

**Knox Edwards United Church
Joint Needs Assessment Process
January 2016**

Committee Members

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Community

Knox Edwards United Church is located outside the rural village of Edwards. Edwards is part of Osgoode Ward, which is comprised of other villages and is part of the City of Ottawa. Edwards draws its services from nearby villages and suburbs, including Metcalfe, Russell, Greely, and Findlay Creek. Most amenities can be found within a short drive and there are also nearby golf courses, indoor and outdoor skating arenas, baseball diamonds and soccer fields. There are many local churches of various denominations and five elementary and two secondary schools to choose from in the area. Much of the local population in Osgoode Ward commute to the city for work by car or using a local privately owned bus service. There are limited public transportation routes as well.

The Osgoode Care Centre is a local care home for the elderly, and there are also several retirement living facilities within our catchment area. Knox actively supports the local food bank as well as a variety of other area charities, including Harvest House and the Youville Centre.

Pastoral Charge

Knox Edwards United Church is a family place. We are a single point charge. Our congregation holds traditional Christian values but would not be described as conservative or dogmatic. The building was first opened by the Baptists in 1900. In 1907 it was bought by the Presbyterians and in 1925 became a United Church.

A major renovation was the addition of a Sunday School room, now the study, in 1977 and on Dec. 8, 2000 the building was moved from the small lot on the corner of Yorks Corners Rd and Parkway Rd to a new foundation on a larger lot. This project also included a large vestibule, finished basement and two bathrooms. Some of the families now in attendance are the 5th generation to attend this church.

Our services are presently held Sunday mornings at 9:30. Although we generally follow a traditional structure, we have specifically moved the offering to earlier in the service so that the children can take up the collection. Before going to Sunday School, we have "children's time" which is conducted by the minister or a member of the congregation. We sing a variety of hymns from *Voices United* and *More Voices* and the choir, which sings twice monthly, will often introduce new hymns and worship music from other sources. Our services have a relaxed atmosphere and we enjoy a worship leader who calls for our interaction and commentary. The minister holds regularly scheduled office hours.

Our church government consists of a board system (Elders and Stewards). We also have an active UCW group. Our Sunday School includes up to 12 children ranging in age from 3-12 and takes place during the latter half of the service. Currently we do not have a Youth Group, but in the past we have held special events geared to the teens in our church. Annually, the children and some adult members of our church put on an old-fashioned Christmas Concert that is much anticipated by the community.

Our music ministry is run by a part time Choir Director and an active choir of nine members. We have a part time treasurer and part time director of maintenance all of whom receive honorariums. The secretarial duties (minutes and bulletins) are covered by volunteers. Our Mission Statement is as follows "By the Grace of God and in loving fellowship we explore and celebrate the Christian Faith and

serve with the gifts we have been granted.”

We are embarking on a new relationship to share a minister with Bethany United Church, while remaining a distinct and separate pastoral charge. This is part of a broader recognition that we can't continue as we have been due to financial pressure. We look forward to finding ways to share expenses and ministry with other area congregations, including Bethany.

Resources

The greatest strength for Knox Edwards is its people. We are a very active, dedicated and highly involved group. We are friendly and fun loving and newcomers have told us they chose our church because of our friendliness and unpretentious nature. Everyone's input is valued and our decisions are made by consensus. Children are a very important part of our community. Our congregation is relatively stable with approximately 40 households and regular attendance in numbers between 15-22 people. We have a monthly fellowship deemed “Coffee Sunday” in addition to other community suppers hosted throughout the year.

Our building has seen many changes over the past 110 years. The relocation of our Church in 2000 provided us with substantially more interior space as well as ample parking. We have a recently remodelled kitchen that will serve our congregation's fellowship needs very well in the years to come. The sanctuary portion of the building is 24' x 34' and seats up to 90 people. There is both an organ and a piano, microphones, and projection screen capability. The minister's study is a bright sunlit space with a desk, filing cabinets, phone, photocopier, and meeting table. We have a Sunday School room that is used every Sunday by our children and a basement hall, with a capacity of 70, where we host events. There is a large lot adjacent to the church that is currently undeveloped.

Our financial picture is such that approximately 75% of the money is received through our weekly offerings. Knox Edwards had a gross revenue in 2015 of \$43,281.28 with expenses of \$44,067.17. Our net worth in 2015 was \$59,911.60.

Position Description

This is a two year appointment with an option to renew, to service two congregations -- Knox Edwards United and Bethany United. Combined the congregations can support a full time A to a full time B position. Services times will be set to accommodate the two services on Sunday mornings and allow for travel time between. 9:15 am at Knox Edwards, and 10:45 am at Bethany United. Based on a 40 hour work week, Knox Edwards will pay for 15 hours or 37.5% of the salary, and Bethany United the remaining 25 hours or 62.5%.

Administration and leadership:

Bethany: 3.75 hours a week on administration. Knox Edwards: 1 Total: 4.75

Office hours to be one morning a week. Attend Session, Board of Stewards and Official Board Meetings.

Worship:

Bethany: 7 hours a week. Knox Edwards: 7 Total: 14

Preparing and delivering Sunday sermons
Leading leadership team in worship

Wider church involvement:

Bethany: 2 hours a week. Knox Edwards: 2 Total: 4
Presbytery, Conference, General Council

Pastoral Care:

Bethany: 5.5 hours a week. Knox Edwards: 2.5 Total: 8
Baptism needs, Visiting those in need in hospital, retirement or long term care home, or member's personal home, guiding pastoral care team

Outreach:

Bethany: 2.5 hours a week. Knox Edwards: 1.25 Total: 3.75
Youth Initiatives
Creative involvement in the community.

Christian development:

Bethany: 2.5 hours a week. Knox Edwards: 1 Total: 3.5
Guiding Growth groups, Alpha, Discussion Groups / Bible Study

Ecumenical involvement:

Bethany: 1.25 hours a week. Knox Edwards: 0.75 Total: 2
Local ministerial gatherings, interfaith groups, etc

Skills Profile:

The ideal candidate will possess and exhibit the following skills:

- Leadership ability (especially in times of change)
- Dynamic speaker with ability to convey the word of God and apply it to everyday life
- Communicator/active listener
- Communicate effectively with all age groups
- Conflict resolution skills
- Adaptability
- Love of music
- Experience in or desire to learn about shared ministry is also a plus

Personal:

- Positive
- Caring
- Sense of humour
- Approachable
- Open to new ideas
- Outgoing/extrovert
- Demonstrate ethical practices
- Desire to become part of our extended family and form lasting relationships

Experience:

- One past position preferred
- Experience working with people
- Life experience
- Experience with shared ministry a plus

Terms we can offer

Knox Edwards United Church is prepared to negotiate (along with Bethany United Church) a viable terms package with the successful applicant based upon the years of service and on experience and skills brought to the position. This package will include, but is not limited to, the following:

- Remuneration in accordance with the United Church guidelines for category A or B. Government related deductions such as income tax, EI, CPP and other applicable Federal and Provincial deductions shall apply.
- Travel expenses at \$.41/km.
- Moving and Relocation Expenses to be negotiated and will be reimbursed according to United Church Policy.
- \$900 per year for telephone.
- Continuing education and learning amount of \$1,360, as prescribed by UCC Salary Schedule
- Part time secretary support (volunteer based).
- Pension and Group insurance in accordance with policy of United Church.
- Time off: Annual – 4 weeks (preferred in August, but some flexibility) and Study Leave of 3 weeks to be pro rated in accordance with United Church policy.

Recommendation

The JNAP Committee comprised of the individuals listed on the cover of this report submit the following recommendations:

1. That the Knox Edwards Pastoral Charge accept this Joint Needs Assessment Report as a true and accurate reflection of our position and needs at this time.
2. That Ottawa Presbytery declare a vacancy for a full-time minister to be shared between Knox Edward United (15 hours, 37.5%) and Bethany United (25 hours, 62.5%), and that it authorize the forming of a Joint Search Committee for March 2016 with the goal of appointing a minister.
3. That the Joint Search Committee seek an individual that best fits our needs and desires as set out in our Joint Needs Assessment Report.