

**First – St. Andrew's United Church**  
**350 Queens Avenue, London, ON, N6B 1K6**

**(Note: This report is awaiting approval from the Congregation and Presbytery  
before a Search Committee can be struck)**

**2011 JNAC Report**

Table of Contents

1. Goal	p. 2
2. Rational Based on priorities Expressed by Congregation, Staff and Committee Chairs	p. 2
2.1 Child, Youth, Young Adult & Young Family Ministry	p. 2
2.2 Visitation and Adult Services	p. 2
2.3 Finances	p. 2
3. Community Served and Demographics (from 2009 JNAC)	p. 3
4. The Governance of the Pastoral Charge (from 2009 JNAC)	p. 4
5. Titles and Description of Knowledge, Skills & Duties Required	p. 6
5.1 Visitation Ministry	p. 6
5.2 Child, Youth, Young Adult & Young Adult Ministry	p. 8
6. Proposed Reporting Relationship	p. 9
7. General Comments	p. 10
8. Recommendations to FSA Council	p. 11

## 1 GOAL

Determine congregational needs and staffing requirements for First-St. Andrew's United Church (herein referred to as FSA) in the areas of Pastoral Care & Christian Development for the next 5-10 years.

## 2 RATIONAL BASED on PRIORTIES EXPRESSED by CONGREGATION, STAFF AND COMMITTEE CHAIRS

### 2.1 Youth and Young Family Ministry

Based on the 2009 JNAC Report, the key priority for the First-St. Andrew's United Church congregation was Child & Youth Ministry. During the 2011 JNAC review process between Sept –Nov 2011, a common theme when speaking with church staff, Chairs/representatives of church committees and congregational members was the need for child, youth, young adult & young family Ministry. In particular, need was expressed for increased religious/spiritual and social programing by church staff for children and youth within the church school , and the initiation of similar programs for young adults ( including university students) and young families where almost none exist at present. This was a consistent theme and urgent priority expressed by almost everyone the 2011 JNAC committee spoke with as most believed this was essential for the future sustainability and growth of First St Andrew's United Church (note: based on those individuals that responded to the 2009 JNAC questionnaire, 86% indicated that they were > 50 years).

### 2.2 Visitation and Adult Services

As the older adult age group comprises a large percentage of the FSA community, another consistent theme was the continued support and religious/spiritual programing for older adults within the congregation in the form of pastoral visits, adult bible study, alternative worship opportunities and social events outside regular church time.

### 2.3 Finances

The Chair of the Finance Committee provided the 2011 JNAC with some direction related to affordability. FSA financial data provided to the Committee indicated that total church givings have dropped over the past 5 years (2007-2011). The Finance Committee Chair inferred that affordability to meet Christian Development and Pastoral Care staff requirements should be somewhat less than the salary of our most recently retired minister.

### 3 COMMUNITY SERVED & DEMOGRAPHICS (from 2009 JNAC)

Known as the Forest City, London is a great place to call home. Nestled at the forks of the Thames River in the heart of southwestern Ontario, London is a special place to live and work. Here, the affordability, charm and security of a mid-size community combine with the business and career opportunities of a big city, offering the best of both worlds. Tree-lined streets, pristine parks, extensive walking and biking trails, exceptional sports and community recreation facilities and a rich array of heritage sites are just a few of the qualities that entice individuals and families to London. By road, rail or air, London is easily accessible. Toronto, Windsor, Detroit, Cleveland and Buffalo are all within a 200 kilometer radius.

FSA is located in the downtown core of London, at the intersection of Waterloo Street and Queens Avenue. All aspects of city life are found in this area of our downtown: religion, government, business, and leisure. Within walking distance to FSA are City Hall, The YMCA, Victoria Park, three high schools and the London Life head office. FSA is one of many downtown churches and we draw our congregation from all sectors of the city and from several of the small outlying towns. While a downtown church, FSA cannot be described as having a downtown congregation.

London has a broad economic base. We have a significant manufacturing sector as well as strong academic, business and medical communities. In addition to the elementary and secondary schools operated by the Thames Valley District School Board and the London and District Catholic School Board, London is home to the University of Western Ontario, Fanshawe College and a number of private educational facilities.

London is also a regional health centre for southwestern Ontario. The London Health Sciences Centre operates University Hospital, Victoria Hospital, Children's Hospital, and two family medical centers. The St. Joseph's Health Care London, operates St. Joseph's Hospital, Mount Hope Centre for Long Term Care, Parkwood Hospital and the Regional Mental Health Care London. The Robart's Research Institute and the Lawson Health Research Institute are also located in London.

As with a lot of cities, London's downtown has been struggling for over a decade as people and businesses moved out into suburbia. However, in the last three years, many luxury apartment and condominium complexes have been erected downtown. Many of these new units are being leased or purchased by "empty nesters" who find that they can walk to events and avoid the parking issue. It is hoped that these developments will result in a resurgence of our downtown.

Downtown is also home to the Central Branch of the London Public Library, and activities which include concerts by Orchestra London, plays at the Grand Theatre,

concerts at Centennial Hall and a variety of events hosted by the John Labatt Centre. The John Labatt Centre, which is located in the west-end of the downtown core, is home to the London Knights hockey team and many events throughout the year, from skating events to music concerts and lectures by such notable presenters as former President Bill Clinton.

As previously mentioned, Victoria Park is located close to FSA. The park is home to many events throughout the summer such as; Home County Folk Festival, Sun Fest, Rib Fest and winter activities such as the annual Christmas light display and an outdoor skating rink.

For more information about London, please visit these two websites:

[www.goodmovelondon.com/living](http://www.goodmovelondon.com/living)

[www.london.ca](http://www.london.ca)

## 4 THE GOVERNANCE OF THE PASTORAL CHARGE (from 2009 JNAC)

### CHURCH COUNCIL MODEL

---

FSA's government follows the [Church Council Model](#) (pp. 123 ff 2007 Manual of the United Church of Canada)

The Church Council model emphasizes the responsibility of all members of the congregation or pastoral charge to be engaged in ministry.

The congregation elects committees each of which selects a member (often the chairperson) to represent their committee or ministry on the Church Council. These Council members become the elders of the congregation. The ordered minister(s) may serve as resource person(s) for the various committees. In this model, as opposed to others (Session/Stewards Model, Unified Board Model, Streamlined Board Model, and Mission Team Model) a larger percentage of the congregation can participate in ministry activities by reducing the number of persons needed for decision making.

The Church Council acts as a coordinating body, as a forum for some discussions, and as a place for sharing committee plans and actions. It evolves, together with the congregation policies and procedures which guide the work of the pastoral charge. (See First-St. Andrew's United Church Statement of Policy and Procedures Handbook revised 2009).

Trustees, and the Ministry and Personnel Committee are mandated as member constituents, together with those task-focused, ministry-specific and evolving committees whose focus is the mission and vision of the pastoral charge.

The Council is responsible and answerable inwardly to its committees and to the congregation, which it represents, to be the voice of the pastoral charge. It is answerable outwardly in turn to Middlesex Presbytery, London Conference and to the National Church to comply with the policy of the United Church of Canada as outlined in the 2007 Manual.

**FSA COUNCIL** At its annual meeting the congregation elects members to each of the Council committees. These committees then elect a Chair who becomes their representative on the Council of FSA. Together with Council Executive and Church Staff, members of Council meet monthly to hear representations from each Committee (as directed by congregational input) and to facilitate financing, involvement and feedback. Committees of Council, currently, include:

- Chair
- Executive
- Board of Trustees
- Finance
- Stewardship
- Ministry & Personnel (M&P)
- Staff
- Christian Development
- Membership and Nurture (M&N)
- Mission, Outreach and Environment
- Worship
- Music
- Property
- UCW
- Presbytery

Council, in turn, is represented at local (Middlesex Presbytery), regional (London Conference), and national (General Council) courts of the United Church of Canada.



## 5 STAFF TITLES & DESCRIPTION of KNOWLEDGE, SKILLS & DUTIES REQUIRED

After much listening, reflection and discussion, the 2011 JNAC suggests the following titles, duties, and skills for First-St. Andrew's United Church Christian Development and Pastoral Care staffing needs over the next 5-10 years.

### 5.1 VISITATION MINISTER (suggested name change to more accurately reflect duties)

Opportunities for spiritual and social activities for older adults at FSA appear well organized and effective (e.g. Supper Club, Thursday Adult Bible Study, Sunday morning bible study). However, regular pastoral visitation needs to be completed by an individual with a flexible time schedule in order to complete hospital visits in a timely fashion and have adequate time to converse with older adults. A Parish Nurse was considered but based on FSA congregational feed-back, most individuals indicated that they would prefer seeing a Minister at these significant times.

### **Description & Duties of Position**

1. Works as a member of the church staff team to collectively develop church community.
2. Has responsibility for pastoral care of the congregation under the direction of, and in association with, the ministerial staff.
3. Has the primary responsibility for visitation to hospitalized, institutionalized and shut-in members and adherents of the congregation.
4. Serves as staff resource on M&N Committee
5. Oversight and assists with training and recruitment as appropriate, for volunteers in the Congregational Visiting Team, Caring Callers and Care for the Caregiver programs.
6. Coordinates workshops, information sessions, seminars, and other activities as required, on topics relevant to pastoral care for those volunteers doing pastoral care and visiting.
7. Liaises with other committees and programs relevant to the role.
8. Shares in preaching responsibilities at an approximately 6:1 ratio with the ministerial staff.
9. Shares in conducting funerals and weddings
10. Provides assistance to the ministerial staff as necessary

### **Skills & Characteristics**

1. Caring /Empathetic
2. Active Listener
3. Able to work collaboratively with church team
4. Enjoys providing spiritual support to individuals and in particular to older adults.
5. Flexible/available/adaptable to accommodate visitation needs ( e.g. hospital visits)
6. Religious training (preferably ordained and with a United Church background)
7. Comfortable with liberal theology

### **Recommendation**

1. Part time (12 hours per week; flexible hours ); consider additional hours approximately once per 6 weeks for sermon preparation/preaching
2. Ordained Minister or Diaconal Minister or Designated Lay Minister, who possesses the knowledge, skills and characteristics outlined, to fulfill the duties of this position

## 5.2 YOUTH & YOUNG FAMILY MINISTRY

(suggested name change to more accurately reflect duties)

The lack of organized young adult and young family spiritual and social opportunities was noted repeatedly with significant concern expressed regarding the future viability of First St Andrew's United Church over the next one to two decades. By providing effective and focused staff support, the committee believes First-St. Andrew's can improve its ability to provide spiritual training, fellowship, activities and leadership in order to develop a more welcoming and appealing community for children, youth, young adult and young families

### Description and Duties of Position

1. Works as a member of the church staff team to collectively develop church community.
2. Has responsibility for nurturing the spiritual development of the children, youth, young adults and young families, under the direction of and in association with the Ministerial staff.
3. Develops, coordinates and offers programs/activities, inside and outside of regular church school hours for young people and their families.
4. Assists with integration of children, youth, young adults and young families into activities available at FSA (e.g. visitation, social justice, environment, music, etc.).
5. Oversight and assists with training and recruitment as appropriate, for volunteers in Youth & Young Adult programs.
6. Serves as staff resource in the area of Youth & Young Family Ministry on the Christian Development Committee.

### Skills & Characteristics

1. Religious / spiritual background (preferably with a United Church background)
2. Excellent organizational and planning skills
3. Technologically proficient (e.g. email, face book, texting, Web, tweeting)
4. Proficient working with and relating to young families, University students, teens and young child
5. Hard working/ energetic / motivated and able to motivate others /enthusiastic/social/ out-going
6. Flexible, adaptable and creative
7. Able to work collaboratively with church staff team
8. Comfortable with liberal theology

### **Recommendation**

1. Open to any individual who possesses the knowledge, skills and characteristics outlined, to fulfill the duties of this position
2. Part time (20 hours per week)

## **6. PROPOSED REPORTING RELATIONSHIPS**

(modified from the 2009 JNAC Report p. 43)

1. All Ministerial and Staff positions report to the Congregation through the M & P Committee via Council.
2. The Minister of Worship and Administration will lead the Ministry Team, modeling a collaborative, consultative, community-building model which encourages the bringing forth of the best shared and individual gifts of all staff members.
3. The Minister of Worship and Administration and the Visitation Minister will share preaching responsibilities at an approximately 6:1 ratio in terms of the public preaching.
4. Minister of Worship, Visitation Minister and Youth & Young Family staff person will be encouraged to evolve alternative worship opportunities to appeal to diverse constituencies—youth, family, seekers, contemplatives etc. Collaboration with the Worship, Music and Membership and Nurture Committees will be vital in this process.
5. The Visitation Minister, in collaboration with the Minister of Worship, Membership and Nurture Committee and Administrative Assistant, will communicate and collaborate to fulfill with duties of the Visitation Ministry, training Lay Pastoral Visitors as well as supporting the current Lay Pastoral Ministries of Caring Callers, Congregational Visitors, and Care for the Caregiver programs.
6. The Director of Music will continue his outstanding and diverse program of vocal, instrumental, and choral music and teaching for participants of all ages together with appropriate evolution of music for Alternative Worship events.
7. The Church Administrator will continue to oversee the financial management of the pastoral charge and the supervision of the Administrative Assistant and Custodial Staff. In particular, financial responsibilities are carried out in close collaboration with Finance, Board of Trustees, and Property Committees.

8. The Administrative Assistant will oversee all aspects of the clerical demands of the pastoral charge. She/he will draw on volunteers as provided by the Volunteer Director for those aspects of her work which do not demand strict confidentiality.
9. Custodial Staff continue to oversee the day to day care of the church facility and associated grounds. Collaboration with the Property Committee, and other Committees, Church Organizations and Renters is essential in the conduct of their responsibilities.

## 7. GENERAL COMMENTS

1. There is significant need for improved training, facilitation and event planning by staff members within the Visitation Ministry and Youth and Young Family Ministry's. In particular, a staff person to organize, recruit and train volunteers in order to make these areas more manageable and effective. This was mentioned consistently to the JNAC members by many individuals.
2. There is a need for improved integration of congregational groups and ministries at FSA. We will not become an inclusive and welcoming spiritual community if we do not come together from time to time through worship, friendship, learning and action across varied activities and age groups.
3. Participating on the 2011 JNAC Committee has been a rewarding and enlightening experience. The Committee has been impressed with the degree of volunteerism, dedication and spirituality of the Chairs/representatives of church committees, church school and visiting team coordinators as well as individual members of the First-St. Andrew's congregation that participated in the 2011 JNAC process

## 8. RECOMMENDATIONS TO FSA COUNCIL

The 2011 Joint Needs Assessment Committee requests that the First-St. Andrew's United Church Council:

1. Approve the 2011 Joint Needs Report and its recommendations.
2. Request Middlesex Presbytery declare two vacancies:
  - a. One part-time position (12 hours per week) for Visitation Minister
  - b. One part-time position (20 hours per week) for staff person for Youth & Young Family Ministry

Respectfully submitted by the 2011 JNAC Committee:

Jean Wuensch	Chair	Bev Lindsay	Member
Ann MacPhail	Secretary	Jean Wright	Member
Jacob Feeney	Member	Paul Pergau	Member
Joyce Payne	Middlesex Presbytery representative (United Church)		
Deb Jarvis	Middlesex Presbytery representative (United Church)		