

BARRHAVEN UNITED CHURCH
JOINT NEEDS ASSESSMENT
COMMITTEE REPORT

JANUARY 2009

TABLE OF CONTENTS

OUR COMMUNITY	3
<i>Overview</i>	3
<i>Community Churches</i>	3
<i>Projected Potential for Church Growth</i>	4
<i>School and Recreational Facilities</i>	5
<i>Additional Amenities</i>	5
<i>Transportation</i>	5
<i>Community Concerns</i>	5
BUC MINISTRY	7
<i>A Short History</i>	7
<i>Who we are and who we aspire to be</i>	7
<i>What makes us special</i>	8
Christian Education	8
Outreach	9
Music in Worship	10
<i>Our Theology</i>	10
<i>How we work together</i>	11
BUC RESOURCES	12
<i>Building and Physical Resources</i>	12
<i>Our Financial Assets and Situation</i>	12
<i>Human Resources</i>	13
RECOMMENDATION	15
<i>Position Description – Full Time Minister</i>	15
General Duties and Responsibilities	15
Skills, Education and Experience.....	17
Terms of Employment.....	18
<i>Position Description – Part Time Minister</i>	20
General Duties and Responsibilities	20
Skills, Education and Experience.....	21
Terms of Employment.....	22

OUR COMMUNITY

Overview

Barrhaven United Church (BUC) is located in the southwest sector of the City of Ottawa in what was formerly the City of Nepean.

Originally a small housing development in the midst of farmlands, Barrhaven has grown considerably over the last 40 or so years. However, it is in fact still bounded on the north by a “greenbelt” of federally owned agricultural lands. Nonetheless, with newer, adjoining, subdivisions, the whole area has expanded from 350 dwellings in 1966 to more than 18,000 in 2006.

While BUC was once more centrally located in the community it serves, it now sits in the northwest portion of what is known as South Nepean as a result of large-scale housing building to the south and east.

Plans are underway for continued growth in South Nepean, which has expanded beyond being a simple “bedroom community.” There are approximately 300 local shops in a number of shopping areas with large chain stores (e.g., Canadian Tire, Loblaws, and Wal-Mart) and restaurants. Local physicians, medical clinics, dental offices, optometrists and law firms also serve the area. The development of a significant Riocan shopping and entertainment plaza, including a movie theatre complex, has now made it more likely that residents, notably youth, remain in the area for entertainment.

The Royal Canadian Mounted Police is in the midst of a process to consolidate headquarter offices into a facility situated in South Nepean.

Community Churches

Church life in South Nepean reflects a wide diversity of mainstream and emerging Christian Churches, including the following congregations:

- Barrhaven United Church
- Barrhaven Fellowship Christian Reformed Church
- Cedarview Alliance Church
- Dayspring Community Church
- Divine Word Evangelical Lutheran Church
- Haven Baptist Church
- Jehovah’s Witnesses (West - Fallowfield Road)
- Longfield’s Community Church (Baptist)
- Parish of the Holy Nativity Anglican-Catholic Congregation
- Sequoia Community Church
- St. Andrew Roman Catholic Parish

- St. John the Divine Anglican Lutheran Church

Neighbouring United Churches are Fallowfield United and Merivale United (forming a two-point charge) and Manotick United Church.

As of 2001, the most recent year for which statistics are available, the major religious groups in our community are as follows:

• Roman Catholic	16,000
• United Church	4,600
• Anglican	3,200
• Presbyterian	1,000
• Muslim	850
• Baptist	675
• No religion	5,100

BUC's sanctuary has been made available to other denominations over the years, including some shared services during Advent (Longest Night Services), Lent (Ash Wednesday, Good Friday and Easter Sunrise) and on World Day of Prayer. We also hosted the first ecumenical evening of Christmas carols, Come Sing Noel, five years ago, and continue to provide leadership for this popular event that we will be hosting again in 2008. BUC strives to maintain good relations with other churches in our community.

Projected Potential for Church Growth

Between the years 2001 and 2006, the area grew from 38,000 residents to just over 55,000. The most recent projections from the City of Ottawa indicate that, with further housing developments moving southwards, the population of South Nepean will expand to over 69,000 by the year 2011, 88,000 by the year 2021, and 105,000 by the year 2031.

According to the 2001 figures, 78 per cent of the residents were English-speaking while five per cent spoke French. Figures are not yet available from the 2006 census but if the ratio simply remained stable, then, with the population increase alone, there would be approximately 2,200 Francophones residing here now. The existence of French language schools suggests that the ratio may have changed with, perhaps, the influx of young families. This ratio may shift too with the likely move into the area of bilingual RCMP employees who wish to live closer to their workplace.

There are also numerous seniors facilities in Barrhaven where current and potential future parishioners reside, including Longfields Manor, Barrhaven Manor, The Court at Barrhaven, Prince of Wales Manor, and the Carleton Lodge.

Further statistical updates, providing more detailed information, should be available through the City at:

http://www.ottawa.ca/city_services/statistics/index_en.shtml .

School and Recreational Facilities

Four school boards (public English, public French, Catholic English, and Catholic French) operate elementary schools in South Nepean, with the English boards offering both English and French Immersion programs. As well, there are one public (with another large public middle school from Grades 7-12 under construction to be completed in 2009) and two Catholic high schools in the community.

The public high school is integrated into a central building complex that also houses a branch of the Ottawa Public Library along with a large community sports centre including swimming pools, indoor ice rinks, squash courts, and a fitness centre.

There are plenty of recreational opportunities in this community. Soccer fields and baseball diamonds are scattered throughout and there are many park areas, including those for rugby and skateboarding.

South Nepean is generally considered to be an excellent community in which to raise children.

Additional Amenities

All the amenities available in Ottawa are easily accessed from South Nepean. These include numerous museums, festivals, concerts and sporting events. More information is available through the City's website at http://www.ottawa.ca/index_en.html.

Transportation

The community is served by a public transportation system that includes two large park and ride facilities. Regular and express buses travel to downtown Ottawa, while a regularly scheduled bus service connects most parts of the community.

South Nepean offers close and easy access to Highway 416, which connects to Highway 401 (45 minutes) and to Highway 417. Via Rail Station Fallowfield is in South Nepean. It is on the passenger routes to Toronto and Montreal. The Macdonald-Cartier International Airport is less than a 25-minute drive from South Nepean and provides connections to many Canadian and international destinations.

Community Concerns

Most early residents of Barrhaven rested comfortably with job security as well as traditional family oriented pursuits which left them with time to develop as a family, emotionally, spiritually and socially. Being relatively small in numbers and physically separated from other communities, instilled in residents the sense that they lived in a “small town,” with all the advantages of access to the “big city.” That has changed somewhat given the rapid community growth.

In fact, growth in South Nepean has occurred so quickly that it is difficult to accurately track the demographic changes without access to the 2006 census results. However, we sense that, while residents are likely younger on average, our community has become economically and culturally more diverse and more reflective of the reality of Ottawa as a whole.

As Barrhaven has grown, some residents have become increasingly concerned about the perception of increased crime in the area.

BUC MINISTRY

A Short History

Ten families initiated BUC in 1979, when Barrhaven was a small suburban enclave in a rural setting with few amenities. With the guidance and support of three interim supply ministers and one congregational call, the congregation met for 14 years in local schools for Sunday services before moving into our church building in 1993. After serving with us for 12 years, our first called minister returned to Alberta. An Intentional Interim Minister filled the vacancy for a two-year contract period. At the end of this term, our call was answered by our current minister, who has served with us on a full-time basis since July 2002.

Our current minister has served notice that she will retire in 2009 (somewhat flexible on timing) and so a Joint Needs Assessment Committee process was initiated to find a new minister for BUC.

Who we are and whom we aspire to be

Over the years, considerable efforts have been made at BUC to describe who we are and who we aspire to be.

Our tag line - “Called to Worship – Sent to Serve” - is featured on our church letterhead and quarterly newsletters to remind us of our role as a church.

Our Mission Statement, which was revised in 2001 and provides us with focus, is:

“Following Jesus Christ, our mission is to offer compassion and love to those in need, to welcome newcomers into our community, and to help people grow in their relationship with God.”

In 2005, the Strategic Plan of the Visioning Group sets out our Vision Statement and identifies our strategic objectives. This document is available through the church’s web site, www.barrhavenunited.org. It is the product of intensive efforts by a representative team of congregation members who applied both survey and focus group techniques to gather information and to arrive at their conclusions and recommendations.

In keeping with the Short Version of our Vision Statement, (“Barrhaven United Church seeks to be a haven of spiritual renewal by providing an environment where all can nurture and be nurtured by God’s love among God’s people in God’s place together.”), the strategic objectives earmarked as having highest priority were:

- to develop a ministry for newcomers;

- to develop a child ministry;
- to develop and enhance our youth ministry;
- to develop a Marketing Team; and
- to develop a centre for Christian Education.

The Strategic Plan was approved at a congregational meeting and is maintained as an active source document. Advancing our vision has become the objective of all Church committees and Council. In order to strengthen and enhance this process, we wish to move forward in an intentional way. Our challenge as a congregation will necessarily involve recruiting, training, and supporting our base of people working on the development of these ministries.

What makes us special

Over the last 25 years, much of our energy and enthusiasm has consistently focused on three main activities: Christian education, outreach, and music in worship. We have been blessed with many talented and passionate volunteers who have initiated and promoted these interests.

Christian Education

a) Children & Youth

- We are situated in a family-oriented suburb. In the early years, the bulk of our congregation consisted of families with young children. Our Sunday School thrived with a registration that peaked at about 250. However, as the congregation aged so too did our students and their numbers were not fully replaced by the addition of new, younger, families. After considerable effort to introduce innovative changes to the curriculum, we are now starting to see a resurgence in the Sunday School. Current registration sits at about 85 enthusiastic students.
- For eight years we have engaged a part-time, paid, Youth Worker for both a junior (Grades 6-8) and a senior youth group (Grades 9-12). No groups are offered specifically for college/university aged students.
- BUC has sponsored a summer Vacation Bible School for many years that is open to all children in the community and is led solely by volunteers. In 2008, 46 children between the ages of 5-12 participated in the program and there were 42 staff volunteers (this includes all craft, snack, registration helpers as well as youth leaders and coordinators).
- Youth confirmation classes are usually held every two years. In April 2007, 10 teenagers affirmed their faith.

b) Adults

- Adult study groups are popular at BUC. Leadership varies. Groups have been led by our minister, or jointly by our minister and a lay person, or by a lay person alone. The study groups usually contain between 15-25 people and are for various levels and use a broad range of approaches.

- A Prayer Group meets weekly under the Minister or lay participants.
- Depending upon interest, adult affirmation of faith classes have been offered every two or three years by our minister.
- Baptism sessions have shared leadership with our minister and our lay Baptism coordinator.
- Sessions are offered by the Minister for adults being received into membership either by Affirmation of Faith or by Transfer of Membership.

Outreach

There is a sense that people at BUC see their faith as what they do as well as what they believe and this undergirds the strong outreach of this congregation. Thus, while people might not totally agree theologically, they work together on projects and other church activities.

a) Mission and Service

As a caring and committed congregation, our contributions to the Mission and Service Fund have represented an important part of helping others in need. Special appeals, such as those for the Beads of Hope Campaign, the Sisters In the Spirit, Water Projects and the Canadian Foodgrains Bank, have typically been well supported by BUC members.

b) Non-profit Housing

The Barrhaven Non-Profit Housing Inc. (BNPHI), Steeplehill Crossing community, evolved from a major outreach initiative sponsored by BUC and remains a major and highly successful BUC Outreach activity to date. The housing community has a 40-year prepaid lease on property adjacent to and owned by BUC. BNPHI is a private non-profit corporation run by an independent Board of Directors; however, under the terms of its constitution, the majority of the Directors are members of BUC. As well, there is a close working relationship with BUC's Facilities Committee to deal with shared infrastructure issues (e.g., snow removal) and related cost-shared opportunities. The housing complex contains 41 units in five buildings and includes a unique building designed for the environmentally hypersensitive as well as 16 wheelchair accessible units.

c) Barrhaven Food Cupboard

The BUC congregation was instrumental in establishing an emergency food cupboard to service the Barrhaven area and for many years was the mainstay of this program. Following an operational study, steps were taken in 2006 to broaden the volunteer base into the community-at-large. BUC continues to play a leading administrative role through the coordinator and the treasurer. A significant portion of the lower level of our building is reserved for the storage of the Cupboard's food supplies.

d) Pastoral Care Outreach

In 2008 BUC established a Pastoral Care Team. Twelve volunteers have undertaken training and there are currently more in training to expand this team.

e) *Other*

Other forms of BUC outreach include:

- Children and youth participating in outreach projects, such as the Sunday School raising money to support a foster child in Vietnam, outreach as an important component in the Vacation Bible School program, and a White Gift Sunday dedication during Advent.
- Support for a broad range of organizations providing services in our community and throughout the world in the areas of food, housing, children and spiritual/personal support, including participating as a congregation in a local Habitat for Humanity Build; the sending by our Senior Youth Group of a team to a U.S. house build in 2004; and, supporting Ottawa's Multi-faith Housing Initiative.

Music in Worship

BUC has been blessed with the volunteer and paid talents of uncommonly gifted musical directors, accompanists, and musicians – both instrumental and vocal – often of a professional calibre. As well, the talents of our children have been encouraged and fostered - a number have pursued music studies at the university level - and we now enjoy the musical abilities of “second generation” congregation members. BUC's Christmas cantatas and choral services are renowned in the community. The young children's choir participates in services several times throughout the year. Our Senior Choir is comprised of more than 20 voices and is a vital and integral component of the worship experience at BUC.

Our Theology

Members and adherents at BUC cover a broad theological spectrum. Our theology can generally be said to reflect an emerging paradigm. In 2006 and early 2007, more than 25 adults enthusiastically participated in *The Heart of Christianity* and “Living the Questions” study sessions. About eight years ago, lay members of the congregation organized well-attended Alpha program sessions; however, the program has not been offered in the past five years.

Information sessions were provided on aboriginal issues and on issues surrounding same sex marriages. The policy of our Worship Committee, ratified by Church Council, is not to perform same sex marriages. There was open discussion on and general agreement to baptize the child of such a union when the request was received.

At BUC we experience an informal worship style with much music and lay

participation, including the involvement of children and teens on a regular basis.

We attempt to welcome all people regardless of their theological perspective. This is a place that many and varied people call 'home'. It is our intention that people will find BUC a safe place to nurture their Spirit, to raise their questions, and to challenge their commitment.

How we work together

BUC has adopted the Church Council model of governance and has the mandated Board of Trustees. The Council offers strong leadership and welcomes the gifts of all. Council members are generally long-time congregation members who bring a wide range of experience to the table and to the volunteer committee that they chair. While we are now starting to notice an increased participation from young and not-so-young newcomers to BUC, recruitment of new committee members and chairs for committees is a continual concern. Efforts have been made to offer short-term/one-time project opportunities to the congregation since it is evident that, for many, longer-term time commitments are more difficult to sustain.

An organization chart and the Congregational Covenants - our guides in dealing with each other in the work of BUC - are available through the BUC website, www.barrhavenunited.org.

BUC RESOURCES

BUC is blessed with a variety of human, physical, and financial resources. A congregation of nominally 250+ households, BUC has a core of talented people willing to undertake significant roles in the ministries required to conduct effective programs within the church and community. A challenge for the future is to involve others to assist and take over from this core group.

Building and Physical Resources

Our church building was constructed in 1992-93, partly through the volunteer manual labour of many congregation members. We take great pride in our circular sanctuary with a seating capacity of 300 people. Our church hall has a capacity of 205 seated individuals or 162 dining, and is attached to a spacious, fully-equipped kitchen. The administration wing contains offices and meeting rooms. Sunday School and nursery rooms are located on the lower level. The Genesis Wing, which served as our first church office space, also contains three classrooms, and is joined to the main building by a walkway. Our building is well maintained and is fully wheelchair accessible with a ramp, elevator and accessible washrooms.

Our office space includes a minister's office, administration office (with telephone, fax and photocopier), and computer lab with wireless Internet access.

Approximately ten local groups use our facilities during the week including two long-term tenants, a nursery school and a Montessori day-care. Other groups using the facilities include Kumon, Drop in Daycare, and Mommy and Baby Exercise Group.

Our Financial Assets and Situation

BUC buildings and contents are currently replacement cost insured to a limit of \$1.656 million. Our only debt is the \$78,500 outstanding balance (2007) on our Church Extension Committee (Ottawa Presbytery) loan, which helped to finance construction of our facilities. During the week, portions of our facilities are rented on a regular basis and this income contributes to our revenues in an important way.

Our financial resources limit us to operating with a tightly managed budget with little room to manoeuvre. Actual expenses in 2007 were very close to budget with slight increases in local giving, pre-authorized remittance, and charitable donations. We recognize that with a 16 year-old building, we must put more aside for capital repairs - currently \$20,000 is earmarked for this purpose. An instrument fund has been established to purchase top quality instruments, in an effort to make the sanctuary a prime location for concerts.

Fundraising efforts consume considerable amounts of our energy. Annually, the congregation organizes three major events - Christmas bazaar, spring garage sale and lobster dinner. Since these fundraising events are open to the community-at-large, the hope is that the welcome extended at these times will encourage interest in attending worship services as well. Additional fundraising activities are also held by various groups within the church, such as UCW fashion shows and berry sales as well as Sunday School bake sales to support their foster child.

Church Council's budgeted revenues, from all sources, for 2007 was \$272,380.

2007 expenses included:

- Personnel costs \$99,136
- Administration and maintenance \$68,784
- Outreach \$26,162

The full 2008 BUC Annual Report is attached.

Human Resources

Salaried Staff:

- 1 full-time minister
- 1 part-time lay person on staff (8 hours per week) – on contract until June 2009
- 1 part-time youth worker (7.5 hours per week) – for 30 weeks between September and June)
- 1 part-time office administrator (20 hours per week)

Honorarium:

- 1 part-time choir director

Contracted:

- 1 organist
- 1 building custodian

Congregation

Our congregation has a wide variety of skills and experience. The church board and committees include many volunteers with excellent leadership, professional skills and experience. We are working creatively to make good use of our existing talents and develop ministries to meet current needs and attract new energy to our church family.

The majority of worshippers at a typical Sunday service are young families and middle aged or older adults. Few are aged 15-30 years. We are seeing some

signs of potential growth in membership. For example, in 2008 there were 11 Baptisms at BUC, and 26 families or individuals identified themselves as new to the churching during the past year, in addition to 16 individuals being added to the Historic Roll of BUC by becoming members.

RECOMMENDATION

Recommendations in this report are based on information gathered from the following:

- our current Minister who has served notice to retire in 2009;
- consultations with members and adherents of Barrhaven United Church;
- the previous JNAC report, recommending an additional part-time minister; and
- the Barrhaven United Church Visioning Group Report

The Committee envisions a Team Ministry with one full-time Ordained and one half-time Ordained or Diaconal or Designated Lay Minister of Christian Development (the position currently filled on a part-time contractual basis until June 2009) performing in a collegial, supportive and collaborative manner to best serve the spiritual and pastoral needs of Barrhaven United Church.

The JNAC also recommends that the full-time Minister be called first and, once he or she is established in the position, the part-time Minister be called.

Position Description – Full Time Minister

General Duties and Responsibilities

Where the duties of this position interact with those of the Minister of Christian Development, these will be managed collegially between the two incumbents.

Planning and conducting of inspirational worship services, including communion, baptisms, confirmations, weddings and funerals by:

- Coordinating with the Ministry Team to schedule and plan worship services including the involvement of lay ministers, youth, young adults, guest speakers and specialized, or varied, music
- Working collaboratively with the Director of Music and Organist to ensure appropriate integration between the liturgy and the music
- Working collaboratively with the Sunday School Superintendents to ensure relevancy between worship services and the Sunday School program
- Working with the Worship Committee and in consultation with the Youth Leader ensure frequent opportunities for youth in worship
- Encouraging and nurturing lay participation and leadership in worship

Providing Pastoral Care and visitation to those in need by:

- Providing pastoral care to youth, young adults, mid-life adults and seniors of the congregation
- Working in close partnership with the Pastoral Care Committee
- Encouraging and training members of the congregation to become active in this area of ministry

Encouraging Social Action. Outreach and increased membership by:

- Liaising and collaborating with other churches, other faith groups, and the wider community regarding their social action and outreach issues and programs
- Encouraging and supporting young adults and adults to become involved in social action and outreach issues locally and in the wider global community
- Encouraging and supporting the Outreach Committee in their social action work
- Reaching out into the community and following up with potential new members in conjunction with the Pastoral Care Committee and Pastoral Care Visitors
- Working as a team member to assist the congregation in realizing its Vision and Goals
- Identifying and developing an exemplary group of passionate and skilled lay leaders from within the congregation
- Working with the Outreach Committee, help the members of the congregation to put their faith into action, by providing a dynamic example and inspiring the congregation to reach out into the world, working to make it a better place to live, especially regarding issues of social justice

Facilitating a comprehensive Christian Education program by:

- Providing Baptism, Adult Membership Classes and Confirmation classes for interested youth, adults and families
- Developing programs to aid the spiritual development of children, youth and young adults, leading some groups and acting as a resource for others
- Organizing adult Bible study sessions
- Incorporating traditional and contemporary methods of spiritual development into a program of life-long spiritual learning
- Overseeing the selection of appropriate curriculum materials for all Christian Education programs
- Assisting in the recruitment, training and recognition of teachers, counsellors and leaders for these programs
- Providing spiritual leadership to participants and leaders

Other related duties to include:

- Serving as an Ex Officio member of Council, and its committees as well as the Barrhaven Non-Profit Housing Board
- Pursuing a program of continuing education and professional development in consultation with the M&P Committee

Skills, Education and Experience

It is the desire of Barrhaven United Church to be challenged to discern and live out God's will. To sustain the vision of our congregation we need to learn and grow as a congregation and to deepen our faith. Accordingly, BUC is seeking an ordained minister who lives out their faith and who fulfills the following criteria that are listed in order of priority:

1. Successful completion of education related to the duties of the position
2. Acquired skills:
 - Preaching; good delivery and ability to inspire the congregation to live out their faith in action
 - Leadership ability; can lead as well as delegate tasks to work effectively in a group setting within the church
 - Communication; able to relate well to all age groups from young children to seniors, strong written and verbal communication skills
 - Organizational; efficient and effective planner able to set and meet priorities and to manage available resources well (personnel and financial)
3. Experience and Knowledge:
 - Experience in delivering worship services using a variety of styles (blended services)
 - Experience in actively supporting congregations with a strong and vibrant music program
 - Experience in developing and leading a strong pastoral care program
 - Experience working within multi-cultural/ multi-faith community
 - Knowledge of current trends in church studies for adults and children
 - Knowledge of current issues in theology and society for adults and children
 - Experience working within an expanding urban church setting and working with new church members
 - Experience working with limited budgets and flexible timeframes
 - Familiarity with emerging technologies
4. Attributes:
 - Lives their faith through daily actions and activities
 - Empathetic nature
 - Outgoing personality
 - Broad theological perspective
5. Asset Qualifications:
 - French language skills
 - CPR/First Aid training (willing to acquire)

Terms of Employment

Regular hours of work

Forty hours per week.

Salary

Remuneration will be in accordance with The United Church of Canada 2009 Minimum Salary and Allowance for Ministry Personnel Guide and is negotiable based on experience.

Housing allowance

A mandated component of compensation to ministry personnel in The United Church of Canada, the current housing allowance for the Barrhaven Pastoral Charge is \$17,900 per year.

Travel expenses

The pastoral charge will reimburse travel expenses as per the General Council Guidelines. A travel log with the details of travel undertaken in relation to pastoral responsibilities must be maintained.

Continuing education and learning resources allowances

Study leave expenses and book allowance will be in accordance with The United Church of Canada 2009 Minimum Salary and Allowance for Ministry Personnel Guide.

Secretarial assistance

The part-time (20 hours per week) church office administrator will be available to offer assistance.

Pension plan and group insurance

As mandated by the United Church of Canada.

Vacation

One month, including four Sundays, as mandated by the United Church of Canada. A minimum of 50 percent of this time is to be taken between July 1 and August 31.

Study leave

Three weeks or 21 days per year, including Sundays.

Disability salary continuance

As mandated by the United Church of Canada.

Moving expenses

As per the General Council Guidelines.

Other leaves

As mandated by the United Church of Canada

Presbytery/Conference/General Council work

Limited to the minimum required by the United Church of Canada. Any additional commitment must be negotiated with the Ministry and Personnel Committee.

Position Description – Part Time Minister

Based on the research carried out by previous JNA Committees, Visioning Groups and members and adherents of Barrhaven United Church, the Joint Needs Assessment Committee has identified, as a high priority, the need to develop the faith of the current congregation, with a particular emphasis on youth and adults, and to encourage and nurture the involvement and retention of newcomers.

Accordingly, the Committee recommends the adoption of a Minister of Christian Development (Ordained or Diaconal or Designated Lay Minister)

General Duties and Responsibilities

Where the duties of this position interact with those of the Full-Time Minister, these will be managed collegially between the two incumbents.

Lead, develop, enhance, and manage a Christian Development Program at BUC, which is recommended to include, but not be limited to:

- active, ongoing, faith-based programs delivered through regular Bible studies to youth and adults, including newcomers
- theological discussion and education using classical and contemporary authors
- family-oriented mid-week programs
- establishment of a leadership core, and development of volunteer leadership
- after-worship youth discussion groups, with a variety of guest speakers

Develop, enhance and support the Child Ministry at BUC, which is recommended to include, but not be limited to:

- improvements to existing programs
- development of mid-week programs targeting elementary-aged children
- continuing the development of an exciting, age-appropriate, Vacation Bible School Program
- training and support to Sunday School volunteer staff

Nurture and retain newcomers to the congregation through:

- welcoming newcomers before and after worship
- following up with those intersecting with our congregation through baptisms, confirmations of faith, weddings, and funerals, to provide a sense of belonging to all
- visitation with members and newcomers (workload to be shared with the full-time Minister)

Other related duties, including but not necessarily limited to:

- participation in worship services, occasionally in a leadership capacity
- establishment and building of interdenominational networks with our neighbours
- attendance at meetings, as required

Skills, Education and Experience

It is the desire of Barrhaven United Church to be challenged to discern and live out God's will. To sustain the vision of our congregation we need to learn and grow as a congregation and to deepen our faith. Accordingly, BUC is seeking an energetic and enthusiastic person with specific skills and experience in the area of Christian education and programming for youth and families plus leadership development with volunteers, as demonstrated by:

1. Successful completion of education related to the duties of the position, preferably in a university degree program, with special emphasis on Christian Education
2. Acquired skills:
 - Leadership; motivator, teacher, cultivator
 - Communication; active listener, able to relate well to youth and adults, strong written and verbal communication skills
 - Organizational; efficient and effective planner able to set and meet priorities and to manage available resources (personnel and financial) well
3. Experience and Knowledge:
 - Researching, developing and leading youth and/or adult Christian study programs
 - Leading and motivating volunteer members to develop their personal skills
 - Knowledge of current trends in church studies for adults and/or children
 - Knowledge of current issues in theology and society for adults and/or children
 - Experience working within an expanding urban church setting and working with new church members
 - Experience working with limited budgets and flexible timeframes
 - Familiarity with emerging technologies
4. Attributes
 - Self-starter
 - Team player
 - Dynamic and outgoing personality
 - Broad theological perspective
5. Asset Qualifications
 - French language skills
 - CPR/First Aid training (willing to acquire)

Terms of Employment

Regular hours of work

Twenty (20) hours per week. The times these hours might be served are negotiable with the Ministry and Personnel Committee based on the needs of the church groups.

Salary

Remuneration will be in accordance with The United Church of Canada 2009 Minimum Salary and Allowance for Ministry Personnel Guide. (prorated per year) and is negotiable based on experience.

Housing allowance

A mandated component of compensation to ministry personnel in the United Church of Canada, the current housing allowance for the Barrhaven Pastoral Charge is \$17,900 (prorated) per year.

Travel expenses

The pastoral charge will reimburse travel expenses as per the General Council Guidelines. A travel log with the details of travel undertaken in relation to pastoral responsibilities must be maintained.

Continuing education and learning resources allowances

Study leave expenses and book allowance will be set in accordance with The United Church of Canada 2009 Minimum Salary and Allowance for Ministry Personnel Guide (prorated per year).

Secretarial assistance

Our part-time (20 hours per week) church office administrator will be available to offer assistance on a limited basis.

Pension plan and group insurance

As mandated by the United Church of Canada.

Vacation

One month (prorated), including four Sundays, as mandated by the United Church of Canada. A minimum of 50 percent of this time is to be taken between July 1 and August 31.

Study leave

Three weeks or 21 days per year (prorated), including Sundays.

Disability salary continuance

As mandated by the United Church of Canada.

Moving expenses

As per the General Council Guidelines.

Other leaves

As mandated by the United Church of Canada

Presbytery/Conference/General Council work

Limited to the minimum required by the United Church of Canada. Any additional commitment must be negotiated with the Ministry and Personnel Committee.