

# Pastoral Relations: Guidelines for a Community of Faith Profile

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Pastoral Relations  
Relations pastorales

The United Church of Canada  
L'Église Unie du Canada

Pastoral Relations: Guidelines for a Community of Faith Profile (April 2020)



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## About This Resource

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This resource largely contains best practices and guidance on the recommended ways to live out mandatory policies and procedures found under I. Pastoral Relations in *The Manual* and in *Pastoral Relations: Policy for a Community of Faith*. You are encouraged, but not required, to follow the best practices information contained within this resource. However, for clarity, the policy related to a community of faith profile is repeated within this resource.

This is one in a series to guide the church in the area of pastoral relations. Other resources in this series are as follows:

- *Pastoral Relations: Ministry Personnel*
- *Pastoral Relations: Policy for a Community of Faith*
- *Pastoral Relations: Guidelines for Search and Selection*
- *Pastoral Relations: Supporting the Pastoral Relationship*
- *Pastoral Relations: Regional Council Liaisons*

As of January 2019, these new pastoral relations resources, available on the [Handbooks](#) page of The United Church of Canada website, replace *Pastoral Relations: Engaging and Supporting* (March 2015).

For assistance in your pastoral relations journey, including whom to contact in your regional council, please visit the [Pastoral Relations page](#) on The United Church of Canada website.

## Policy

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This policy is also found in *Pastoral Relations: Policy for a Community of Faith*, but is provided again here for clarity.

### Community of Faith Contact Page on ChurchHub

Each community of faith in The United Church of Canada will have an online community of faith page at [ChurchHub.ca](https://ChurchHub.ca) that they are responsible for maintaining.

The General Council Office populates all community of faith profiles with basic information, similar to what is now included online on the [church locator](#) on The United Church of Canada website. Basic information includes the following:

- name
- address
- phone number
- e-mail address

The community of faith can update the basic information at any time. It is their responsibility to determine who has access to the profile and who will manage it.

Other information is available and updated by the General Council Office to a community of faith's ChurchHub page, including the following:

- regional council
- annual financials and demographics (the blue statistics forms)
- the regional self-assessment form

#### What Is ChurchHub?

- A major part of our new pastoral relations system is the Office of Vocation database that holds all personnel records.
- This database includes ChurchHub—a place where ministry personnel and candidates can sign in and access their personal profile via a unique e-mail address.
- Communities of faith are also able to sign in and access their profile via a unique email address.
- ChurchHub is where ministry personnel search for a new call or appointment, and communities of faith search for a new minister.
- ChurchHub is secure. The only people who can see ministry personnel profiles that are posted as available for call or appointment are communities of faith that also have profiles that are posted as available for call or appointment. Everyone with ChurchHub access can see the beginning paragraph of the position summary for all available positions. The database connected to ChurchHub is housed in Canada.
- It can be found at [ChurchHub.ca](https://ChurchHub.ca).
- The Indigenous Church will self-determine whether or how they use ChurchHub.

- More information about ChurchHub, including links to educational videos, can be found on the [ChurchHub webpage](#) on The United Church of Canada website.
- If you have not received your invitation to ChurchHub, please e-mail [ministry@united-church.ca](mailto:ministry@united-church.ca).
- Google Chrome is the optimal browser for the best ChurchHub experience. This is especially true if you are using an iPad, iPhone, or MacBook.
- ChurchHub is compatible on mobile phones and tablets. However, the Submit a New Position form will work better on a tablet or computer due to the number and length of some elements. All other functions should work on most smartphones.

## Community of Faith Profile

A community of faith can update its profile at any time, even when it is not experiencing a change in pastoral relations. The regional council uses this profile as part of their oversight of the community of faith and as part of a self-assessment. Completing a profile can help to articulate your community's beliefs, ministry needs, and financial realities.

The governing body is responsible for requesting a regional council liaison or support from the regional council for the process of completing the community of faith profile. The regional council liaison works with the governing body to ensure that the profile has all of the required elements and meets the purpose before it is filed.

The governing body is responsible for preparing the profile, including the living faith story. The purpose of the community of faith profile is to

- articulate the community of faith's witness to the gospel
- articulate the ministry needs of the community of faith
- summarize the community of faith's resources and community context

The purpose of the community of faith profile may be achieved by completing and compiling the elements of the profile. When a community of faith is not searching for a new pastoral relationship, the profile must include the following:

- living faith story
- financial statement
- demographics
- manse report, if applicable
- real property
- learning site requirements, if applicable

When a community of faith is experiencing a change in pastoral relations, its profile needs to be updated. A community of faith profile that is ready to post for search and selection must include the following additional elements:

- financial viability review
- position description(s)

At the point of posting the profile to ChurchHub, additional information needs to be added to assist ministers in searching for the profile, as follows:

- ministry role
- hours: full-time or part-time
- start date
- manse
- Supervised Ministry Education site
- solo or team ministry
- urban, suburban, or rural
- ethnocultural or linguistic-specific community of faith (provided by the General Council Office)
- Indigenous community of faith (provided by the General Council Office)
- Affirming community of faith (provided by the General Council Office)
- interim ministry, if applicable
- short-term supply, if applicable

This work can be divided up in any way that suits the community of faith. The governing body may prepare the profile or appoint a team to prepare it, or the whole community of faith may participate in preparing the profile.

The regional council is responsible for

- ensuring that the community of faith profile meets the purpose of the profile and contains the required elements and optional elements, where applicable and as outlined in these policies
- providing a regional council liaison to support the community of faith's process
- determining where support will be offered by a regional council liaison and where support will be offered by regional council staff

A living faith story and the other elements of a community of faith profile may point to any number of outcomes, such as a lay-led congregation, amalgamation or disbanding of the pastoral charge, or some new innovative ministry. A profile may recommend a new pastoral relationship or a change in terms of a call or appointment. The community of faith may discern that it is called to be a Supervised Ministry Education site for candidates for ministry, or that it would like to be a partner with a community outreach project.

A number of resources are available from the General Council and regional council offices that may be used to tell a church's living faith story. These are available in the Resources section below.

## Best Practices

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The previous sections outline elements of the community of faith profile that must be followed. This section provides guidance, suggestions, and recommendations for additional resources on how the mandatory policies and procedures can be met and focuses on the relational aspect of the ministry.

### Meeting with Regional Council

Through prayer and discernment, you will attend to God's accompaniment of your community of faith throughout the process of preparing your community of faith. Someone named by your regional council will also accompany you in the process. This could be staff or a liaison, and they will want to meet with your team shortly after you form to begin your training. As you work through the process of preparing your community of faith profile, it is important to keep your liaison updated of where you are in the process.

Areas of training include

- Holy Manners
- an overview of the community of faith profile
- considerations for part-time ministry
- introduction to Supervised Ministry Education
- using ChurchHub

### Preparing Your Community of Faith Profile

In each section of the community of faith profile, honesty is important. Together, the various pieces of the profile express: *This is who we are, and these are the resources we have.*

The governing body may prepare the profile or appoint a team to prepare it, or the whole community of faith may participate in preparing the profile. Whoever takes the lead on preparing the community of faith profile, they will want to consult with several groups.

1. The community of faith: It is mandatory to consult with the community of faith. The profile should reflect the desires of the community of faith.
2. The incumbent ministry personnel: You may wish to consult with the current ministry personnel (including an intentional interim minister). They often have insight into your community of faith and its current and future needs.
3. Ministry and Personnel (M&P) Committee: You may wish to consult with the M&P Committee. Its members are familiar with your previous ministry personnel and their roles, responsibilities, and leadership. The committee can be helpful if the profile team drafts a position description.
4. The governing body.
5. The Transition Team: If you are about to end an intentional interim ministry appointment, the Transition Team should be consulted as you develop the profile.

For consultation with the community of faith, you can choose from a variety of approaches:

- written requests for feedback (e.g., given out with the Sunday bulletin and collected during coffee hour)
- phone interviews
- face-to-face conversations: one large group, small group conversations, or focus groups
- identifying a group of people in your community of faith as listeners and asking them to speak with as many people as possible about a specific set of questions or ideas and report back to the team
- use the outline of a process in the Resources section below for gathering input from the members of your faith community

You may want to focus the time with the community of faith on a particular area, or ask broad questions about the ministry needs in general.

Try to plan your consultation in such a way that it is easy for everyone to participate, not just people who are already leaders. It is important to hear from everyone: youth, young adults, children, adherents, seniors, people who only attend on Sunday, families who come to the church for all of their life passages (weddings, baptisms, funerals) but don't attend regularly.

Community of faith profiles can be written in either English or French and uploaded to ChurchHub.

### **Living Faith Story**

The living faith story articulates the community of faith's ministry focus. This story is your opportunity to share why you exist as a community of faith. All communities of faith are expected to develop a living faith story, review it regularly, and share it with the regional council so that support can be programmed. The living faith story is an opportunity to tell where God is leading your community of faith. Creating this story is an invitation to articulate, assess, and perhaps even reframe how you are being church.

The living faith story is used in a few different ways:

1. It is a required element of a community of faith profile as part of the pastoral relations process.
2. It is part of the covenantal relationship with the regional council and part of the self-assessment process with the regional council.
3. It is posted on ChurchHub as a description of the community of faith. For communities in search of a new ministry personnel, this is part of your invitation to ministry personnel to consider whether they are being called to serve your ministry context.
4. It can guide your community of faith in shaping ministry priorities and sharing a vision of your community and its mission.

The living faith story can be written, or it can be an audio or video recording of the community telling their story.

Hopefully, preparing this piece of the community of faith profile will not be onerous. The community of faith can use one of the following as their living faith story:

- A recent Joint Needs Assessment Committee (JNAC) report may need only slight modification to tell the community's story.
- A recent ministry profile, list of mission and ministry priorities, living ministry profile, ministry articulation profile, or essence statement from an Effective Leadership and Healthy Pastoral Relationships project in your former Conference may need only slight modification.
- If your community of faith has recently participated in a visioning exercise with EDGE, you could use your ministry goals, vision statement, and current realities articulated in that work.
- A narrative budget and other applicable material (that names your ministry both within and beyond the community of faith) from the [Called to Be the Church giving program](#) could be suitable.
- Use an existing vision or long-range planning document.
- Finally, of course, you can develop a unique, original living faith story, which articulates the ministry of your community of faith.

Below are some examples of how the process might unfold:

- A community of faith has recently participated in a visioning exercise with EDGE. The governing body takes the vision statement developed from that congregation work, with the ministry plan, and uses that as the living faith story.
- A community of faith wants to gather over Sunday lunch to prepare the living faith story using the process outlined in the Resources section below.
- A community of faith has recently been using the stewardship resource *Called to Be the Church*. The governing body decides to submit the narrative budget as their living faith story. The rest of the elements are completed by members of the governing body.
- A community of faith is at their wits' end. For their living faith story, the governing body writes: "We are a faithful people who love God but have no idea in what direction our ministry should be heading. We would like a minister to help us figure that out." The governing body then works together to compile the other elements of their profile.

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age." (Matthew 28:19–20)

If all of this sounds new and there's nothing that your community of faith could currently use as your living faith story, please see the template in the Resources section to produce a living faith story, a template based on the same categories as the *Ethical Standards and Standards of Practice for Ministry Personnel* (available on the [Handbooks](#) page).

## Financial Statement

The living faith story helps to both articulate the community of faith's witness to the gospel and articulate its ministry needs. The financial statement begins to summarize the community of faith's context. For now, complete this section of the community of faith profile by entering pre-existing data from your statistics forms. In the future, it will be populated from information from the *Year Book*.

## Demographics

The demographics section continues to summarize the community of faith's resources and context of ministry. For now, complete the demographics section by entering pre-existing data from your statistics forms. In the future, it will be populated from information from the *Year Book*. We expect that the demographics available will provide a fuller picture of the community of faith's context.

“For where two or three are gathered in my name, I am there among them.” (Matthew 18:20)

## Manse Report, if Applicable

If your community of faith has a manse, include the Manse Information Summary Sheet as part of your profile. A worksheet to prepare the information can be found in the Resources section below. The information is then entered online at ChurchHub.

## Real Property

The community of faith continues to describe its ministry context by outlining some of the details of its real property. A Real Property Worksheet is found in the Resources section below, which reflects information required in ChurchHub.

## Supervised Ministry Education Learning Site Requirements, if Applicable

If your regional council liaison assesses that your community of faith would be a suitable learning site for a candidate, you may be introduced to Supervised Ministry Education (SME) in your training. The commitment to be a SME site varies with the requirements of the candidate's educational program. The appointment offered by the community of faith must be at least half-time (20 hours per week); depending on the candidate's learning goals and program requirements, it can be up to full-time.

Communities of faith that enter into a learning covenant undertake a ministry on behalf of the whole church to provide a context in which those preparing for paid accountable ministry can engage in the practice of ministry with intentional reflection and learning. As you develop your community of faith profile, ask yourselves, “Do we feel called to consider filling our ministry personnel vacancy by becoming a learning site for a candidate for ministry?”

As a community of faith undertaking to be a SME learning site, you are likely to experience some or all of these gifts of ministry:

- the enthusiasm of a candidate's leadership as they explore serving in ministry

- new ideas and perspectives as the candidate integrates their learning into the leadership they offer
- insights that come from being a learning community, where lay people are partners in reflecting on leadership and ministry
- the support of the wider church through those who support the learning covenant, such as the educational supervisor and the Office of Vocation staff
- the joy of seeing the candidate grow in ministry leadership and being a part of that growth
- a renewed sense of purpose and ministry as a context for sharing in the ministry of the wider church through preparing and nurturing new ministry leadership

Requirements of a SME learning site:

- Ability to support at least a half-time appointment.
- Ability to provide a safe and respectful learning environment in which there is clarity of expectation.
- Being a healthy and vital community of faith that can provide a context for learning and growth. Communities of faith that are in conflict, those that should be considering intentional interim ministry following a long pastoral relationship, or those concluding a pastoral relationship that was conflicted are not appropriate contexts for a SME.
- Ability to gather a Lay Supervision Team of not less than four people who are committed to meeting with the candidate during the time of the appointment to support and encourage learning, explore the learning goals, and submit evaluations as required.
- Have a functioning governing body and M&P Committee.
- Have an ADP account through which compensation is managed.

The decision to be a SME site is a ministry decision. It should emerge from the community of faith's understanding of its ministry context and be anchored in a faithful response to God's prompting to be a learning community. The discernment questions offered by your regional council liaison can help you discern your calling. You may want to have the members of your governing body be part of discernment too.

### **Additional Profile Elements if Using for a Search**

#### **Financial Viability Review**

The financial viability review continues to summarize the community of faith's resources. It provides more detailed information than the annual financial statement as part of the community of faith profile. If you are searching for new ministry personnel, this is one additional piece required in a community of faith profile. This form will help the governing body consider the financial situation of the community of faith and of each point in a multi-point charge. Financial Viability Review worksheet is found in the Resources section below.

It is difficult to make financial decisions for a community of faith. Once you have collected the data, discuss the patterns you see and their implications, and meet at least once with the treasurer to discuss them. Use your observations to make recommendations. If you have

completed a narrative budget that is distinct from your living faith story, you can attach it along with your financial viability review.

As you complete the financial viability review, the following guidance may be helpful:

- *Question 1:* Your expenses, revenues, and balances can be found for past years in the financial statements of your annual meetings. If you had capital changes, please include them in the comments. The treasurer will appreciate assistance from the team writing the profile in gathering this information.
- *Question 3:* If you have experienced a deficit, consider the following: How have you managed your finances? Did you borrow from yourselves? From others? If the deficits were in the last three years, what are your plans for turning this situation around? How long have you struggled with deficits?
- *Question 4:* If you have outstanding loans, how much is still owing? To whom? At what interest rate? Does the interest plus the principal exceed 20 percent of the community of faith's income? Did you have a plan for paying that money back before you borrowed it? If so, how is it working?
- *Question 5:* Maintenance is the regular work of keeping your buildings running. If your buildings are heated electrically, you probably can't separate utilities and fuel. Just put in the one number under Utilities.
- *Questions 6–8:* It is sometimes difficult to remember how contributors donated in past years. Please do your best here. This information is valuable for projecting your future financial resources.
- *Question 10:* Include funds from the sale of a manse here.

### *Recommendations*

The team writing the profile, your treasurer or stewardship committee, and your governing body might be asked to help look at the data to make recommendations. Consider the following:

- patterns seen in givings over the years
- patterns in expenses
- cost of the buildings
- patterns seen in the community of faith (givers)
- moving expenses (more information is available in the *Financial Handbook for Congregations* on the [Handbooks](#) page)
- efficiency of your buildings, and upgrades that might be needed soon

Because the financial viability review is part of your community of faith profile and pastoral relations process, it asks that you specifically speak to staffing costs and ongoing viability. Other recommendations might include the need for a stewardship program or property upgrades, or simply note that the community's call of ministry personnel is supported by these financial viability findings.

Now the whole group of those who believed were of one heart and soul, and no one claimed private ownership of any possessions, but everything they owned was held in common. (Acts 4:32)

### Position Description

The position description articulates the community of faith's ministry needs. An accurate position description provides an organized summary of the duties, tasks, responsibilities, and accountability of the position, as well as the knowledge, skills, and abilities required to competently fulfill them. While writing this position description, look at the results of your living faith story. A Position Description Template is found the Resources section below.

This is one piece of work where the community of faith profile team will want to closely collaborate with the M&P Committee to ensure consistency with other position descriptions. Also, you will want to consult with other staff—both ministry personnel and lay employees—for their input to ensure that the position description is accurate in describing the ways the position is meant to complement, overlap, coordinate, and collaborate with their roles. In your consultations, be very clear that you are asking for their ideas related to the position, not their decision-making.

They devoted themselves to the apostles' teaching and fellowship, to the breaking of bread and the prayers. (Acts 2:42)

An effective position description shows that the community of faith has carefully assessed the need for the position and the expectations for the person in that position. Take time to get it right. That will leave fewer chances for miscommunication and unrealistic expectations after the ministry personnel is called or appointed.

If you are willing to be a Supervised Ministry Education site, note that as you prepare your community of faith profile and include a position description appropriate to SME. The profile should indicate whether you are seeking only applicants for a SME appointment or whether you are open to both applicants for SME and ministry personnel applicants for call or appointment.

### Other Possibilities for Your Community of Faith

Preparing a community of faith profile does not always lead to a new pastoral relationship.

It could, for example, lead to a reduction in ministry personnel. In multiple staff situations, when ministry personnel are being reduced and a new position description is developed (as part of the community of faith profile), the governing body determines whether current ministry personnel are eligible to apply for the new position. Usually, if the new position description is considerably different from the old one, an open position will be declared. Current ministry personnel receive a minimum of 90 days' notice and are usually eligible to apply for the new position—but not automatically assured of getting it.

A community of faith may discern other options:

- becoming a lay-led faith community, with oversight by a pastoral charge supervisor
- amalgamating with another community of faith
- sharing ministry with other nearby communities of faith
- disbanding
- adding ministry personnel to a staff team
- requesting intentional interim ministry from the regional council

As a community of faith discerns next steps, it can seek support and guidance from regional council staff.

#### Searching for an Interim Minister

If a community of faith discerns, through preparing their profile, that they need intentional interim ministry leadership, the regional council is responsible for appointing a representative to an Interim Ministry Transition Team in the community of faith. The first role of the Transition Team is to search for an intentional interim minister. The search team will include a few members of the Transition Team. Consult the Interim Ministry resources on the [Handbooks](#) page.

### Posting Your Community of Faith Profile on ChurchHub

Whether or not you are preparing a community of faith search for new ministry personnel, you will want to upload all of the information into ChurchHub.

Initially, each community of faith administrator (or the person identified as the administrator) will have received an invitation for your community of faith to log in to ChurchHub. Once your community of faith is approved to search for new ministry personnel, the administrator can enter the “Find a New Minister” portal, which allows them to see all the ministry personnel who are approved as available for a call or appointment. It is imperative that your administrator is aware that this list is highly confidential and its contents cannot be shared. If you are worried, you’ll find a sample confidentiality agreement in *Pastoral Relations: Guidelines for Search and Selection* (on the [Handbooks](#) page) that can be modified for the administrator.

A helpful video to watch before you begin to update your community of faith contact information and profile elements on ChurchHub is *Community of Faith: How to Use ChurchHub* on the [ChurchHub webpage](#).

The worksheets provided in the Resources section below ask for similar information to what you are asked to input in ChurchHub.

You can upload the standard elements of your community of faith profile by selecting Community of Faith Profile on the My Community of Faith page. The living faith story is posted on the first page from the drop-down menu called General Information. If you have a text-based living faith story, you can cut and paste it into the textbox.

The screenshot shows a web form titled "You are Updating for" with a dropdown menu set to "General Information". Below this, there is a checked checkbox for "Community of Faith has Manse". The "Living Faith Story" section features a rich text editor with a toolbar and a large text area containing the placeholder "Enter some rich text here". At the bottom, there is a "Solo/Team Ministry" dropdown set to "Solo" and a checked checkbox for "Indigenous Community of Faith". A note states: "To update the below check boxes, please contact the General Council Office".

If your living faith story is presented using another medium, you can upload the file into your Community of Faith Published Content folder on ChurchHub and provide a link in the textbox.

To upload your large files such as photos, videos, or a previous JNAC or MPS (Ministry Profile and Search report):

1. Click the Published Content button on your Community of Faith page in ChurchHub.
2. In the next screen, click the Upload button in the ribbon bar and select the file to upload.
3. Once uploaded, click the circle just to the left of the filename to select it (it appears when you hover over the filename).
4. Click Copy Link in the ribbon bar (you now have a link to your uploaded document).
5. In the Living Faith Story box on your community of faith profile page, add some text that says, "Please see our living faith story, which is available here:" and paste the link to the file.

In the drop-down box there are links to the pages for the other elements of your community of faith profile. Click the arrow on the drop-down menu (General Information is the word that will appear first) and proceed to the next profile page you wish to enter.

This screenshot shows the same form as above, but with the dropdown menu open. The menu lists several options: "General Information" (highlighted), "Financial Statement", "Congregation Demographics", "Manse Identification", "Manse Features", "Manse Committees", and "Real Property".

To complete the financial statement, enter the numbers into the profile by selecting the box and typing in the information. These figures can be found on your statistical forms (blue forms). When you have completed entering the information, click the Update button and you will go back to the homepage.

You are Updating for		Financial Statement	
Replacement Value of Church Building(s) and Content	0	<b>Total Raised 0</b>	
Value of Manse and Site	0	Total Raised for all Purposes by	
Housing Allowance	0	(A) Congregational Givings	0
Value of Other Property, Endowments, Investments, etc.	0	(B) United Church Women	0
Estimated Value of Church Land	0	(C) Other Organizations, Sources and Means	0
Property Insurance on All Church Buildings and Contents	0	M&S Received from Pastoral Charge (Exclusive of U.C.W.)	0
Total Liabilities in Loans, Mortgages, etc.	0	M&S Received from United Church Women	0
		Paid Out for Other United Church Appeals or Funds	0
		Paid Out for Other Purposes	0

You can complete the Congregation Demographics with information from your statistical forms in a similar way. Again, when you have completed entering the information, click the Update button; your information will be saved and you will go back to the homepage.

You are Updating for		Congregation Demographics	
Number of Preaching Places		Removed by Death	
Number of Church Schools		Removed by Certificate or Other	
Number of households under Pastoral Care		Total Membership, Resident, and Non-Resident	
Number of financially supported households		Total Non-Resident Membership	
Number of Baptisms (adult)		Identifiable Givers to Local Expenses	
Number of Baptisms (children)		Identifiable Givers to Mission and Service Fund	
Number of Marriages		Average Weekly Attendance at Sunday Worship	
Number of Funerals		Total Membership, Church School	
Total Membership, Resident and Non-Resident (previous year)			

In the near future, these two pages will update automatically as you report the information through your statistical forms.

If your community of faith has a manse, you will have noted this on the first page where you entered your living faith story. If you checked the box beside “Community of Faith has Manse,” you will be able to enter the information on the Manse Identification and Manse Features

pages. Again, when you have completed entering the information, click the Update button to save and go back to the homepage.

The image shows two screenshots of a web form for updating manse information.

**Manse Address Form:**

- You are Updating for:** Manse Identification (dropdown)
- Manse Address:** Street/Mailing Address (text), City (text), Province (text), Postal Code (text), Neighbourhood (text), Apartment (dropdown), Distance to Schools (km) (text), Distance to Church (km) (text), Distance to Shopping (km) (text), Distance to Transportation (text).
- Access:** (dropdown)
- Services:** (dropdown)
- Size of lot:** (text)
- Type of Manse:** Bungalow (dropdown)
- Number of Stories:** 1 (dropdown)
- Number of Bedrooms:** 1 (dropdown)
- Number of Bathrooms:** 1 (dropdown)
- Number of Living Spaces:** 1 (dropdown)
- Floor Plans:** (text)

**Manse Features Form:**

- You are Updating for:** Manse Features (dropdown)
- Electrical Service:** (dropdown)
- Number of phone jacks:** 1 (dropdown)
- Heating Service:** (dropdown)
- Estimated Annual Heating Cost (\$):** 0 (text)
- Fuel:** (dropdown)
- Outbuildings:** (dropdown)
- Garage Size:** (text)
- Garden Shed Size:** (text)
- Storms and Screens:** (dropdown)
- Window Shades:** All Rooms (dropdown)
- Curtain Rods:** All Rooms (dropdown)
- Curtains/Drapes:** All Rooms (dropdown)
- Rugs/Carpets:** All Rooms (dropdown)
- Appliances:** (dropdown)
- Types of Insulation:** (text)
- Other Equipment:** (dropdown)
- Location of Smoke Detectors:** (dropdown)
- Location of Carbon Monoxide Detectors:** (text)
- Location of Fire Extinguishers:** (text)
- Insurance Coverage reviewed on:** (text)
- Recent photo:** (text)
- Current monthly rental market value (\$):** (text)

Complete the Real Property form by using the information you gathered on the real property worksheet, and then select Update.

The image shows a screenshot of the 'Real Property' form.

- You are Updating for:** Real Property (dropdown)
- Real Property List:** (text area)
- Cemeteries:** List all cemeteries including any previously connected with the congregation and no longer operated by it; include cemeteries of amalgamated congregations (text area)
- Property Confirmed:**  (checkbox)
- Regional Council Representative:** (text)
- Date Signed:** (text)
- Update:** (button)

If you have decided to be a Supervised Ministry Education site and your regional council liaison has agreed that you are an appropriate context for a SME, you can complete this form by selecting Update. By updating this form, you are committing your community of faith to the six statements listed on this page.

You are Updating Supervised Ministry Education Site  
for

Community of Faith would like to serve as a Supervised Ministry Education site, and agrees to the requirements to become a Supervised Ministry Education Site

1. Providing a safe and respectful learning environment in which there is clarity of expectation;
2. Being a community of faith that is healthy and vital that can provide a context for learning and growth;
3. Gathering a Lay Supervision Team of not less than four people who are committed to being oriented and then meeting with the candidate during the time of the appointment to support and encourage learning and to explore the learning goals, and submit evaluations as required;
4. Having in place a functioning governing body and an M&P Committee;
5. Working along with a Pastoral Charge Supervisor for the length of the SME appointment; and
6. Having an ADP account through which compensation is managed.

This completes all of the profile elements that are part of a community of faith profile if it is not being used for a search.

If you are searching for a new ministry personnel, you will also need to add the financial viability review and a position description. To enter this information, return to the homepage, select the Find a New Minister tile, and then select the Submit a New Position tile.

For help with this step of the process, you can watch the video *Community of Faith: How to Find a New Minister* on the [ChurchHub webpage](#).

To submit a new position, enter the information in all of the boxes. If information is greyed out, you are not able to modify it because the field is auto-filled from data existing in the United Church database. The position description is to be pasted into the Position Summary field. Select the View/Modify Position Summary button to open a window to enter the position description. The information entered in some of the fields on this page will help ministry personnel find your community of faith profile and available position through filtering all the community of faith profiles on their ChurchHub account.

## Submit a New Position

Community of Faith Info	Position Details
Community of Faith <input type="text"/>	Start Date* <input type="text"/>
Regional Council <input type="text"/>	Call or Appointment* <input type="text"/>
<b>Position Overview</b>	
Position* <input type="text"/>	Area* <input type="text"/>
Position Summary <input type="text"/>	Role - Ministry* <input type="text"/>
<input type="button" value="View/Modify Position Summary"/>	Hours per week* <input type="text"/>
City* <input type="text"/>	Languages* <input type="text"/>
Province* <input type="text"/>	<input type="checkbox"/> Interim Ministry
Search team email* <input type="text"/>	<input type="checkbox"/> Supervised ministry education (learning site)

In the Call or Appointment field, you are able to choose for the position to be filled by a call or an appointment or both.

You will find sample text that you need to delete before you paste your position description in the window. Click Update to save your position description.

## Submit a New Position

Position Summary
<p>You may use the following categories, based on the "Ethical Standards and Standards of Practice for Ministry Personnel" (available on <a href="http://www.united-church.ca">www.united-church.ca</a>), which provides clarity on the definition and focus of each category.</p> <p><b>Administration</b></p> <p>If you have specific duties associated with administration, for which you do not have administrative support, list them here: for example, creating the bulletin, scheduling, and reception. If there is administrative support, list that, and specify whether it is paid or volunteer.</p> <p><b>Community Outreach and Social Justice</b></p> <p>Different ministries use different words to describe this category. Some refer to it as "activities that reach beyond our doors." Others may describe it more specifically: environmental justice activities, poverty and justice activities, global justice, food sustainability, and so on. If you have specific activities related to this "principal area," make sure you include them here: for example, if you expect the ministry personnel to be a member of a local organization's board as part of your outreach, name this expectation here.</p>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>

The search team will want to set up a temporary e-mail account for sending and receiving material related to the search. This avoids mixing official church communications with personal e-mails. The account can be deleted once the search process has concluded. This confidential e-mail address is entered in the "Search team email" field.

If you are searching for an intentional interim minister or a candidate to complete their supervised ministry education, you will need to select a checkbox (Interim Ministry or Supervised ministry education) because this will be used as part of the filtering that ministry personnel will use to find your profile in ChurchHub. If you post a position description for an interim ministry and do not select the interim ministry checkbox, intentional interim ministers

will have a difficult time finding your community of faith profile and will not reach out to you. If you agree to being a SME learning site as part of your community of faith profile but do not select the SME checkbox, candidates will not find your community of faith profile and will not reach out to you.

You can add your financial viability review by following the above instructions to upload a copy to your Community of Faith Published Content folder. Then add the link to the end of your position summary along with a line such as “Please find our financial viability review at the following link:”.

When you click Submit on the Submit a New Position page, it triggers an e-mail to your regional council pastoral relations minister asking if the regional council has approved this position. The e-mail includes access to your community of faith profile, as well as the financial viability review and position description.

### **Approving Your Community of Faith Profile**

Before you approve your community of faith profile, you need to send it to your regional council liaison for review. Once the governing body and your community of faith approve the profile, the regional council also needs to review it. If approved, it can be viewed on ChurchHub by ministry personnel searching for a new pastoral relationship.

## Resources

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### Workshop for Developing a Living Faith Story

Your regional council liaison, the governing body, or the team charged with preparing the community of faith profile can use this outline as one way to consult the members and adherents of the community of faith as you develop your living faith story.

#### Opening Prayer

Ever faithful God, in Christ you call us to be the Church,  
living in the world, as the fullness of the Body of Christ.  
In this time of conversations,  
inspire our thinking about our discipleship,  
open our hearts to the leading of the Spirit,  
and grant us honesty in our reflections.  
May we come to cherish our story of witness,  
even as we open ourselves to new ways of living that story.  
For we come seeking to be faithful followers of Christ. Amen.

#### Introduction

Share information about the intent and uses of the living faith story:

The living faith story articulates the community of faith's ministry focus. The living faith story is our opportunity to share why we exist as a community of faith. All communities of faith are expected to develop a living faith story, review it regularly, and share it with the regional council so that support can be programmed. The living faith story is an opportunity to tell a story about where God is leading our community of faith. Creating a living faith story is an invitation to articulate, assess, and perhaps even reframe how we are being church.

The living faith story is used in a few different ways:

1. It is a required element of a community of faith profile as part of the pastoral relations process.
2. It is part of the covenantal relationship with the regional council and part of the self-assessment process with the regional council.
3. It is posted on ChurchHub as a description of the community of faith. For communities of faith in search of a new ministry personnel, this is part of our invitation to ministry personnel to consider whether they are being called to serve our ministry context.
4. It can guide our community of faith in shaping ministry priorities and sharing a vision of our community and its mission.

The living faith story can be written—or it can be an audio or video recording of the community of faith telling our story.

### **Exploring the Why of Our Community of Faith**

Give each person an index card and ask them to write down three reasons why they are part of your community of faith. (5 minutes)

Invite people to work in groups of three on the following:

- a) Each person shares the three things they have written on their card. (6–8 minutes)
- b) As a group, on new index cards, choose three things you all agree are important reasons why you are part of your faith community. Write one item on each card so it can be read from a distance. (5 minutes)
- c) Have each group share the three things they have named. Post the index cards. (10–15 minutes)

In the full group, have a discussion around the following questions, but ensure you capture the answers on a flipchart or by another method:

- a) What does this tell us about what is important to us, who we are, and why we gather as a community of faith?
- b) What does this tell us about why God needs our community of faith to live its story in this place?
- c) Because this is all part of how we are a living story of God's call to be the church, how might we best share that story? What tools would help to convey our story with excitement (brainstorm communication ideas and media)?

### **Closing**

The governing body or the group assigned to prepare the community of faith profile can use the results from this workshop in developing the living faith story.

## Sample Living Faith Story Template

Your community of faith can use the template below to develop your living faith story. In each category, list the activities you are already doing, and list any specific goals. If your community of faith does not currently have a goal in a specific category, that's okay. There are also some guiding questions in each section to help you think about this area of ministry. You do not need to answer all of the questions, just the questions that are helpful to your situation.

The categories in the template are from the *Ethical Standards and Standards of Practice for Ministry Personnel* (available on the [Handbooks](#) page), which provides clarity on the definition and focus of each category. The ministry personnel profiles in ChurchHub are based on the same categories.

DO NOT feel you need to answer every question. Only use the ones that connect with your context and ministry.

Category Title	Guiding Questions
Administration	<p>List all the activities that currently support administration.</p> <p>What is your specific goal related to administration? (If you don't have one at this time, that's okay.)</p> <p>How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?</p> <p>What level of administrative support is offered to your community of faith and to your ministry personnel? Is it staff? volunteer?</p> <p>What kind of information technology infrastructure does your community of faith have and use? Are there expectations around using social media?</p> <p>What model of governance do you use in your community of faith (e.g., council, official board, session)?</p> <p>How frequently do you review your financial situation? How would you describe your financial position: healthy? abundant? struggling? near to crisis? other? What is the "story" behind this description? How did you get here?</p> <p>Describe the human gifts you have in your midst. What are your strengths? What areas do you need to nurture and grow?</p> <p>How much of your budget is allocated to administration?</p>
Community Outreach and Social Justice	<p>List all the activities that currently support community outreach and social justice (e.g., soup kitchens, homeless shelters, seniors' centres, vacation Bible schools, English as a second language training, food bank, Christmas hamper, used glasses donations).</p>

Category Title	Guiding Questions
	<p>What is your specific goal related to community outreach and social justice? (If you don't have one at this time, that's okay.)</p> <p>How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?</p> <p>How do you understand community outreach and social justice to be part of your community of faith?</p> <p>How do you identify community needs? Who are the marginalized and vulnerable within your faith community? within your local community?</p> <p>To what extent do you collaborate with other groups with common goals or interests?</p> <p>What are the unique needs or strengths or issues facing the community right now? How have you responded?</p> <p>If someone were to visit your community of faith, how would they know you are involved in community outreach and social justice activities?</p> <p>How do you think your community of faith is seen in the local community?</p> <p>Would community members (people not involved in your community of faith) describe you as being involved in specific local, global, or community issues? What would those issues be? If you don't think your community of faith is seen as being involved in local or global community issues, how do you feel about that?</p> <p>To what extent do you know and use General Council resources about specific justice issues (e.g., climate change, Indigenous justice, intercultural vision, becoming an Affirming congregation)?</p> <p>How are those who are involved in community outreach and social justice activities supported by others in the community of faith?</p> <p>How much of your budget is allocated to community outreach and social justice activities?</p>
Denomination and Communities	<p>List all the activities that currently support your denomination and communities (e.g., active in your regional council or General Council, collaborating with local agencies or tenants within your building).</p> <p>What is your specific goal related to your denomination and communities? (If you don't have one at this time, that's okay.)</p> <p>How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?</p> <p>How is leadership by lay people and ministry personnel exercised in your community of faith? at the regional council or General Council?</p>

Category Title	Guiding Questions
	<p>How is leadership exercised in your local community? How important is it for your community of faith to be involved with other local leaders (not necessarily within the church) and/or with other faith communities and their leaders?</p> <p>How does your minister's ability to develop meaningful partnerships affect your community of faith's ability to thrive and move toward your mission priorities?</p> <p>How important is it that your minister is well-connected with other ministers (has a support network)? with other community leaders outside the church (e.g., social service, ministerial, local politicians)? to the work of the regional council? to General Council activities?</p> <p>What role do lay people play in developing and nurturing effective ministry partnerships?</p> <p>Is this a formal team ministry position? If so, what are the relationships among the team members—who reports to whom? Or are the relationships based in cooperation and collaboration?</p> <p>How do you expect the ministry personnel to work with other non-ministry paid staff? with lay people?</p>
Faith Formation and Christian Education	<p>List all the activities that currently support faith formation and Christian education growth (e.g., Sunday school, youth group, confirmation classes, seekers' group, Bible study, prayer circles, seniors' circles, spiritual practices, activities for families, parents of teens support group).</p> <p>What is your specific goal related to faith formation and Christian education? (If you don't have one at this time, that's okay.)</p> <p>How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel? Describe why you think this is important or unimportant.</p> <p>How are these activities supported by ministry personnel? by lay people?</p> <p>To what extent do you think these activities are effective? How do you know they are or aren't?</p> <p>How important are small groups to supporting people in the formation of their identities as "disciples" and as members of this community of faith?</p> <p>How much of your budget is allocated to supporting faith formation and Christian education activities?</p>
Leadership	List all the activities that currently support leadership (e.g., lay leadership training, conflict resolution workshops).

Category Title	Guiding Questions
	<p>What is your specific goal related to leadership? (If you don't have one at this time, that's okay.)</p> <p>How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?</p> <p>Describe the minister whose leadership skills best matched your community of faith's needs. What was it about their style of leadership that made a good match?</p> <p>What kind of leadership skills are you looking for in your minister (e.g., strong authoritative leader who sets direction and motivates others to follow; strong consensus-builder who takes time to include everyone in decision-making and enables others to participate; an able companion who supports and nurtures)?</p> <p>Who do you look to for leadership in your community of faith?</p> <p>How much responsibility for leadership is placed on ministry personnel? on lay leaders?</p> <p>How does your community of faith support the development of leadership skills in ministry personnel? in lay leaders?</p> <p>What are the barriers in your community of faith to achieving your goals? Do any areas of leadership need to be developed in order for you to achieve your goals? Are there unacknowledged areas of conflict that prevent you from moving forward? To what extent do you have the skills to address conflict and communication challenges in your community of faith?</p> <p>How much of your budget do you allocate to leadership development for ministry personnel? for lay leaders? for those who are not currently in leadership but who demonstrate interest and potential abilities?</p> <p>How do you support lay people in discerning their gifts for leadership?</p>
Pastoral Care	<p>List all the activities that currently support pastoral care (e.g., home visitation, caring phone calls, prayer shawl knitting).</p> <p>What is your specific goal related to pastoral care? (If you don't have one at this time, that's okay.)</p> <p>How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?</p> <p>How do you define pastoral care in your setting?</p> <p>How much time is spent on pastoral care by your current ministry personnel?</p>

Category Title	Guiding Questions
	<p>To whom is pastoral care provided (e.g., members, adherents, community members)?</p> <p>Who (in addition to ministry personnel) provides pastoral care now? What training do they have? To what extent are they supported by the ministry personnel?</p> <p>Have you identified specific spiritual care needs in your community of faith or local community for which special skills are required? (E.g., Do you have a special ministry for people struggling with addictions, or do you have a large number of seniors? How important is palliative or end-of-life care, or support for families of children with special needs?)</p> <p>Is there a team of trained lay people that support the pastoral care of the minister?</p> <p>How much of your budget is allocated to supporting pastoral care?</p>
Self-care	<p>List all the activities that currently support self-care and spirituality within your community of faith (e.g., healing touch, spiritual practices).</p> <p>What is your specific goal related to self-care and spirituality within your community of faith? (If you don't have one at this time, that's okay.)</p> <p>How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?</p> <p>How do you support the development of a community of faith identity?</p> <p>How do you build a sense of community within your community of faith?</p> <p>How do you love and support one another?</p> <p>How do you encourage participating members to find a balance (e.g., helping people not to burn out)?</p> <p>How much time is spent together as a community that isn't about raising money?</p> <p>How much do you like each other? How do you have fun together?</p> <p>How vulnerable and honest are you able to be with each other?</p> <p>How would you describe the spiritual life of your community of faith?</p> <p>How does your community of faith support the health and spiritual growth of your minister?</p> <p>How important is the health and spiritual growth of your minister for the health and spiritual growth of your community of faith?</p> <p>What do you hope your minister does to support their own health, wellness, and spiritual growth?</p>

Category Title	Guiding Questions
Worship	<p>List all the activities that currently support worship (e.g., traditional order of service with hymns, prayers led by one person, 20-minute sermon/reflection, scripture readings; contemporary with shorter sermon, more music, variety of prayer styles; reflective with lots of time for silence and contemplation).</p> <p>What is your specific goal related to worship within your community of faith? (If you don't have one at this time, that's okay.)</p> <p>How is your work in this area connected to your Christian faith? Why do you do what you do? How is it connected to your witness of the gospel?</p> <p>Describe the demographic profile of your community of faith at worship. (You may have to describe multiple profiles if your community of faith offers more than one worship opportunity or if you are a multi-point pastoral charge.)</p> <p>What makes worship inspiring for your community of faith?</p> <p>What aspects of the worship service are led by the minister? What aspects are often led by lay people?</p> <p>How do you use technology in worship?</p> <p>Is music most often accompanied by organ? piano? praise band? no accompaniment?</p> <p>What types of music are most frequently used (e.g., classical church music, traditional hymns from <i>Voices United</i>, range of music from both <i>Voices United</i> and <i>More Voices</i>, other contemporary hymns, secular music that lends itself to worship)?</p> <p>Is there a choir? a children's choir? other musical groups? Are there professional musicians in music leadership?</p> <p>What type of worship leadership is most frequently used during sermon time (e.g., sermon delivered by minister, sermon with dialogue, dialogue based on the text, drama)?</p> <p>Who usually leads prayer? Do participants offer prayers aloud? in silence? Are there sung prayers? circle prayers? written-down prayer requests?</p> <p>What translation of the Bible are you most comfortable with?</p> <p>What is meaningful for you in sermons in terms of content, relevance, academic/theoretical/historical components, length?</p>
	<p>How do you support the ministry personnel to grow in their worship leadership? How do you support lay people to grow in their worship leadership?</p> <p>How much of your budget is allocated to providing inspiring worship?</p>

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<b>Category Title</b>	<b>Guiding Questions</b>
	<p>How comfortable is your community of faith in experimenting with worship? Give an example of some experiments you've tried and what you've learned.</p> <p>How is stewardship kept visible? Who takes responsibility for it now?</p> <p>How comfortable is your community of faith with talking about money?</p>

## Financial Viability Review

Community of Faith:

Date:

### 1. Do your expenses exceed your revenues?

Year	Revenues	Amount given through envelopes	Amount given through PAR	Expenses	Do expenses exceed revenues? (yes/no)	Bank balance at end of year
Current year	\$	\$	\$	\$		\$
One year ago	\$	\$	\$	\$		\$
Two years ago	\$	\$	\$	\$		\$
Three years ago	\$	\$	\$	\$		\$
Four years ago	\$	\$	\$	\$		\$
Five years ago	\$	\$	\$	\$		\$
Six years ago	\$	\$	\$	\$		\$

### Comments

Please include any comments you think are pertinent to your situation—renovations, special fundraising, money that comes in as revenue that you really don't have use of because it goes out to organizations, GICs, term deposits, memorial fund, support of Mission & Service, no minister, or minister on sabbatical. These comments help you understand why expenses might grow one year and revenues another.

A recent financial statement should be appended to this document.

## 2. Payroll Costs

At present we have called or appointed the following paid staff:

Minister: \_\_\_\_\_ hours per week

Secretary: \_\_\_\_\_ hours per week

Custodian: \_\_\_\_\_ hours per week

Other (youth, Sunday School, etc.): \_\_\_\_\_ hours per week

Cost of payroll (\$ paid plus employer contributions (EI, etc.) for everyone:

Current year	One year ago	Two years ago	Three years ago	Four years ago	Five years ago	Six years ago
\$	\$	\$	\$	\$	\$	\$

**3. Have you experienced a deficit for more than two consecutive years in the last five years?**

**4. Are there any outstanding loans?**

**5. Do utilities, maintenance, and repairs exceed 25 percent of revenues?**

Year	Utilities (Power and Water)	Fuel	Maintenance	Total	Exceeds 25% of Revenues (Yes or No)
Current year	\$	\$	\$	\$	
One year ago	\$	\$	\$	\$	
Two years ago	\$	\$	\$	\$	
Three years ago	\$	\$	\$	\$	
Four years ago	\$	\$	\$	\$	
Five years ago	\$	\$	\$	\$	
Six years ago	\$	\$	\$	\$	

**6. How many contributors support your congregation?**

<b>Current year</b>	<b>One year ago</b>	<b>Two years ago</b>	<b>Three years ago</b>	<b>Four years ago</b>	<b>Five years ago</b>	<b>Six years ago</b>

**7. How many contributors would you have in each age group this year?**

0–20 years	
21–30 years	
31–40 years	
41–50 years	
51–60 years	
61–70 years	
71–80 years	
81+ years	

**8. Is there a reliance on a few generous contributors where 50 percent of the revenues come from one or two contributors?**

**Contributors and Givings**

Annual giving	Number of givers: Current year	One year ago	Two years ago	Three years ago	Four years ago	Five years ago	Six years ago
\$0-\$100							
\$101-\$500							
\$501-\$1,000							
\$1,001-\$5,000							
\$5,001+							

**9. Have you taken part in a stewardship project (campaign) in the past two years?**

- No project
- Letters to congregation when we have the need
- Regular information and letters sent to all members and adherents
- Program such as *Called to Be the Church* (on the [Stewardship Toolkit](#) website) with information during worship, letters, and a request for commitment
- Program and information presented at a congregational get-together
- All-member visitation
- Other

If you did, what were the results?

\_\_\_\_\_

Have you encouraged members, yearly or more regularly, to increase PAR givings?  Yes  No

**10. Please list any investments, special funds, and other monies your community of faith holds. What are the rules/restrictions around the use of those funds?**

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*Having examined your current financial situation, you will want to examine the minister's salary schedule on the [Minister's Salary Schedule and Cost of Living Groups page](#) and work with your treasurer to determine the cost of ministry personnel at different increment categories. This will include salary, allowances, and employer contributions to government plans, pension, and benefits. Your treasurer will perhaps understand these tools more clearly than members of the search team.*

- The United Church of Canada provides budgeting tools for treasurers for both ministry personnel and lay employees on the [Budgeting Tools for Treasurers page](#).*
- In addition to the employer costs noted in the tables in these United Church tools, there are employee and employer premiums for Employment Insurance and Canada Pension Plan. (Tables for these costs are available on the [Canada Revenue Agency website](#).)*

### **Thinking about the Data You Have Collected**

The covenant with a minister that you call is seen to be at least a three-year commitment. Show how you will be able to meet that commitment.

### **Observations**

Treasurer's observations:

Search team's observations (if separate from above):

Regional council's observations (optional):

### **Recommendations**

Now that you have all of this information, what is your plan for ministry (ministry stream, highest category you feel you can afford, full- or part-time), and how are you planning to pay for this ministry for at least a three-year commitment?

Recommendation of search team, treasurer, and governing body:

\_\_\_\_\_ community of faith is viable to  
call/appoint a minister in Category \_\_\_\_\_ for \_\_\_\_\_ hours per week.

## Manse Information Summary Sheet

### Identification of the Manse

Street and mailing address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

### Area Data

Neighbourhood:  Apartments  Residential  Rural

Industrial  Commercial

Distance to: Schools: \_\_\_\_\_ km Church: \_\_\_\_\_ km

Shopping: \_\_\_\_\_ km Transportation: \_\_\_\_\_ km

Access:  Paved roads  Sidewalks  Other

Services:  Municipal water  Sewers  Well  Septic system

Size of lot: \_\_\_\_\_

Type of manse:  Bungalow  Split-level  Detached

Semi-detached  Apartment  Mobile home

Number of stories:  1  1.5  2  3

Number of bedrooms: \_\_\_\_\_ Number of bathrooms: \_\_\_\_\_ Number of living spaces: \_\_\_\_\_

Floor plan (link to file, if available)

### Features of the Manse

#### Utilities

Electrical wiring:  200 amps  100 amps  Cable TV  Phone service \_\_\_\_\_ # of jacks

Heating system:  Hot water  Gravity air  Forced air  Electric

Estimated annual heating cost: \$ \_\_\_\_\_

Fuel:  Gas  Oil  Wood  Electricity  Other

Outbuildings:  Garage (size) \_\_\_\_\_  Garden shed (size) \_\_\_\_\_  
 Other \_\_\_\_\_

Storms and screens:  Wood  Aluminum

	All rooms	Some rooms	No rooms
Window shades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curtain rods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curtains/drapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rugs/carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appliances:  Electric stove  Gas stove  Refrigerator  Freezer  Dishwasher  
 Dryer  Automatic washer  Other \_\_\_\_\_

Type of insulation: \_\_\_\_\_

Other equipment:  TV aerial/cable/dish  Lawnmower  Snow removal equipment

Safety equipment:

Location of smoke detectors: \_\_\_\_\_

Location of carbon monoxide detectors (if gas is used): \_\_\_\_\_

Location of fire extinguishers: \_\_\_\_\_

Insurance: Insurance coverage on the manse has been reviewed on (date): \_\_\_\_\_

Furniture: Manses are generally unfurnished. If there is any furniture, a list is attached:

Yes  No

Recent photo attached to ministry personnel copy: (link to file, if available)

Current monthly rental market value of manse \$ \_\_\_\_\_

Attachments documenting agreed repairs and timelines: (link to file, if available)

**The required features of a manse include heavy appliances (fridge, stove, washer and dryer), window coverings, and rugs. The pastoral charge is also responsible for the annual cost of heat over \$800.**

## Real Property Worksheet

Please list all church property, including manses, building lots, or other property held separate from the church land and building. Include the street address.

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Congregational property is sometimes listed in the name of one of the denominations that formed The United Church of Canada. Has the title for these properties been confirmed as being properly held as the property of a congregation of The United Church of Canada?

Yes \_\_\_\_\_

No \_\_\_\_\_

## Cemeteries

Please list all cemeteries, including any previously connected with the congregation and no longer operated by it. Please include cemeteries of congregations that may have amalgamated or from existing congregation.

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Name of Called/Appointed Minister or Pastoral Charge Supervisor:

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Date: \_\_\_\_\_

## Position Description Template

**Position Title:** \_\_\_\_\_

### Position Profile

Full-time

Part-time

If part-time, hours per week \_\_\_\_\_

Solo

Team ministry

If team, describe full ministry complement

**Position Summary** (2–4 sentences that summarize the position)

### Autonomy in Decision-Making

What decisions will the ministry personnel make independently (without consulting others), and what types of decisions will require consultation, and with whom? This list does not need to be exhaustive, but it should indicate what types and amounts of expenditures can be authorized by the ministry personnel, as well as relationships among other paid staff (e.g., who has a decision-making role in music?).

### Principal Areas of Responsibility and Associated Duties

General instructions:

1. Use your living faith story to guide how you complete this section, and/or use the categories below, which can be ordered by priorities and the amount of time, energy, and skill required to fulfill them.
2. For each “principal area,” define the duties that are associated with the area. As much as possible, indicate the frequency of the duties (e.g., daily, weekly, monthly, occasionally, or yearly if applicable). BE HONEST. Don’t say something is “as needed” when you really mean “daily.”
3. Start by being specific, and include everything. Then go back and delete the things that don’t really belong. The position description, in most cases, will be three to five pages.
4. Involvement in the denomination (i.e., regional council or General Council) is not optional but rather a key component of each ministry personnel’s vocation. A community of faith cannot choose to eliminate this expectation.

You may use the following categories, based on the *Ethical Standards and Standards of Practice for Ministry Personnel* (available on the [Handbooks](#) page), which provides clarity on the definition and focus of each category.

**Administration**

If you have specific duties associated with administration for which you do not have administrative support, list them here; for example, creating the bulletin, scheduling, and reception. If there is administrative support, list that, and specify whether it is paid or volunteer.

**Community Outreach and Social Justice**

Different ministries use different words to describe this category. Some refer to it as “activities that reach beyond our doors.” Others may describe it more specifically: environmental justice activities, poverty and justice activities, global justice, food sustainability, and so on. If you have specific activities related to this “principal area,” make sure you include them here: for example, if you expect the ministry personnel to be a member of a local organization’s board as part of your outreach, name this expectation here.

**Continuing Education**

It is not necessary to list specific ways that ministry personnel further their education. You could use this wording: “Pursues personal, vocational, and professional goals for continuing education in consultation with the M&P Committee.”

**Denomination and Communities**

Ministry personnel have responsibilities as members of The United Church of Canada to the denomination, the wider church, their communities, and the world. There should be two subsections in this category. The first section is mandatory and is United Church policy. You could use: “Is actively involved in the life of the regional council and/or General Council.”

The second section is optional, and it is a place for your community of faith to identify community partnerships that you expect your ministry personnel to engage in. For example, there may be health and social service agencies with which your local ministry collaborates, tenants in your building, or outreach ministry collaborations. This category should identify these partnerships and the type of participation you expect (e.g., attending meetings or leading an inter-agency partnership).

**Faith Formation and Christian Education**

Different ministries use different words—discipleship, Christian education for children and youth, adult education, small group ministry, faith formation, spiritual practices—to describe this category. Be clear about the age groups involved and expectations about specific activities (e.g., March Break camps for school-aged children).

**Leadership**

List specific duties associated with leadership. For example, specify whether the ministry personnel will provide “supervision” to any other staff person, “coordinate” the work of multiple staff members, speak publicly on behalf of the community of faith, or train/mentor a Lay Pastoral Care Team. You can also comment on the style of leadership your community of faith needs. Remember that no one leader can be all things. Below are just a few examples:

think carefully and honestly about the type of leader that best suits the personality and needs of your community of faith.

- Provides strong, charismatic leadership and direction to others.
- Leads “from behind”—motivates, encourages, and supports others to share their own gifts for ministry.
- Highly personable approach to leadership—e.g., builds relationship and consensus, delegates and shares leadership appropriately.
- Leader not afraid to take risks, to try new things, and learn through both successes and mistakes.

### **Pastoral Care**

Use this category to describe your expectations for visiting and supporting people spiritually. Describe who this care is provided to—just members and adherents, or other members of the community who seek it? Are there specific skills that the person in this ministry position requires? For example, must they have credentials for counselling (not only “pastoral care”), a certain number of Clinical Pastoral Education units, or special skills in addictions, mental health, palliative/end-of-life care, or children’s counselling.

### **Self-Care**

Often ministry personnel know the best specific ways for them to engage in self-care. It isn’t necessary to list specific ways that they should take care of themselves. You can use: “Sets goals for ongoing self-care by maintaining a healthy balance of their own physical, emotional, and spiritual well-being to include rest, recreation, and professional development. Collaborates with the M&P Committee to meet goals.”

### **Worship**

Describe your expectations for worship. In your community of faith, worship may take several forms; be clear on the expectations for each worship opportunity you offer. Or, if your goal is to develop a number of worship alternatives beyond your existing worship locations and times, clarify the expected worship sites for this position description (including frequency, location, duration, and “tone”). For example, spell out that the ministry personnel is expected to lead a traditional Sunday morning worship service in two congregations at two different sites, as well as develop, implement, and lead a contemporary mid-week service aimed primarily at young families.

### **Required Knowledge, Skills, and Abilities**

This section identifies the absolute requirements of the position (not the “nice to haves”). Include expected level of education; certifications required; driver’s licence and access to car (if required); any areas of specialization; computer and technological expertise (if needed); and so on.

### **Other Preferred Assets**

If you wish, you can indicate skills, credentials, or abilities that aren’t required but are “preferred.” These may be areas that you help the ministry personnel to develop over time;

e.g., if this ministry position includes maintenance of a website, then website maintenance may be a preferred skill, or if it involves working in a shelter or other type of outreach ministry, perhaps a preferred skill is “experience in scheduling volunteers.” On the other hand, you may have no preferred assets or skills for the ministry personnel.