

**JOINT NEEDS ASSESSMENT
COMMITTEE REPORT**

**TRINITY UNITED CHURCH
GRAVENHURST, ONTARIO
AS PRESENTED TO THE
CONGREGATION
SUNDAY NOVEMBER 30TH, 2008**



web site: www.trinityu.ca

Committee Members

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November 2008

TRINITY UNITED CHURCH

JOINT NEEDS ASSESSMENT COMMITTEE REPORT-2008

PROFILE NO. 1 - COMMUNITY

Gravenhurst

Gravenhurst is a vibrant town of 11,000 nestled in a picturesque natural environment. The town is located two hours north of Toronto and is known as the Gateway to Muskoka. Our community is bordered by two lakes, Lake Muskoka and Gull Lake. Our summer population doubles as we are affectionately known as “Ontario’s Playground” and “Cottage Country”.

Our community has a wealth of recreational and cultural opportunities available. This includes a youth centre, a very active seniors’ centre/recreational club, watercrafts and swimming, fishing, sailing, tennis, curling, hiking and bird watching. We have an excellent library, a community arena for skating, hockey and a Junior Team as well as community rooms. We also maintain an active Rotary Club, Lions Club, Probus Club, Scouting and Guiding. All winter sports are at our doorstep including snowmobiling, snowboarding/alpine skiing, cross-country skiing, and snowshoeing.

We can boast two award winning golf courses in our community as well as others. There are four well maintained and active park areas with covered buildings available for picnics and group functions. The Gravenhurst Opera House has a high caliber live theatre including musicals, comedy and drama. Gravenhurst is the home of two museums: Bethune House and Muskoka Boat & Heritage Centre which house antique boats and water related history.

Educational facilities include two public elementary schools and one secondary school.

Gravenhurst has seven doctors, a family health team, a local health unit and three dentists. We have long-term care facilities and two retirement residences in the community with another under construction.

Gravenhurst has four banks, seven churches and an OPP Satellite Office to serve the community. The retail sector in Gravenhurst encompasses a very quaint downtown area, as well as the Wharf, a new development on the shore of Lake Muskoka, and a large shopping mall being built at the south end of town. The shopping areas provide specialty dining, shops, art galleries, jewelers and The Muskoka Steamship Company has scenic and dining tours on Lake Muskoka. Daily merchandising needs can be met in our Town by three major grocery chain stores, hardware stores, and decorating stores.

Gravenhurst employment opportunities come primarily from the tourism and service sectors as well as government institutions. As manufacturing jobs left several decades ago, smaller entrepreneurial industries have grown. The average salary earned in Gravenhurst is 20-25% below that of the Ontario average. Gravenhurst has a larger percentage of retired persons and a lower percentage of youth than the Ontario average.

Within 20 minutes from Gravenhurst:

Both Georgian College and Nipissing University conduct satellite campuses in Bracebridge, just north of Gravenhurst.

Our health services are served by Muskoka Algonquin Healthcare with a hospital in Bracebridge. The staff includes highly skilled individuals such as a neurologist, surgeons, internists and a cardiologist.

Within 50 minutes of Gravenhurst:

The City of Orillia (population 35,000) is 30 minutes south of Gravenhurst. It is home to the Soldiers' Memorial Hospital and also has a satellite campus for Georgian College.

The Town of Huntsville (population 18,000) is 40 minutes north and houses a hospital.

The City of Barrie (population 125,000) is just 50 minutes south of Gravenhurst. It is the location of the Royal Victoria Hospital which has a specialty cancer centre. It is the home of the main campus of Georgian College where college and university degrees can be earned.

More detailed information profiles about community, demographics and economics can be found at: www.muskoka.on.ca and www.gravenhurst.ca

PROFILE NO. 2 - MINISTRY

PURPOSE:

As a church we are a community of people who believe in Jesus as the one who provides us the meaning of God and of life, and who conveys to us God's love in judgment and forgiveness.

We are called to worship God as known in Jesus in our present world and try to do it: in loving and caring for one another in our life together in the Church,
In loving and caring for others in the community around us,
In our nation and around the world.

HISTORY:

Trinity has a rich and active history. It began as a Methodist Church in 1877 and became a United Church. The original church burned down and the church that exists today was constructed in 1926. The Church has a history of long-term ministers as we have had only 3 ministers in the last 45 years. Our current Minister has been with the Church for 17 years and is retiring from active ministry on June 30, 2009.

We are a congregation that lives in essential agreement with policies and doctrines of the United Church of Canada.

CURRENT STRENGTHS:

- Many gifted and committed people in the congregation
- Strong sense of community within the Church
- Excellent church services, two services on Sunday
- Two Choirs (senior and children's) supported by a newly-rebuilt organ
- Excellent Organist/ Choir Director -14 hours per week
- Have had a strong part-time Director of Pastoral Care for the past 6 years dealing with counseling and pastoral care visitations
- Capable volunteer Church leadership
- Capable and Committed Church secretary – 20 hours per week
- Up-dated and well cared for building and continued financial support
- The building is being well used by many community groups.

CHURCH ORGANIZATIONAL STRUCTURE:

REFER TO APPENDIX 'A'

- Trinity operates with an Official Board of approximately 40 persons as its decision-making body.
- It meets 4-6 times a year while in the interim the Chair of the Board and the chairs of 7 standing committees act as an Executive Board. The full structure is shown in Appendix A.
- Each Committee has 3 to 7 members and membership can extend up to 6 years

CONGREGATIONAL MAKEUP

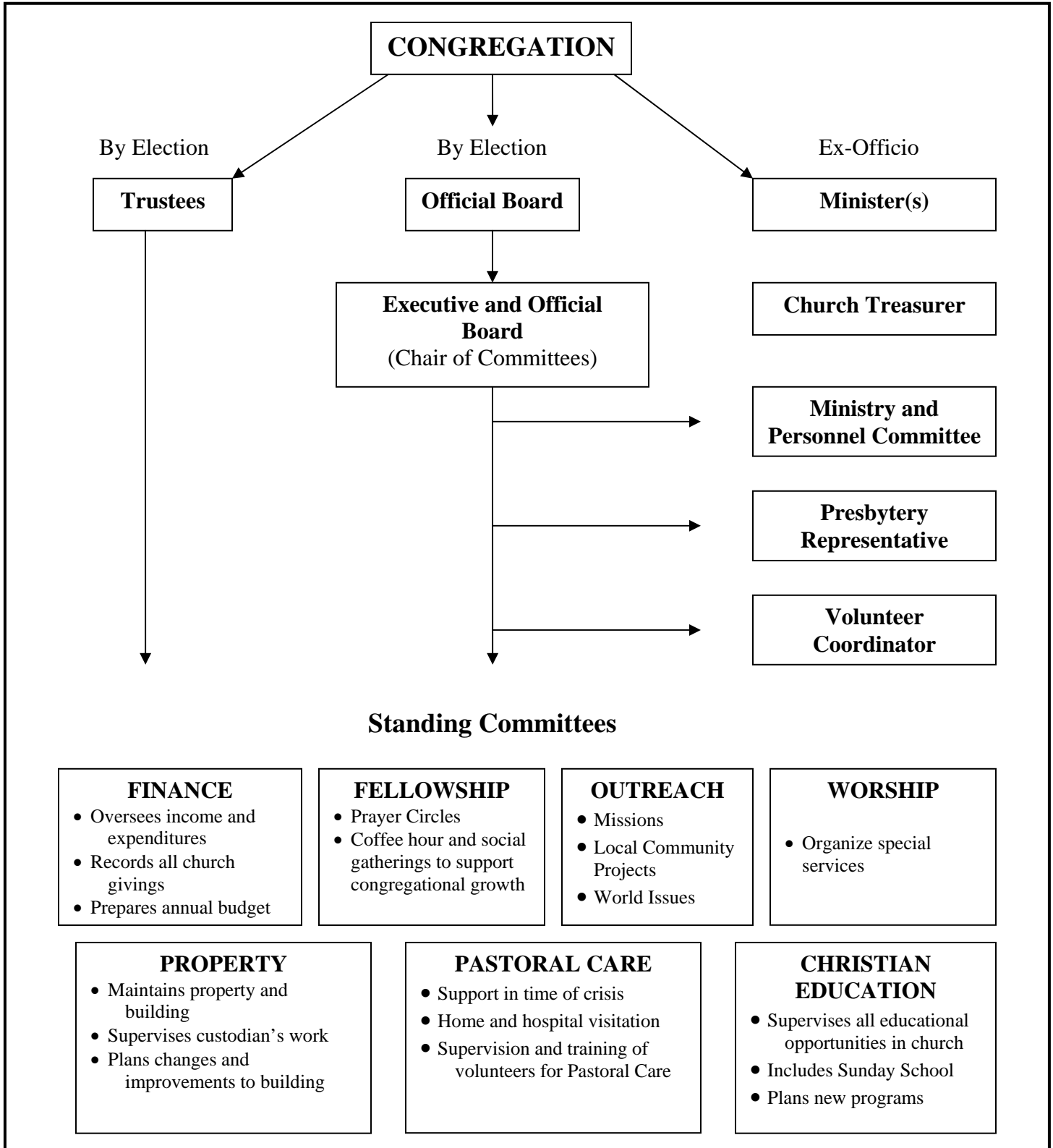
- Congregation includes a large retiree population which is well educated
- Congregation members are primarily from the Town of Gravenhurst
- There are proportionately fewer young people in the congregation
- Diversity and Multi-Culturalism such as seen in Toronto has yet not reached Gravenhurst

**CONGREGATIONAL MEMBERSHIP STATISTICS
AS AT DECEMBER 31, 2007**

INDIVIDUALS	Residents	Active	209
		Inactive	54
	Non-resident		<u>139</u>
	TOTAL:		402
NUMBER OF FAMILIES			288



APPENDIX "A"
DIAGRAM OF CHURCH ORGANIZATION
AND RELATIONSHIPS



PROFILE NO. 3 - RESOURCES

Trinity has been blessed with strong financial, pastoral and lay resources.

PERSONNEL:

Trinity is a single point charge. Our minister has been with us for 17 years and retires in June 2009.

In 2002, additional Pastoral Care needs were recognized with the hiring of a part-time Director of Pastoral Care Ministry. After six years of excellent service the Director of Pastoral Care Ministry retired in November 2008. This 10-hour a week contract position will be reviewed after the new minister has a chance to become familiar with and assess the pastoral care needs of the congregation.

Also in 2002, Trinity hired a highly qualified part time Organist/Choir Director who has expanded the choir membership. The Church's Casavant Pipe Organ was completely restored and enlarged in 2008.

The church secretary operates as a key co-coordinator in her half time position.

Janitorial services are provided by a part time contractor who is very flexible in meeting the various Church requirements.

PHYSICAL STRUCTURE:

The Church building is a 2 level L-shaped structure with an elevator. There are 2 places to worship: the large sanctuary (capacity 250) and the small chapel (capacity 30). On the main floor of the church we have a "Fireside Room" containing a resource library. This room is used for meetings and receptions, and has a small galley kitchen. The Minister and secretary have separate offices. There is a large Assembly Hall (capacity 200) downstairs with a full kitchen attached. There are two meeting rooms downstairs, as well as a nursery and three Sunday school rooms.

FINANCES:

The congregation at Trinity has a tradition of coming forward whenever there is a need. This has been shown in recent years with a building upgrade fundraiser and very recently, an organ restoration project. The fundraising for these projects was done without incurring mortgages or long-term loan costs.

The table below shows how the Church's financial results from 2006, 2007 and 2008 Budget compare.

	2006 ACTUAL	2007 ACTUAL	2008 BUDGET
OPERATING INCOME			
Envelopes	\$169,700.	\$176,000.	\$176,800.
Appeals & Other Income	42,900.	40,900.	45,000.
TOTAL OPERATING INCOME	\$212,600.	\$216,900.	\$221,800.
EXPENSES			
M & S Remittances	\$ 26,000.	\$ 26,400.	\$ 26,400.
Salaries/Fees/Benefits	\$134,100.	\$138,000.	\$142,100.
Property/Admin/Other	\$ 50,400.	\$ 51,400.	\$ 58,200.
TOTAL OPERATING EXPENSES	\$210,500.	\$215,800.	\$226,700.
SURPLUS (DEFICIT)	\$ 2,100.	\$ 1,100.	(\$ 4,900.)

OTHER ASSETS:

- Rebuilt Cassavant Organ
- 2 Pianos
- Sound system
- Standard Office Equipment

More specific information about Trinity can be found at: www.trinityu.ca

PROFILE NO. 4 – POSITION DESCRIPTION

1. Preaching and Worship (25-30%)

- Prepares sermon and service for a 9:15 a.m. service (30 minutes) and a 10:30 a.m. service (1 hour)
- Provides sermons and worship relevant to contemporary life and faithful to Scripture.
- Works collegially with the music director/organist to select hymns and plan worship
- Establishes a continuing relationship with the Worship Committee
- Works closely with the Secretary to prepare the weekly bulletin in time for each Sunday service
- Conducts occasional worship services at a nursing home and hospital

2. Pastoral Care (20-25%)

- Prepares individuals for marriage and baptism
- Conducts weddings and funerals for members and adherents
- Works closely with the Pastoral Care Committee to support congregational members in crisis and provide counseling and support for end-of-life situations
- In consultation with Pastoral Care Committee develops a visitation plan for nursing home, retirement home, hospital and shut-ins
- Works with the Pastoral Care Committee and the Official Board to determine how the 10 hours a week part-time pastoral care position workload should be continued in the future
- Provides sacraments at home when requested or needed
- Visits with new members

3. Christian Education (10-15%)

- Promotes the development of youth and young family programs
- Assists in the development of Sunday school teachers by curriculum development and leadership training
- Provides leadership in Bible study
- Integrates a children's time in the regular Sunday service

4. Administration (15-20%)

- Provides spiritual leadership and assists in planning for the ongoing needs of Trinity by consulting with members of the Executive of the Official Board
- Provides spiritual guidance and support to all the committees of the Official Board and attends committee meetings if requested

- Is supportive of committees responsible for the biennial Stewardship Campaign. Next campaign slated for 2010
- Develops a close relationship with the secretary to advise her about communications with members and adherents, Official Board and members of various committees
- Attends Presbytery meetings about four (4) times per year, and participates in Presbytery committee work

5. Outreach (5-10%)

- Fosters and maintains a church vision and a plan for living out our faith mandate in the community
- Works with the Outreach Committee to support the Mission & Service Fund and local community projects
- Attends and participates in the Gravenhurst Ministerial Group
- Supervises the dispersion of funds to people in need utilizing the Benevolent Fund

6. Personal (5%)

- Balances work and family needs in such a way that health will not be impaired
- Engages in continuing theological and ministerial education
- Takes time for personal reflection and spiritual renewal

PROFILE NO. 5 – SKILLS AND KNOWLEDGE REQUIRED

1. Status

- This full-time position is a single-point charge for an ordained minister

2. Essential Skills

- Able to relate well to seniors and understand the needs of an aging congregation
- Provides sermons that challenge individuals to deepen their faith
- Works collegially with the part-time staff of the church and with heads of the committees and the official board
- Is computer literate

3. Desirable Skills

- Understands and is experienced in pastoral care visitation and end-of-life crisis situations
- Is able to draw and retain young people and young families to the Church
- Understands how to involve volunteers to foster and increase meaningful outreach to the local community

4. Leadership Style

- Works collegially with volunteer leaders
- Is a visionary and an enabler who can motivate volunteers to carry out newer ideas or concepts

5. Theological Perspective

- Affirms the spiritual and contextual nature of Christ's message
- Gives priority to the message of Scripture as it relates to personal and family life

6. Personal Characteristics

- Likes to share decision-making
- Is able to negotiate resolution of differences
- Is comfortable in a closely knit community where many people know one another
- Is prepared to live in Gravenhurst and support the economy of the area

7. Previous Experience

- Has had about 10 years experience in relatively stable congregations
- Is used to a mid-sized church in a semi-rural, small town area

PROFILE NO. 6 – TERMS OF POSITION

- **Hours of work** – an average of 40 hours per week on a flexible schedule
- **Salary** – a salary above the minimum United Church of Canada salary scale based on years of service, experience and education.
- **Housing Allowance** - \$12,000. per year
- **Travel Expenses** - \$0.39 per kilometer traveled
- **Study Leave** – 21 days in the pastoral year
- **Continuing Education Allowance** – a maximum of \$1,200. to support study leave or professional development expenses
- **Vacation** – one month, including five (5) Sundays, scheduled in consultation with the Ministry & Personnel Committee
- **Benefits** – as per the United Church of Canada benefits plan and in compliance with standard government programs
- **Office and Secretarial Support** – the minister has a private office with a computer. Adjoining is an office where the secretary provides 20 hours of administrative support
- **Fees and Honoraria** – wedding charges as per the annual schedule which outlines normal ministerial fees.
- **Sabbatical Leave** – after completion of five (5) years in Trinity Service a sabbatical leave of three (3) consecutive months with full pay and benefits will be available in consultation with the Ministry & Personnel Committee
- **Moving Expenses** – if required, relevant moving costs will be covered as per the United Church of Canada moving policy guidelines

RECOMMENDATIONS OF THE JOINT NEEDS ASSESSEMENT COMMITTEE

1. To request that the Muskoka Presbytery declare a vacancy for a full-time ordained minister commencing July 1, 2009.
2. To request Muskoka Presbytery to form a Joint Search Committee for a full-time ordained minister.
3. That the Joint Needs Assessment Committee be disbanded from its duties.

MOTION TO BE PRESENTED AT THE CONGREGATIONAL MEETING ON NOVEMBER 30, 2008:

that the Congregation adopts the Recommendations of the Joint Needs Assessment Committee.