



Synode Montreal and Ottawa Conference

The United Church of Canada

Ottawa Presbytery

Glen Cairn Pastoral Charge

Joint Needs Assessment Report

October 30 2018

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LIVING FAITH STORY

“We are called by God to be a welcoming church where we respect differences and build Christian community as we learn, grow, celebrate, and reach out in faith”
Glen Cairn United Church Mission

Statement

Glen Cairn United Church (GCUC) lies in the heart of the urban community for which it is named. We are a faithful and energetic congregation, clear about our mission and optimistic about our future, with the skills and gifts to bring it about. We can be broadly described as a program church of talented people with excellent team leadership skills.

We use the Council governance model. Committee leaders are representative of the congregation at large and bring a positive, “maybe we can” attitude to the table. We are fortunate to be part of the United Church of Canada (UCC), a denomination that allows us a large degree of autonomy and independence in fulfilling our vision.

Our congregation is a nurturing and supportive community where it is safe to question and explore how we see God’s presence in a secular world. We respect and encourage each other’s individual faith journeys. We welcome all persons regardless of social status, race, gender, age, sexual orientation or religious affiliation. Most, though not all newcomers, find this to be a welcoming community. We think that we make everyone feel welcome but sometimes become aware we could do better.

As with most UCC congregations, the Sunday Worship service and Sunday School are at the core of how we “build Christian community”. The formal Worship service provides the opportunity for us to come together in time and place to focus purposefully on our relationship with God, each other, and the world. Our services are traditional, yet also eclectic, retaining something for everybody. Worship attendees appreciate our open, relaxed and often lively services. Everyone is invited to celebrate Communion in Jesus name. We appreciate sermons that are topical and down to earth. We value thought-provoking, scripture based sermons that prompt us to contemplate how we can apply Jesus’ teachings to today’s situations and challenges. We are also very appreciative of a service that is consistently “on time”.

We are moved by music and by other sensory experiences. Music is a valued and integral component of every service. Our music director creatively and expertly incorporates a wide range of musical genres into worship. The Senior Choir provides music leadership every Sunday and several other music groups also contribute to the ministry of music throughout the year.

We have strong lay leadership and our Worship Committee works closely with the minister and the music director to encourage lay leadership to plan and carry out innovative worship services.

The sounds and activities of children are a welcome part of our worship. Children actively participate in the first segment of the service before going to Sunday School classes where there is Christian education for children and youth. The Sunday School program seeks to assist the spiritual journey, provide an example of Christianity, and support the children’s sense of community and place in the church.



GCUC has close connections with other churches in the area. We have a long-standing tradition to alternate services with Kanata United Church to conduct Maundy Thursday and Good Friday services, and we also share services with Bells Corners United Church the “First after Christmas Sunday”.

While the GCUC Sunday Worship experience is the most established and visible ministry, it is not the only way we build Christian community. In addition to overseeing the Sunday School, our Faith Formation and Education committee co-ordinates various small group, volunteer-led Bible Studies and special educational courses offered on an ad hoc basis through the year. Contemplative sessions are also offered by lay leaders during the Christmas and Easter seasons. The Pastoral Care Team’s Healing Pathway Ministry invites congregation and community members to experience prayer and energy-based healing sessions for their physical, emotional, mental and spiritual well-being. While this ministry is based within the UCC, healing sessions are offered to people of all faiths and belief systems. Our United Church Women’s (UCW) Group meets monthly to socialize, listen to guest speakers on various topics, and learn about important issues within our own community and beyond.

GCUC also encourages more informal forms of ministry. These are gatherings organized and run by members, independent of Sunday services and the more structured learning and education programs. While they have no formal structure, these “interest groups” nevertheless fulfill an important role as visible expressions of Christian community within our local community and help us to maintain a “family feeling” within a program church. Examples of this ministry are: our involvement with the Kanata Santa Claus Parade, the Knitting Group, the Wheels of Fortune bicycling group and the Choir Show.

We are reasonably satisfied with how we support our congregational leadership, assist each other in our faith journeys, and meet the diverse spiritual needs of those who attend Sunday services on a regular basis. However, we recognize that there is always room for improvement in all areas.

Our congregation highly values the Sunday Worship and the after service refreshment as a weekly touchstone - a time of communal fellowship. However, we recognize that the Sunday Worship experience is not physically accessible to all, could feel intimidating to those unfamiliar with service protocols, and may not appeal to everyone.

One key area for improvement is to develop the capability to address the needs of long-standing members who can no longer attend services or actively participate in the work of the congregation. When they are unable to come to Church, we must find ways to take the Church to them.

Parallel to this, many members have expressed the need to find ways to engage a younger demographic, many who have little or no experience of church and who may not be attracted to the more traditional style of “church”.

The message of Jesus has remained the same throughout the millennia. What has changed through the centuries, and is changing (certainly accelerated in the 21st century) is how and when Jesus’ message is re-enforced. A major challenge for the future will be to find the capacity to develop additional platforms to the Sunday Service, where much interaction, learning and growth may be on social media and in small group gatherings. We, like most UCC congregations are an aging population. However challenging, we see great potential and have the desire and talent to create new styles of faith practice that expand our community of



faith to embrace people who are isolated and to welcome a younger, more diverse demographic in addition to the traditional Sunday Worship.

We are proud that the United Church of Canada is at the forefront of many social justice issues and we support this vision through our annual donations to the Mission and Service Fund of approximately \$21,000 per year.

Our pastoral charge is focussed on local outreach initiatives. We strive to be a visible, helping and healing presence in the Kanata/Ottawa area. Our church building is used extensively through the week by a wide variety of community groups. Approximately 40,000 people from the community used the building last year for purposes other than church or church-related activities.

GCUC runs several programs under the formal Outreach umbrella. With money from the national church's forgiveness of our Ventures in Mission (VIM) loan, we launched our first ambitious outreach program in 2013. *The Oasis in Kanata* is a program that helps caregivers of people with mental illness develop capacity, confidence and resilience through information, education and support. It has become our flagship outreach program, one that is highly respected and valued within the congregation and in the greater community.

The success of this program has increased our hunger to develop other programs that "pay it forward". We are now in the latter stages of developing a second major program called *Prime Time in Kanata*, which will deliver "life coaching" to seniors to help them transition through their late life challenges.

In addition to these programs, GCUC also runs a number of other outreach programs and projects, often partnering with religious and secular organizations in Kanata to deliver social services such as support to the Kanata Food Cupboard and to sponsor refugees to Canada.

GEOGRAPHIC DESCRIPTION

Glen Cairn is one of the communities within Kanata which is part of the City of Ottawa. Kanata has a population of approximately 117,000 and is one of the fastest growing communities in Eastern Ontario. A public transportation network provides service for both local destinations and commutes to downtown locations 23 kilometres away.

Ottawa is a city of waterfront views and vibrant green spaces. The many natural areas in our city are ideal playgrounds for families. We are a short drive away from hiking or cross-country ski trails in Gatineau Park and alpine ski destinations in eastern Ontario and western Quebec. Ottawa is also rich in arts and culture as the home to Library and Archives Canada, seven museums, the National Art Gallery and the National Art Centre. The city also hosts many festivals throughout the year.

Parents have the choice of high quality public or private education offered in either official language. There are a number of post-secondary education options in Ottawa through universities and colleges.

The church building is a modern single level building, built in 1986. All areas are accessible to those with mobility issues. The building is wheelchair accessible (ramps) with power-assisted doors, wheelchair access to the Sanctuary, and a wheelchair accessible washroom. We have secure Wi-Fi and our large parking lot provides sufficient parking for most activities; street parking is also available on the rare occasions the parking lot is full.



DEMOGRAPHIC INFORMATION

Overall, Kanata is an affluent community (median household income of \$112,000, above the national median of \$70,000), though 12% of Kanata residents are low income (based on the 2015 Statistics Canada low-income measure, after tax). As such, our monthly outreach appeals focus on a variety of local community needs: shelter support, clothing, school supplies, etc. There is a significant number of working poor in the Kanata community as evidenced by the demands on the Kanata Food Cupboard (300 families on a monthly basis). As with other communities, drug addiction has become a concern of the local community.

We have been a single charge congregation since 1969, and 2019 marks our 50th Anniversary. Most of the congregation lives within 10 kilometres of the Church building in single-family homes. A significant number live in apartments, retirement homes and long-term care homes.

The majority of the congregation is made up of mature families. We have 360 on the Roll with an average weekly attendance of 140.

The congregation currently has representatives from several cultures and we aspire to grow in diversity to more accurately reflect the demographics of our local population.

The number attending Sunday School is stable at 15 - 20 children and youth.

Most of us grew up in communities outside Kanata and moved to this area for work. Many of us work in public administration; professional, scientific and technical services; retail; and health care and social assistance.

We have approximately 600 active members and adherents:

Demographic	Number	% of Total
Children < 17	34	6%
Young Adults 18-34	65	11%
Adults 35-50	105	18%
Adults 51-64	152	25%
Retirees 65-70	152	25%
Seniors 71+	92	15%
Totals	600	100%

Note: Numbers are rough estimates only and are based on a total of ~ 600 individuals who are active members or adherents. According to the GCUC 2017 Annual Report, there are 309 households in the automated membership system, representing 603 individuals. Age breakdowns shown here are based on a 2009 membership survey, but recalibrated to reflect 2017 Sunday school membership numbers (i.e. there are fewer children in 2017 than the 2009 survey suggests).

FINANCIAL DATA



Talented, dedicated Council members manage and plan well to reach realistic goals. The Treasurer and Stewardship Committee collectively manage both our day-to-day finances and our reserves.

Our current financial situation can be described as “healthy”. In 2017, we had an income of \$275,353 and expenditures of \$259,129. We are in a stable financial situation and expect to remain so for the immediate future. This is a reasonable assumption as we have shown modest surpluses in our operating budget since 2013. Our sources of income are:

	%	Notes
Congregational Givings	79%	Approximately 200 congregants contribute. Approximately 100 weekly offering envelopes are issued. 95 congregants are on PAR (Pre-Authorized Remittance).
Rentals	16%	E.g. Judo, Tai Chi, Table Tennis, quilting, Girl Guides, Narcotics Anonymous, Take Off Pounds Sensibly (TOPS), senior’s activities.
Special Fundraising Events	2%	E.g. Cookie Walk, Choir Show, Rummage Sale and BBQ, Advent concert, Santa Claus Parade
Other & Ongoing	3%	E.g. Camp Awesome and ongoing programs such as the gift card program, solar panel income and free trade coffee income.

Our Financial Statements undergo an annual formal third-party review using an independent party appointed at the Annual General Meeting. This ensures that the financial statements accurately reflect the financial position of the church at a given point in time.

POSITION DESCRIPTION

GCUC is seeking an experienced, full time minister who can offer the sacraments of baptism and holy communion; conduct weddings in accordance with the United Church marriage policy; conduct congregational funerals as well as occasional community funerals; and provide spiritual leadership in accordance with the policies, practices and traditions of the United Church of Canada. There are no other Ministry Personnel positions in this charge.

The minister will be accountable to the Eastern Ontario Outaouais (Region 12 in the new governance model) and the Glen Cairn United Church Pastoral Charge, through the Ministry and Personnel Committee, to assist our congregation of approximately 300 families on a progressive spiritual journey of living out our mission. Following is a general description of the responsibilities and approximate time allocation for each.

Administration and Leadership: 20%

Administration and leadership responsibilities encompass committee work, staff interaction and support of the work of the congregation:

- Support the work of Council, Worship, and Pastoral Care Committees through active participation in their monthly meetings.
- Provide advice, counsel and support to other church leaders and committees on an “as required” basis. This may require occasional attendance at meetings.



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- Help Council, committees and the congregation to increase awareness of and growth in GCUC as a place of Christian worship, spiritual growth and caring community - working together to seek justice and compassion in creation.
 - Help Council and the congregation to develop strategies to ensure GCUC is appealing to all age groups as well as the ethnically and culturally diverse population of South Kanata.
 - Inspire, encourage and recognize the contribution of members for the well-being of GCUC in ways that are meaningful, productive and fulfilling for them.
 - Help GCUC to follow appropriate policies and guidelines as required by the UCC, Regional Council and the GCUC Council.
 - Actively communicate and coordinate with the office administrator on plans, schedules and issues.
 - Maintain regular church office hours - approximately 10-12 hours per week.

Worship: 20%

Worship responsibilities encompass regular Sunday services as well as special services such as three Christmas Eve services, Christmas Day, Maundy Thursday, Good Friday, and Easter Sunday:

- In consultation with the Worship Committee, prepare and conduct regular and special worship services throughout the year.
- Work closely with the Music Director to support the ministry of music as a central and vital component of our worship services. Actively coordinate with the Music Director regarding plans for services on a weekly basis.
- Encourage intergenerational worship, children's time and the use of inclusive language.
- Encourage, support and acknowledge lay leadership and congregational participation within the worship services.

Pastoral Care: 20%

GCUC's active, fully-trained Pastoral Care Team works closely with the minister to support congregational members, responding to their pastoral, spiritual and emotional needs. General pastoral care responsibilities are to:

- Provide guidance, support, and be a resource to the Pastoral Care Team and to lay members involved in visiting.
- Be a pastoral presence, responding to the needs of the congregation, including: visiting elderly, sick, shut-ins and people in need of pastoral care at home, in facilities and in hospitals; and providing counselling and support in times of crisis, sickness, loss and grief.

Faith Formation & Education: 15%

The work of Faith Formation and Education permeates all our formal programs and fellowship activities. We consciously look for opportunities to "*learn, grow, celebrate, and reach out in faith*". General responsibilities are to:



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- Guide and support the Faith Formation and Education Committee as well as lay leaders as they develop and implement various learning opportunities for all ages, including adult study groups, the youth program and the Sunday School program.
 - Train and support lay leadership within the congregation in the area of Christian and spiritual development, where appropriate.
 - Lead or enable spiritual development opportunities (e.g. Spiritual retreat, bible study).
 - Provide guidance and support to initiatives that support adult education that deals with contemporary issues, topics and problems.
 - Guide the congregation in its spiritual growth - helping members to develop practices of prayer, meditation and reflection; strengthening their personal relationship with God; and helping them to encounter God through serving others and the environment.
 - Conduct membership, confirmation and baptism classes.

Outreach: 10%

Outreach is an integral part of who we are as a congregation. The great majority of the congregation is connected to one or more of its programs through donations of time, talent and money. General responsibilities are to:

- Encourage and support the work of the Outreach Committee.
- Encourage and support lay members of the Congregation in the pursuit of meaningful and productive congregational outreach activities
- Help members discern and realize God's purpose for them, as individuals and as a faith community, within the region, nation and world.

Wider Church Involvement/Ecumenical Involvement: 10%

As a congregation within the United Church of Canada, GCUC is committed to living out God's purpose. General responsibilities are to:

- Participate and assist in coordinating ecumenical activities.
- Actively participate in Region 12 through attendance at Regional meetings and membership on selected Regional committees.
- Participate in and represent GCUC in occasional special community gatherings.
- Inform the congregation of trends and developments within the United Church of Canada as well as Glen Cairn United Church.

Professional Development: 5%

Refreshment and renewal are mandatory for the minister. It is the responsibility of the minister to:

- Participate in ongoing professional development activities including: courses, seminars, meetings, retreats and self evaluation.
- Communicate with peers in the United Church of Canada and the Kanata community.

SKILLS, KNOWLEDGE AND EXPERIENCE

Skills and Abilities



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- Ability to provide worship services based on mainstream United Church theology with a balance of traditional and contemporary forms of worship and music.
 - Strong preaching skills, with the ability to develop and deliver scripture-based sermons that are topical, down to earth, thought-provoking, challenging and relevant to today's world.
 - Excellent leadership skills, with the ability to “lead from behind”, enabling without micro-managing - to collaborate with staff, leaders and volunteers to develop mutually agreed outcomes that benefit the congregation.
 - Strong organizational and planning skills, with the ability to manage time, set priorities and balance competing needs both through the week and during the Sunday service.
 - Strong communication skills, with the ability to be clear and concise; to appreciate and use humour appropriately.
 - Excellent interpersonal skills, with the ability to listen effectively; inspire, encourage and celebrate success; and interrelate with all ages and personalities.
 - Strong computer skills, with the ability to understand and use social media effectively.

Knowledge:

- In-depth knowledge of scripture, Christian theology, and the UCC mission and direction.
- Familiarity with policies, guidelines, procedures and governance models of the United Church of Canada.
- Understanding of how a program church operates; the types of issues that may arise; and how to deal with them in an open and fair way.
- Knowledge and understanding of diverse styles of worship including music and multi-media.
- A heart for pastoral care with an understanding and appreciation of the work of the Healing Pathways program.
- Familiarity with the mission of GCUC, our focus and direction.

Personal Attributes:

- A deep sense of calling and conviction of Christian life.
- Energetic and enthusiastic, with a positive attitude and a sense of humour.
- Comfortable in an informal worship environment.
- Appreciation of the importance of the ministry of music in the worship service.
- Innovative, flexible, open to, and respectful of, new ideas.
- Wisdom to know when to step in and challenge and when to back off.
- A good listener, respecting confidential matters and the need to use discretion in daily interactions.

Experience:

- Planning and delivering “on time” worship services.
- Presiding at baptisms, communion, weddings and funerals.
- Acting as a leader who empowers, recruits and supports members - identifying the unique talents of members and encouraging them to assume participative roles in church committees and activities.



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- Coping in a very busy environment without micromanaging the many centers of authority.
 - Undertaking Pastoral Care, Faith Formation and Outreach.

TERMS THAT CAN BE OFFERED

Glen Cairn United Church is an equal opportunity employer. We can offer a salary that is commensurate with service and experience up to and including **Category F, Cost of Living Group 4** as per the UCC Salary Schedule. The minimum salary in this category and group for 2019 is \$65,013.

We do not have a manse. We are able to pay a salary over the minimum, negotiable depending on skills, attributes, knowledge and experience.

GCUC accepts the responsibility to provide reimbursements for continuing education and learning, telephone, and travel as per UCC terms and conditions:

- Continuing education and learning amount provided in the annual Minimum Salary and Allowances for Ministry Personnel (2019 - \$1,415).
- Landline telephone, computer and high speed Wi-Fi internet capability at the Church with technical support.
- Cellphone contract/reimbursement up to \$500 per year.
- Use of personal vehicle when in the course of carrying out the work of GCUC will be at amount provided in the annual Minimum Salary and Allowances for Ministry Personnel (2019 - \$0.40 per kilometer).

GCUC accepts the responsibility to provide vacation and leaves as per UCC terms and conditions:

- A “month” may be a single calendar month including five Sundays, or 23 working days.
- Three weeks of study leave per year.
- Sabbatical of at least three consecutive months when eligible.



ATTACHMENT A - GCUC JOINT NEEDS ASSESSMENT PROFILE

Under separate cover

ATTACHMENT B - RESULTS OF CONGREGATIONAL WORKSHOP, SEPTEMBER 2018

Under separate cover