to continue the ministry of Jesus.

Worship and Sunday School: Currently the Sunday school is small with approximately 60 names on the registration list. We average about 25 children per week during the fall and early winter. We use a rotational format to facilitate obtaining volunteers. This works well and allows the children to learn in multiple ways. The centers range from baking to puppetry to games and science. Several times a year we have an all age's event for the Sunday school. The past several years, with the assistance of the former Staff Associate - Christian Development, we have written our own curriculum. This year we ordered several units from “Come Join the Circle” and will supplement them with units we have written and used previously.

Worship service is held every Sunday at 11 a.m. Baptism services are held as required and communion services several times a year.

Christian Life and Growth Committee: The mission statement of this Division is “To provide a Christian environment where people of all ages can experience and grow in God’s love.” The following is a summary of our activities:

- Baptism workshop, offered three times a year are for adults requesting baptism for themselves or for their children.
- Youth Confirmation Classes are offered to young people Grade 9 and up, who wish to reaffirm the baptismal vows made on their behalf by their parents.
- Children’s and Youth Sunday School programming and coordination falls under the umbrella of the CD Division.

Ministry of Music: St. John’s employs a Music Director as well as two Accompanists. It is also blessed to have singers and musicians in the congregation who share their musical gifts at special services and throughout the year. St. John’s has two active choirs:

- **Voices United:** St. John’s senior choir meets for two fun filled hours on Wednesday evening at 7:00 p.m. We are attempting to present music varying in style and tempo to reflect the diverse tastes of our growing congregation.
- **Junior Choir:** Our children's choir is an opportunity for young children, aged four to 12 years and up, to come together on Wednesday evenings at 6:15 p.m. for 45 minutes of singing and interacting through action songs and preparation of anthems to be sung at Sunday worship services. There are special opportunities to offer selections at the ecumenical Spirit of Advent service and on occasion a children's musical has been a part of the year's activities. We presently have between 25 - 30 children who regularly attend practices. The practices are full of fellowship and fun and many special friendships have developed within the group. An open invitation is extended to all children in the Pastoral Charge to join in the choir whenever they are able.



Spiritual Oversight: This committee is responsible for overseeing admissions and transfers of membership. It also makes recommendations to the Congregational Council for approval of those seeking Confirmation, Marriage, and Baptism or to pursue a particular stream of ministry.

Pastoral Care: Offers emotional and spiritual support to those in crisis.



Church in Action: It is meant to encompass the many events and actions in which, we as a church family, reach out to others both near and far to offer comfort, compassion and caring. There are components of education and often some fundraising involved to offer financial support where needed. Projects that are presently on our radar include:

- **Beacon House** - continued support of this local food bank with funding, volunteers, as well as food and other donated items for their store.
- **ARK** - program supported by our youth involvement to help disadvantaged folks living on the streets of Halifax
- **Refugee Sponsorship** - ongoing support for Afghanistan family for past 5 years. (Not actively involved with 'new' sponsorships)
- **Spirit of Advent** - each year we join with other local churches in an ecumenical event with donations going to a selected charity
- **Prayer Shawl Ministry** - handcrafted shawls prepared for those in need of comfort
- **Clothing Drives** - mitts & socks for those living on the streets in winter
- **Ubuntu Grannies** - support events that educate, raise funds and help African grandmothers raise their grandchildren due to the crisis of AIDS.
- **Pennies for Peace** - collection of pennies throughout the year in support of a variety of charitable projects
- **Kraft Dinner Free Lunch** - for Lockview High School students, to simply welcome the youth of our area for a social time together
- **Camp Kidston / Berwick Camp** – financial and volunteers support

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A new area is a support fund to be offered to any of the youth interested in mission work. One of the goals of this initiative is to find or develop a mission program for our congregation.

On a community level we welcome The Fall River Bridge Group on Tuesdays (for a small fee per person). An unexpected side effect of that is that they have made donations to St John's. We are also presenting a welcoming face to the community.

Governance Structure: St. John's has a council structure. In addition to those mentioned above, it has the following committees: Trustees, Finance, Stewardship, Church Management and Nominating.



Painting Party

Waverley Pastoral Charge - Wellington United Church

Our History: Wellington United Church (WUC), the other church in our two-point charge, began with services in the school in 1950 and had services delivered by Pine Hill Divinity Hall students. On land donated by Mrs. Maude Ackerman, a new church was built, and a dedication service was held on October 1955. In the past few years renovations have been made to modernize the church hall and a wheelchair ramp has been constructed. New signage, work on the grounds, Sunday School dividers and a new organ have been purchased.

We look back with gratitude upon those who offered so much of themselves to further the work of this church in this community, and from their example, we derive the courage and spirit to carry on the effort to make Wellington United Church a viable and significant part of the life of the congregation and this community. With God's help we will continue with the close connection of fellowship and love that exists here, to be a strong church in the years ahead.



WELLINGTON CHURCH MISSION STATEMENT

In response to God's call, it is the purpose of the Wellington United Church, and those who share a commitment to Jesus Christ as Saviour and Lord, to be a community through which the word of God may be revealed.

Worship: Services are held every Sunday at 9:30 a.m. Baptism services are held as required and Communion several times a year.

Wellington United Church Session: The Session is made up of 12 active members and two members who are unable to attend meetings any longer. The group meets three to four times a year. The WUC Session is responsible for the Spiritual needs of the congregation. The sacraments of Communion and Baptism fall under the direction of the Session, as do marriage and funerals. The Session also works closely with Sunday School teachers. Many fellowship events are carried out through the year under the attention of our members.

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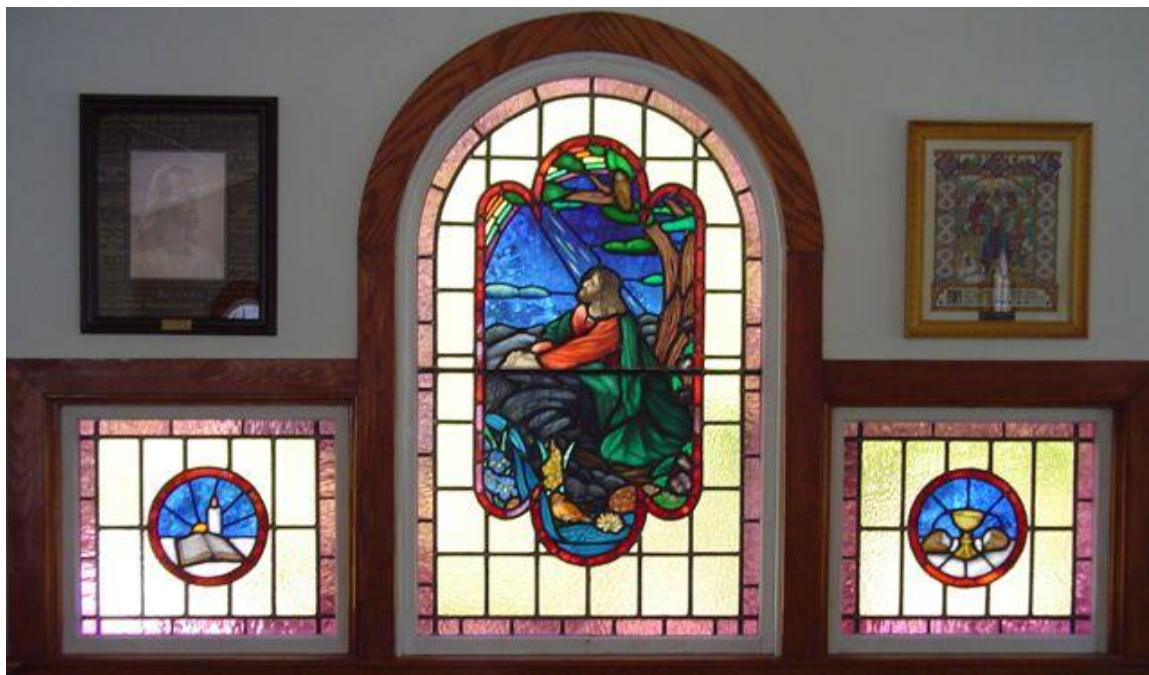
Sunday School: At this time our Sunday School attendance is 15 children with an average of 6-10 children each Sunday ranging from ages four to 12 years. The children enjoy being included in the Church services and having a structured environment to grow and learn in.

Board of Stewards: The WUC Stewards meet several times a year to discuss and carry out fundraising projects. The group is made up of eight members. The group is responsible for making and meeting the Church's operating budget each year and to see that the bills are paid in a timely manner. They are also responsible for the maintenance of the church and at times larger jobs when directed by the Trustees and the blessing of the congregation, though historically the Minister does not attend these meetings, it is important to have support from the pulpit.

Wellington Women: Wellington Women have a membership of 10 who work well together. They meet monthly to help with the expenses of the Church. Catering includes: weddings, funerals, birthdays and anniversary parties.

Donations to: Youth programs, Red Cross, Foster Child through World Vision

Community Support: needy families; call on the sick with flowers and words of encouragement; hire local students once a month to clean the church to raise money for their various programs.



Wellington Choir: We have six members led by a choir director and accompanied by an organist and guitarist. Choir practice is held Thursday evening.

Once a year a musical evening is held and our Choir joins the Community Choir for funerals and special occasions.

Church in Action / Outreach Projects: WUC supports several out reach projects. At this time no committee is in place to oversee these projects. Many are discussed at congregational meetings and are carried out by either the Wellington Woman’s Group, interested individuals, or by the Sunday School. One project we have been trying to get off the ground is finding a “sister church” within Canada that we can lend support to by sending our used Sunday School curriculum or by knitting hats and mitts or by making blankets, etc. It is our hope that a new minister will be able to help us twin with another church in the near future.

Wellington United shares its facilities with others in the community:

- Scout troop
- Snowmobile club
- Local ‘Fun Fair’

Other Committees: We currently have four Trustees, one Presbytery representative, two Nominating Committee representatives, and two Ministry and Personal Committee representatives.



Anniversary Supper

Pastoral Charge Profile - Different Strokes for Different Folks

Two wonderful congregations offer diversity and choice. Congregations collaborate on various initiatives while each also offers unique events and opportunities. People are able to worship and or participate in either or both churches. Below is a table to highlight some similarities and unique gifts of the individual churches and of the Pastoral Charge.

Element / Gift	Wellington United	St. John's United
Location	On a quiet side street	On busy highway
Size (average)	Smaller (25-35 people)	Larger (80 - 100)
Worship style	More conservative	More contemporary
Age of church	56 years	17 years (since new bldg)
Structure	Session, Stewards	Council, Committees
Finances	Operates in black	Draws on reserves
Mortgage	No, some memorial funds	Yes, dwindling reserves
Youth Group	One integrated group	One integrated group
Children	Welcome, visible, active	Welcome, visible, active
Regular Worship Time	Sunday 9:30 a.m.	Sunday 11:00 a.m.
Music / Choir	Traditional, 9 – 15 members	Contemporary, 15-20 members
Funeral Ministry	Joint Initiative	Joint Initiative
Women	Wellington Women about 10 members	United Church Women about 45 members
Events per Year	+/- 5	+/- 10
Summer Worship	Shared @ 10 a.m.	Shared @ 10 a.m.
Men's Breakfasts	Shared; several per year	Shared; several per year

Resources Profile

Financial Situation

The two churches of the Waverley Pastoral Charge operate the finances independently while sharing pastoral charge expenses on a pro-rated basis (85% St. John's; 15% Wellington).

Although St. John's is a relatively young church community and has been described as possessing unlimited potential, the issue of financial support remains a difficulty and the congregation is currently (summer 2011) operating with a deficit. The church carries a mortgage and has been drawing on its reserve fund to meet annual operating costs for most of the last few years. As noted below, St. John's is anticipating significant maintenance costs in the near future.

Wellington United Church has no mortgage, operates a balanced budget and has some memorial funds in reserve.

Church Property - Land and Buildings

The St. John's United Church property is located on Highway #2 about 200 metres north (and out of sight) of Sobey's Shopping Centre. It consists of approximately 4.5 acres of land with paved parking and a modern church complex that includes a sanctuary, Christian Education and meeting rooms, kitchen and pastoral charge offices. The building features a security system, professional quality sound system and a new remote controlled projection screen and digital projector in the sanctuary. This building was completed in December of 1994. The Wellington United Church property is located on the corner of Church Street and Grand Lake Drive just off Highway #2 about 5 kms north of St. John's. It consists of a sanctuary with an updated sound system on the main floor and Christian Development rooms and kitchen downstairs. This building was constructed in 1955.

The pastoral charge no longer owns a manse.

The responsibility for the maintenance and repair of the St. John's building rests with the Church Management Committee of St. John's Church Council. A part-time janitor is employed to clean the building. Snow plowing is contracted. Students are employed to assist with grass cutting.

The maintenance and repair of Wellington's building falls under the Board of Stewards, who organize a volunteer monthly clean-up roster. A family in the congregation does lawn maintenance and gardening work. A member of the congregation does snow removal.

St. John's building is widely used in the community and the very active UCW keeps the kitchen humming. The building is used by Guides and Brownies, the VON, Cheema Aquatic Club, Holland Road School, and other local groups. It is also a meeting place for Presbytery and the local chapter of the Ubuntu Grannies. The church is regularly used for funeral services and receptions (see Funeral Ministry information for more detail). Two very popular ecumenical events are annually held in the St. John's building as well (Fall River Canal Days Pancake Breakfast & Spirit of Advent Service). Recently, the Church in Action (Outreach) Committee

began piloting a Kraft Dinner weekly lunch program to welcome the students from Lockview High School.

Volunteers, Participants and Leaders

As can be seen in earlier sections covering the activities of the two churches, volunteers are the life-blood of the congregations. While there is always a need for more people to become involved in the never-ending work of God, we are indeed blessed by the talents and efforts of the many people who belong to the Waverley Pastoral Charge.

St. John's encourages participation in all its Christian programs. There is a very active music program at St. John's consisting of a Senior Choir and Children's Choir. The United Voices Choir has a paid director and accompanist, while the Children's Choir is led by volunteers. For special events (such as the Spirit of Advent Ecumenical Service) a Men's Choir is usually pulled together to participate as well. Sunday School and Youth Group leaders are drawn mostly from younger adult members of the congregation, often serving on a short-term, rotational basis. The UCW is very active in supporting the church through many fundraising activities, resulting in more than \$12,000 contribution to St. John's in 2010. They host several annual events including a Strawberry Festival, Turkey à la King Luncheon, Rummage Sale, and a Robbie Burns Dinner complete with entertainment. All these groups rely on volunteer leadership and support. The youth group and UCW regularly assist in Halifax, serving Sunday Suppers to those in need.

Wellington, although much smaller, has an active choir with a volunteer director and organist. Musical evenings are held at least once a year. The Stewards have sponsored annual lobster suppers and the Wellington Women host two bean suppers. The church is used for women's meetings as well as other community groups who wish to use the facility.

Donations are also regularly collected for the Beacon House store and food bank.

St. John's United Church Leadership

St. John's uses the Unified Board system of governance with a Church Council. It has strong volunteer leadership resources and at present all committee and chair roles are filled. That said, it is easier to recruit volunteers for support roles than for ongoing leadership positions. This is especially true for people who tend to be very busy with young families.

Wellington's Leadership

The work of Wellington United is conducted by volunteer leadership as well; however, Wellington uses the system of Elders and Stewards.

Ministry Personnel

The Pastoral Charge employs one ordained minister and part-time secretary. St. John's also employs a choir director, accompanist (currently job shared by two people), and part-time janitor. Until June of 2011, a half-time Christian Development Staff Associate was also

employed at St. John's. This position will be under review following the completion of the current staffing process.

Waverley Pastoral Charge Finances

The Pastoral Charge operates on an annual budget of <\$115,000> (2010), with three income sources: GIC Interest (less than 4%), and the remainder shared between Wellington United (15%) and St. John's (85%). Meanwhile expenses include Halifax Presbytery allocation, shared donations and materials, office costs and most importantly, salaries and allowances for ministerial staff and administrative support. This latter category comprises over 85% of the Pastoral Charge budget.

In 2009, the Pastoral Charge donated \$1,600 to various organizations and groups (e.g. Camp Kidston, Brunswick Street Mission, Beacon House), while Mission and Service contributions totaled \$21,032.08.

As noted above, each congregation manages its own finances for non-salary expenses. St. John's, with total assets of just over \$1 million has a total budget of \$179,550 for 2010 and projected deficit of \$22,232.12. As of December 2011, St. John's still owes \$114,000 on a VIM loan, which at \$2,670 per month will be paid off in September 2015. Meanwhile, Wellington United operated on \$28,000 while generating a modest surplus for 2010 – the last full year available. Wellington United also has some \$30,000 invested in GIC's, with no mortgage outstanding.

Additional and more current information will be available once the 2011 Annual Reports are prepared and approved. The bottom line remains that Waverley Pastoral Charge and each of its churches are in good shape financially, especially when compared to many of our sister churches.



Entrance to Laurie Provincial Park

POSITION PROFILE

Waverley Pastoral Charge seeks an ordained or diaconal minister within the United Church of Canada to fill the position described below:

Pastoral Care

Attend to the needs of the congregational members – children, youth, families, seniors, sick, lonely or troubled. This is a prime part of the role. Note that volunteers in both churches are engaged in visitation and pastoral care. The minister is expected to be actively involved in working with and enlarging these teams. Also, included in this area is the Pastoral Charge funeral ministry, which ranges from eight to 15 services as year.

(Time estimate: 20-25%)

Worship Leadership

Prepare and lead regularly scheduled and special worship services for both churches within the Pastoral Charge. Currently there are two services on Sundays from September to June with one combined service per week in July and August. A priority for worship is the ability to connect the Word to the real world challenges of the lives of people today, in a way that is inclusive, engaging and energetic.

(Time estimate: 25-30%)

Christian Education

Support and complement the work of lay volunteers in Sunday School and other programs. Work with youth group leaders. Respond to opportunities and needs for other learning events such as workshops, retreats, or discussion groups. Conduct baptism, confirmation and marriage preparation sessions as required. [Note: At St. John's there was a Staff Associate (50%). The position is now vacant and many of the associated tasks have been taken over by volunteers. The congregation does not expect the new minister to do as much in this area as was provided when the Staff Associate position was filled.]

(Time estimate: 10-15%)

Outreach

The Pastoral Charge is open to moving in a new direction, yet is not clear what that should be – teens, community, seniors, other? There is a readiness to take on new challenges in outreach, with the right support and encouragement.

(Time estimate: 15-20%)

Administration / Meetings

Provide leadership and guidance to the Administrative Assistant. Attend meetings of Session / Council / Official Board and other groups within the church.

(Time estimate: 10-15%)

Total time estimate: 80 – 110%. Time allocations will depend on the minister's gifts and preferences and the relevant court – Session, Council, Official Board or Pastoral Charge.

SKILLS PROFILE

Personal Style / Qualities

- Friendly, welcoming
- Inclusive; ability to be present
- Comfortable in 1:1, small and large group settings
- High energy – enthusiastic and resilient
- Efficient and effective use of time and resources

Worship Preparation and Leadership

- Passion for preaching; dynamic and skilled
- Well planned services; structured yet flexible
- Sermons related to our lives
- Diverse worship styles from traditional to contemporary
- Use of drama and music
- Involvement of children is important (e.g. Our children will dance in the aisles!)

Leadership Support

- Facilitative, flexible style – encourages others to contribute / lead
- Feedback and coaching skills
- Excellent role model for people of all ages
- Qualified, or willing to become qualified, to supervise interns, staff associates, or students seeking ordination

Outreach

- Ability to help people inquire / discover outreach possibilities and passions
- Group and community development

Technologically Adept

- Social media savvy – on-line presence
- Weekly blogs; use of e-mail / mailing lists;
- Contributions to web site
- Comfortable with multi-media – use of digital projector, sound system in worship

Terms of Call

- Salary will be based on the 2012 applicable scale up to and including “Category F” of the *United Church of Canada Salary and Allowance Schedules*. Approved moving costs will also be covered in accordance with United Church policy and Schedules.
- In lieu of a manse, Waverley Pastoral Charge offers a housing allowance of \$1,400 per month along with payment for a normal residential telephone, as per UCC policy.
- All other compensation, benefits and allowances outlined for ministerial personnel will conform to United Church of Canada policy and rates, including:
 - One month vacation, including five (5) Sundays
 - Three weeks study leave
 - Travel expense reimbursement
 - Continuing Education support of \$1275 per year
- In terms of office support, the ministry position is supported by a half-time paid Administrative Assistant. As well, the office provides normal access to telephone, e-mail and internet.

Waverley Pastoral Charge - Joint Needs Assessment Committee Members 2011

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* Sally Budge served as Presbytery Representative for our first two meetings, before accepting the role of Chair of the Presbytery Pastoral Relations Committee.