

**Barrhaven United Church
Summary Joint Needs Assessment Report**



Barrhaven United Church (BUC)
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Executive Summary and Recommendations

In response to the retirement of its ministry personnel, Barrhaven United Church (BUC) entered into a process of assessing its ministry, resources, goals and needs. The Joint Needs Assessment Committee (JNAC) gathered data from previous assessments and exploratory discernment, consulted widely with the congregation and staff, and worked with Presbytery on completion of the Needs Assessment process. It was determined that one minister with the assistance of paid accountable Lay people and volunteers be engaged to lead the ministry of the congregation.

To this end, the Joint Needs Assessment Committee recommends that *the Barrhaven Pastoral Charge request the Ottawa Presbytery to declare a Vacancy and authorize a Joint Search Committee to find one new full-time minister (either Ordained or Diaconal) to lead worship, preside over sacraments, care for the pastorate and reach out to the community.* The ideal candidate will be energetic and enthusiastic with multi-disciplinary expertise in Worship, Pastoral Care, Outreach and Christian Education. The candidate will be a preacher who is experienced in crafting dynamic worship services and is comfortable interacting and engaging with all age groups especially youth and young families.

In addition, The Joint Needs Assessment Committee recommends that *the Barrhaven United Church Council move to establish job descriptions and classifications for Lay staff to be engaged as support to the new minister in the ministries of Adult Christian Education programming, Youth Group, and Sunday School.* These job descriptions will need to be written and forwarded to Presbytery for classification in time for the new 2017 season of said ministries. It should be clearly noted that if this additional staff is not engaged, there will be a significant impact to the new minister's job description.

A draft of the suggested advertisement to be posted on the UCC Vacancy list for the Minister's position is included as [APPENDIX 1 – Draft Advertisement for Vacancy List](#).

Summary Report

Community

Barrhaven is situated in the southwestern part of Ottawa, nestled between the Greenbelt, Highway 416 and the Rideau River. It is a rapidly growing, diverse suburban neighbourhood, attracting residents of various ethnic backgrounds from various cities and countries. Its residents are primarily middle class income earners. Its population is approximately 75,000.

A potential expansion of our catchment area coming from Riverside South, results from the 2014 opening of the Vimy Memorial Bridge. However, there are several social factors to consider.

Active, young families with double-incomes are drawn to competing Sunday morning priorities, making an initial connect with BUC (particularly around baptism, marriage), but having a limited sustaining relationship.

Partnerships with other church and religious denominations will give BUC the opportunity to actively participate and be visible in the community.

Here are three websites that offer detailed information about our community:

- <http://ottawa.ca/en/city-hall/planning-and-development/community-plans-and-design-guidelines/community-plans-and-stu--77>
- Ottawa Neighbourhood Study. <http://neighbourhoodstudy.ca/>
- <http://barrhavenbia.ca/bbia/disc-about-comresources.html>

The Pastoral Charge

BUC is a single point Pastoral Charge with age demographics of active Members and Adherents (as recorded June 27, 2016) summarized below:

BUC Active	Infant/ Pre-school	Age 5-12	Age 13-19	Age 20-30	Age 31-50	Age 51-64	Age 65-70	Age 71+	Total
Members (n=133-listed) & dependents	7	12	7	4	16	48	30	38	162
Adherent (n=95-listed) & dependents	4	8	6	6	20	40	14	19	117
Total	11	20	13	10	36	88	44	57	279
Breakdown of 51+ (n=189 of 279 or 67.8% of BUC congregation)						46.6 %	23.3 %	30 %	

Average Sunday attendance is approximately 125 to 130 congregants in the fall/winter; and 30 to 50 congregants in the summer.

Our members and adherents work or have worked in Health or Social Services, Education, Information Technology, Government, Military, Policing, and Law to name a few. Most moved here for employment. As a suburban church with middle class income earners, our members live in single-family dwellings, but some also live in retirement homes, low-income or rent-to-income housing and long-term care homes.

BUC is an aging congregation, with a notable decline/absence of children and youth. Some congregants have brought their grandchildren to fulfill their baptismal promise and to boost Sunday School attendance. This along with the fact that in the past two years, younger families have visited and returned to BUC to take an active part in all aspects of church life (including worship, caring and fellowship, learning and outreach), has resulted with a gradual increase in Sunday School enrollment (from an average attendance of 2-3 to 15-19, over the last two years).

BUC is learning to accept the realities of modern family life by providing youth and young families with opportunities to participate in church related activities, including monthly mid-week youth group, family games night, Vacation Bible School; and to serve others (e.g. community outreach, volunteering at church functions etc.) as permitted within their busy schedule. We have learned that building this foundation takes time and that even if we don't 'see' youth on Sunday morning, we can trust that they are part of our congregation. We have also learned how intergenerational worship, music and outreach activities, can lead to understanding and learning at all levels.

We currently have a lay-person youth leader who meets with our youth once a month. We would like to continue to provide dynamic spiritual leadership in our outreach to youth and young families and increase the intergenerational opportunities available as part of our outreach to others beyond our doors.

We would like to upgrade and use our website as a means to expand our outreach into the Barrhaven community and become more relevant to the lives of younger families in our community.

Given that the majority of our volunteers are aging retirees and seniors who give of their time, talent and treasure to make BUC what it is; the incoming minister must play an important role in growing the leadership skills of the congregants, inviting people to become involved according to their availability.

The findings of an informal BUC Beliefs and Theology survey yielded results indicative of a more liberal (less literal, conservative) theological outlook held by most congregants (approximately 95% of the 33 survey respondents). Therefore, it can be concluded that BUC is generally a progressive church in theological outlook. Please see [APPENDIX 2: Results of BUC Beliefs and Theology Survey](#). Notably, the church supports an equal marriage policy and is a place where children are welcome at the communion table.

Resources

Stewardship at Barrhaven United Church (BUC) is seen as ‘living stewardship’. Faithful stewardship underlies our calling to bring about God’s mission through worship, learning, caring and fellowship, all of which give us the drive and inner spirit to reach out beyond our doors to serve others and to make God’s world a better place.

The work of BUC is supported by a combination of paid staff and many volunteers. A part time Office Administrator capably manages the church office, provides administrative support and is also the primary rental contact. We are blessed with a very talented music director, organist and 20-plus member volunteer choir. In 2016, a layperson Youth Leader supports our youth on a monthly basis, and a layperson Christian Education facilitator delivers adult programming.

BUC Council consists of Clergy, Ministry Chairs, Trustees and Presbytery Representatives. Additionally, there are many active Church Ministries that contribute to the work of the church. Notably in 2015, over 16,000 volunteer hours were reported by congregation members active in these ministries. Christian Education and Outreach Chair positions are vacant and must be filled as soon as possible.

Our church building was constructed in 1992-93, partly through congregational volunteer manual labour. The building is well maintained and in good repair through the use of external contracts and Facilities volunteers. Potential future work includes repairs to the roof and parking lot. This work is included in the church’s annual long term capital planning to ensure that sufficient funding exists if the work is required. We enjoy our modern and intimate, hexagon sanctuary with a seating capacity for 370 persons. The church is fully accessible. Our church hall has a capacity of 194 seated individuals or 153 dining, and is attached to a spacious, fully-equipped kitchen. The administration wing contains offices and meeting rooms. Our office space includes a minister’s office, administration office, and a general usage office. The area is equipped with telephones, a photocopier, high-speed wireless internet and a defibrillator. Sunday School and nursery rooms are located on the lower level. The Genesis Wing (previously church portables) is adjacent to the main building, and is currently rented.

Our building and property serve the BUC congregation and others well, providing an active community presence by:

- Providing affordable housing located on our property in close association with Barrhaven Non Profit Housing Inc., a.k.a. Steepleview Housing Community (50% plus 1 of the board members must be BUC members). Note that this initiative to provide seven of its forty-one units as environmental sensitive housing units was the first of its kind in Ontario.
- Providing space in the church basement for the Barrhaven Food Cupboard. A Memorandum of Understanding is now in place to allow the Food Cupboard to build a new facility on BUC property.
- Providing the rental of our facilities (including our sanctuary and grand piano for recitals/concerts), at very reasonable rates to local groups and individuals.
- Working with the West Barrhaven Community Garden group to install several raised garden beds that are used by residents of the Steepleview Housing Community.
- Hosting an outdoor summer movie night at BUC in partnership with Sequoia Church and the Steepleview Housing Community.

We have worked hard to manage and build our financial capabilities through faithful giving, fundraisers and rentals. Our stewardship slogan “Be grateful, joyful and generous” purposefully encourages giving back. Our financial resources limit us to operating with a tightly managed budget. A dedicated and knowledgeable financial team continuously monitors the church’s financial position. The church’s projected financial position over the next three years indicates that sufficient funding exists to just cover the annual operating and maintenance costs of the church as indicated in the table below. In addition, Council and the congregation are aware of the importance of maintaining an appropriate level of offerings. The annual stewardship campaign works with the congregation to encourage increased givings.

	Projected <u>Revenue*</u>	Projected <u>Expenses*</u>	<u>Difference</u>
2015	282,399	238,545	43,854
2016	263,600	248,509	15,091
2017	263,600	253,500	10,100
2018	263,600	258,600	5,000
2019	263,600	263,600	0

* excludes all Outreach (including M&S) revenue and expenses. Projected expenses include the cost of the staffing recommended in this report.

Recommended Staffing

Based on its assessment of the ministry, resources, goals and needs of Barrhaven United Church, the Joint Needs Assessment Committee (JNAC) recommends the following:

- One full time minister (either Ordained or Diaconal) be hired to lead worship and preside over sacraments, care for the pastorate and reach out to the community.
- Two Lay Coordinators be engaged as support to the full time minister. One Coordinator will support Adult Christian Education programming, and the other will support Youth Group and Sunday School.

Funding for these positions is already included in the congregational budget. The following division of duties is proposed:

<u>Area of Responsibility</u>	<u>Full time Minister</u>	<u>Appropriate Lay Coordinator</u>
Worship Services	Design and deliver all aspects of worship services including Children's time.	
Pastoral Care	Responsible for all Pastoral Care activities in conjunction with the Pastoral Care team, including leading the weekly Prayer Circle.	
Outreach & Community Involvement	Support and coordinate Outreach & Community Involvement activities.	
Administration	Attend Council & other meetings; respond to information requests.	Attend meetings & respond to requests.
<u>Christian Education</u>		
Sunday School	Provide support to Lay Coordinator and teachers.	Design and deliver programming; support volunteer teachers
Youth Group	Provide support to Lay Coordinator. Attend Youth Group activities when requested.	Design and deliver programming.
Adult Programming	<ul style="list-style-type: none"> - Promote and celebrate similarities and differences between faith communities, by sharing our story and learning of other faith traditions. - Mentor and develop spiritual lay leaders within the congregation. - Provide support to Lay Coordinator 	Design and deliver programming.
Baptism & Confirmation	Lead baptism and confirmation classes	

Position Description for full time Minister

It is the desire of BUC to be challenged to discern and live out God’s will; adhering to BUC’s Mission Statement of “*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*” (currently being revised).

Accordingly, BUC is seeking an energetic and enthusiastic full-time Ordained or Diaconal Minister with multi-disciplinary expertise in Worship, Pastoral Care, Outreach and Christian Education. We are looking for someone who is a preacher experienced in crafting dynamic worship services, and is comfortable interacting and engaging with all age groups especially youth and young families.

<p><u>Worship:</u></p>	<p style="text-align: center;">35%</p> <ul style="list-style-type: none"> • Prepare weekly worship service: <ul style="list-style-type: none"> ○ assign parts of worship (e.g. scripture reading) as needed; ○ In collaboration with the music director and organist, select suitable music to enhance the worship experience. A variety of different music genres (e.g. contemporary, traditional, instrumental, cultural, gospel) is encouraged; ○ Use the UCC Order of Service as a guideline; ○ Relate and delivers prayers, liturgies, benedictions etc. to current events at the local, regional and global level; ○ prepare sermons that: <ul style="list-style-type: none"> - connect scripture to daily living in a meaningful way, - acknowledge and relate to the joys and challenges of everyday life and/or current events, and - are thought-provoking, meaningful and engaging. • Design and deliver a weekly Children’s Time that provides a Christian lesson or scripture message in an engaging fashion that can be understood by all age groups; • Provide a monthly lectionary chart and identifying which passages will be read, which hymns will be sung, what theme and anthem will be chosen and any special requests that will impact worship; • Design and deliver inter-generational services every 6-8 weeks where the children and youth actively participate and are involved in the Order of Service; • Incorporate technology and/or different medium formats (e.g. drama, dance, music) to ensure a variety of worship services; • Offer Sacraments (Baptism, Communion), conduct Confirmation and prepare Liturgy; • Prepare and deliver additional special services including but not limited to Ash Wednesday, Good Friday, Christmas Eve (minimum 2-services); • Working with the appropriate Ministry, prepare and deliver theme-based services e.g. Blue Christmas, Blessing of the Animals, White Gift Sunday, Aboriginal
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	<p>based services, etc. in lieu of a regular Sunday service;</p> <ul style="list-style-type: none"> • Attend Worship Ministry meetings as scheduled; • Prepare and conduct Weddings and Funerals services.
<p><u>Pastoral Care:</u></p>	<p style="text-align: center;">32%</p> <ul style="list-style-type: none"> • Work in collaboration with the Pastoral Care Chairperson and team to support the ongoing spiritual needs of all members (including youth) of the congregation; • Delegate and/or respond to pastoral care requests as appropriate, regardless of how the request is received; • Respond directly to requests for minister intervention and/or visits (both home and hospital) in a timely manner; • Provide individual pastoral counselling; • Pastor and guide the Pastoral Care team; • Work with the Pastoral Care, Benevolent Care, and Healing Pathway teams via ongoing email correspondence; • Attend Pastoral Care Meetings (four times a year); • Lead the weekly Prayer Circle; • Attend weekly Fellowship Time after Sunday Service.
<p><u>Outreach and Community Involvement:</u></p>	<p style="text-align: center;">17%</p> <ul style="list-style-type: none"> • Be visible and accessible within and beyond BUC by: <ul style="list-style-type: none"> ○ Attending BUC social and fundraising functions; ○ Attending monthly daytime Board meetings of the Barrhaven Non Profit Housing Inc.; ○ Collaborating and building relationships with other community partners including but not limited to Multifaith Housing Initiative, Barrhaven Food Cupboard, West Barrhaven Community Gardens, and Refugee Sponsorship; ○ Meeting with local ministerial and inter-faith groups to promote community partnership; • Liaise with and support the Outreach Ministry and lay leaders in our congregation by: <ul style="list-style-type: none"> ○ Attending meetings and events as requested; ○ Including Outreach based themes in worship services when appropriate; ○ Providing guidance and support with regards to the Truth and Reconciliation Commission’s Calls to Action • Along with volunteers, support the promotion of BUC through social media.
<p><u>Christian Education:</u></p>	<p style="text-align: center;">8%</p> <ul style="list-style-type: none"> • Be aware of, support and liaise with the volunteer and paid staff leaders regarding programming for Sunday School, Youth Group and Vacation Bible School (VBS); • Attend Youth Group activities when requested; • Promote and celebrate similarities and differences between faith communities, by sharing our story and learning of other faith traditions;

	<ul style="list-style-type: none"> • Mentor and develop spiritual lay leaders within the congregation; • Meet and prepare families for baptism when requested; • Lead confirmation classes.
<p><u>Administration & Presbytery:</u></p>	<p style="text-align: right;">8%</p> <ul style="list-style-type: none"> • As spiritual leader of our church, set the tone to ensure a respectful and harmonious working environment; • Respond in a timely manner to requests that relate specifically to the minister's role; • Attend regularly scheduled meetings, e.g. monthly Council meetings as scheduled; • Attend ad-hoc meetings as requested; • Attend monthly meetings of Presbytery; • Perform additional duties for Presbytery as time permits (meetings and additional work should not exceed 4 hours per month).

Requirements:

Barrhaven United Church (BUC) requires a Minister (either Ordained or Diaconal) on a full time basis. The following are the desired attributes of this person.

Skills:

- Excellent interpersonal and communication skills (both oral and written).
- Dynamic speaker/story teller able to deliver scripture relatable to congregants of all ages.
- Ability to connect the scripture/biblical message with current events, everyday life and daily living.
- Ability to support the congregation at various points along the theological spectrum (e.g. from conservative to liberal/progressive).
- Ability to comfortably and effectively engage and interact with children and youth of all ages.
- Ability to motivate and develop lay-congregants.
- Excellent organizational, planning and time management skills.
- Ability to lead/guide while respecting the opinions, talents and contributions of all congregational members (both old and new) and staff.
- Ability to deal with resistance to change in a respectful and sensitive manner.

Knowledge:

- In-depth knowledge of scripture and theology.
- Knowledge of the range of beliefs and theologies.
- Pastoral Care training.
- Knowledge and functions of the United Church of Canada (UCC).

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- Good computer skills and comfortable with social media.
 - Willingness to engage in BUC's commitment to 'Spirit, Sustenance and Shelter' (be passionate about BUC's passions).

Personal Attributes:

- Enthusiastic/dynamic, engaging, outgoing and personable.
- Good listener and non-judgmental.
- Sense of humour.
- Patient, caring and warm personality.
- Discrete.
- Flexible and open to change.
- Ability to engage with people of all walks of life, at all stages of life.
- Respectful of different points of views.

Demonstrated Experience:

- Designing and delivering worship services using a variety of style.
- Working with children and youth.
- Providing Pastoral Care to all.
- Supporting Christian Education to all age groups.
- Supporting Outreach ministries within local and global communities.

Terms

1. Barrhaven United Church:

- is an equal opportunity employer.
- defines the hours of work as 40 hours per week.
- will provide the required employer pension and benefits annual contribution as per the UCC policy.
- compensates the Minister for "Out of Office Communication and Technology" up to \$100.00 per month, supported by receipts and not to exceed \$1,200.00 per year.
- recognizes the following 12 Statutory Holidays (New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day). If the Minister is required to work on a statutory holiday (e.g. Good Friday) or the statutory holiday falls on a Sunday, alternate time off at a mutually agreed time will be provided.
- requires a valid vulnerable sector police clearance in accordance with the United Church of Canada (UCC) policy.
- requires the Minister to complete a confidentiality agreement.
- requires the successful incumbent to sign a Minister's Job Description.

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2. Under the new compensation model, BUC falls under Cost of Living Level-4.
 3. Continuing Education and Learning Amount: Reimbursement up to \$1,500.00 per year and to be prorated for the balance of the fiscal/calendar year.
 4. Continuing Education Leave of three (3) weeks (including Sundays) per pastoral year.
 5. Sabbatical Leave: BUC will provide sabbatical leave in accordance with the UCC policy (Manual 2.3.5).
 6. Vacation: One month (5-Sundays) of paid vacation leave, per year. All vacation and leaves must be made in consultation with the Ministry and Personnel Committee.
 7. Travel Expenses: on presentation of a Log, travel expenses will be reimbursed at the minimum General Council rates. Travel must be approved by the Ministry and Personnel Committee.
 8. Moving/relocation budget: BUC will cover all reasonable and approved moving expenses in accordance with the UCC policy, based on three (3) quotes and supported by receipts.
 9. Ministers and their families are entitled to free admission to BUC sponsored events, (e.g. tickets to suppers, registration fees at retreats etc.)

Respectfully submitted by Members of the Joint Needs Assessment Committee (JNAC):

Trish Barlow, Chairperson
Heather Chang, Recording Secretary
Adrian Benjamin
Nancy Big Canoe
Sandy Maveety
Cathy Murphy
Jane Schwarzkopf
David Stafford, Presbytery Representative

Date: September 6, 2016

APPENDIX 1 – Draft Advertisement for Vacancy List

<p>M&O:</p> <p>Ottawa Presbytery</p> <p>Barrhaven Pastoral Charge</p>	<p>Full time Ordained or Diaconal Minister</p> <p>Start: June 2017</p>	<p>Name of point of contact</p> <p>Barrhaven United Church 3013 Jockvale Road Nepean, Ontario K2J 4E4</p> <p>613-825-1707</p> <p>barrhavensearch@gmail.com (need to create this)</p>
<p>The Barrhaven Pastoral Charge, a single urban congregation of approximately 280 members and adherents, is searching for a full time minister after staff retirement. Located in the south of the City of Ottawa, nestled between the Greenbelt, Highway 416 and the Rideau River, the area of Barrhaven is a mixture of established middle class homes, new homes and commercial development offering potential for new and expanding ministry. To this end, Barrhaven United seeks a dynamic person to lead worship, administer the sacraments, care for the pastorate and reach out to this growing community with the help of Lay staff and volunteers. If you are just testing your wings or have been in ministry for a while, check out our website for the Needs Assessment report or contact barrhavensearch@gmail.com. Although this position appears challenging at first sight, it may be the rewarding position you are looking for - one that you can grow into along with the BUC community. So don't hesitate, we want to hear from you! Closing date is (date).</p>		

APPENDIX 2: Results of BUC Beliefs and Theology Survey

