

# Pastoral Relations: Community of Faith Ministry Profile

Template Last Revised – August 2022

**United Church of Canada Regional Council:** Pacific Mountain Regional Council

**Anglican Church Diocese:** Victoria, British Columbia: Anglican Diocese of Islands and Inlets

**Name of Community of Faith:** Christ Church Gabriola, A Collaborative Anglican-United Church

**Address:** 2600 South Road, Gabriola Island, BC V0R 1X7

**Recommendation:** A vacancy for .75 FTE Ordained Minister accountable to the United Church of Canada and the Anglican Church of Canada

**Date:** April 23, 2023

## Search Committee Members:

1. Lisa Griffith

2. Tim Leadem

3. Gar Lee

4. Brad Nixon

5. Alie Rietkerk

6. Mona Smart

7. George Westarp



Pastoral Relations  
Relations pastorales

The United Church of Canada  
L'Église Unie du Canada

## Living Faith Story

**NOTE: This document is also prepared for the Anglican Diocese of British Columbia**

### Abbreviations:

- ACC: Anglican Church of Canada
- UCC: United Church of Canada
- DBC: Diocese of BC (Anglican Church)
- PMRC: Pacific Mountain Regional Council (United Church)
- SMA: Shared Ministry Agreement for Christ Church Gabriola Shared Ministry (established 2017; updated 2020)

### Documents attached:

- Shared Ministry Agreement (2020)
- Covenant (2021)
- Strategic Plan (2022)
- 2022 Financial Statements

**FOR THE FOLLOWING QUESTION THAT RECURS IN EACH SECTION, OUR RESPONSE IS AS FOLLOWS:**

*How is your ministry connected to your Christian faith? How is it connected to your witness of the gospel?*

- Central to sustaining the life of our community is our Shared Ministry Agreement (SMA) approved July 1, 2017, the initial creation of which was inspired by 1 Corinthians 1:10 (NRSV) and for the following purpose and intent.

**Purpose:** “We the congregation of St. Martin of Tours (Anglican Church) and Gabriola United Church, who have the approval of our respective Church bodies, recognize the advantage of working together in a community of faith. Together, we commit ourselves to this Shared Ministry.

This new relationship will change and enable us to live more purposefully and completely and will foster inclusiveness, respect for diversity, wider perspectives of understanding, acceptance of discomforts, a willingness to learn and to grow together in our common faith, and a commitment to care for each other.”

**Intent:** “We are a Christian community of faith. In everything we do and in all our worship, we serve the ideals of justice, compassion, love and peace. We see Jesus as a model for our lives. We are not alone We live in God’s world. Our intent is:

- To worship and serve as one community of faith.
- To have one minister who ministers in the name of Jesus Christ.
- To encourage everyone to work together for the mutual benefit of all in Christ’s name.
- To seek a positive example of ecumenical relations on Gabriola.”

- Our Shared Ministry Agreement invokes Acts 4:32-33 (NRSV) as the basis for our approach to property and assets stating: “The two existing congregations will establish one combined congregation. All assets of both founding congregations will transfer to the Shared Ministry. ... [T]he success of the Shared Ministry will depend solely on the collective work, ministry and stewardship of the people of the Shared Ministry, with guidance from the Holy Spirit.”
- We have also created the following two statements and have begun a process to implement our strategic plan starting with the brainstorming of ideas from which to select and develop new community outreach initiatives.
  - Lands Acknowledgement: We acknowledge these lands upon which we worship are the traditional, ancestral and unceded territory of the Snuneymuxw First Nation.
  - Ministry Inclusiveness Statement: Whoever you are and wherever you are on life’s journey, you are welcome here!
- We have begun a process to live out our Covenant through the implementation of our strategic plan starting with the selection of covenant-aligned ideas from which to develop new community outreach initiatives.

Category Title	Guiding Questions
<b>Administration</b>	<p><i>List all the activities that currently support administration.</i></p> <ul style="list-style-type: none"> <li>• Volunteer coordinator for website &amp; email communications</li> <li>• Volunteer coordinator to implement Safe Church (ACC) &amp; Faithful Footsteps (UCC) policies</li> <li>• Monthly meetings of Church Council; monthly committee reports to Council</li> <li>• Regularly updated congregational contact lists</li> <li>• Weekly email newsletter</li> <li>• Roster process for scheduling volunteers to complete various tasks</li> </ul> <p><i>What level of administrative support is offered to your community of faith and to your ministry personnel? Is it staff? volunteer?</i></p> <ul style="list-style-type: none"> <li>• Our congregation is composed of approximately 40 to 50 active members, almost all of whom are seniors. Many administrative duties are undertaken by volunteers several of whom have professional and administrative expertise and experience.</li> <li>• Paid church administrator is contracted for 10 to 20 hours a month to support the minister as well as assist with church administrative tasks, as follows:           <ul style="list-style-type: none"> <li>○ Compile, format, and print bulletins (including scripture inserts) for all worship events, and distribute them by email to the scheduled musician and lay assistants.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Produce Sunday service PowerPoint presentations, as required.</li> <li>○ Compile, format, and print weekly announcements for distribution at in-person Sunday worship</li> <li>○ Liaise with the volunteer communications co-ordinator for pertinent information to be included in the emailed version of weekly announcements</li> <li>○ Purchase office supplies</li> <li>○ Maintain and update telephone greeting</li> <li>○ Monitor telephone messages daily and take appropriate action</li> <li>○ Manage all communications received by the church email address, passing along pertinent items to the appropriate person.</li> <li>○ Liaise with the volunteer church website administrator and provide information for website updates as required</li> <li>○ Report music usage to music licensing organizations</li> <li>○ Administer all church accounts, email addresses, passwords, etc.</li> <li>○ Update congregational contact lists</li> <li>○ Prepare schedules of volunteers to assist with worship services.</li> </ul> <p><i>What is the specific goal of your administration?</i></p> <ul style="list-style-type: none"> <li>● None written at present; however, in the conduct of our administrative work we aim to seek the guidance of the Holy Spirit to balance the priority of compassion with organized operations and wise stewardship of our property and assets.</li> </ul> <p><i>What model of governance do you use in your community of faith (e.g., council, official board, session)?</i></p> <ul style="list-style-type: none"> <li>● As per the SMA, we use a combination of the ACC Parish Council and UCC Church Council model. <ul style="list-style-type: none"> <li>○ Clergy (ex officio or denominational delegate)</li> <li>○ Treasurer</li> <li>○ Synod delegate</li> <li>○ Region delegate</li> <li>○ One trustee</li> <li>○ One churchwarden</li> <li>○ One to five members at large</li> </ul> </li> </ul> <p>The chair/co-chairs and secretary are chosen from Council members</p>

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	<p><i>What kind of information technology infrastructure does your community of faith have and use? Are there expectations around using social media?</i></p> <ul style="list-style-type: none"> <li>• Regular email communications with congregation</li> <li>• Technical capacity for hybrid services (simultaneously via Zoom and in-person) every Sunday.</li> <li>• High quality Sanctuary sound system</li> <li>• Microsoft Sway and other software to produce a weekly email newsletter</li> <li>• Website and Facebook presence, regularly updated</li> <li>• Social media postings at local sites</li> </ul> <p><i>How frequently do you review your financial situation? How would you describe your financial position?</i></p> <ul style="list-style-type: none"> <li>• The treasurer reviews our financial situation with Council at every monthly meeting after which a summary is released to the congregation.</li> <li>• See Financial Viability section.</li> </ul> <p><i>How much of your budget is allocated to administration?</i></p> <ul style="list-style-type: none"> <li>• See Financial Viability section</li> </ul>
<b>Community Outreach and Social Justice</b>	<p><i>List all the activities that currently support community outreach and social justice.</i></p> <ul style="list-style-type: none"> <li>• Budgeted activities on Gabriola: <ul style="list-style-type: none"> <li>○ September to June weekly soup lunch for the community</li> <li>○ Financial support for the People for a Healthy Community Society (PHC), the social services organization on Gabriola</li> <li>○ Financial support for other charities and the elementary school</li> </ul> </li> <li>• Budgeted activities both nationally and internationally <ul style="list-style-type: none"> <li>○ Financial support for the ACC Primate's World Relief &amp; Development Fund and the UCC Mission &amp; Service Fund</li> <li>○ Financial support for Plan International, a children's aid organization.</li> </ul> </li> </ul> <p><i>What is your specific goal related to community outreach and social justice?</i></p> <ul style="list-style-type: none"> <li>• The Outreach Committee "carries out the congregation's mission locally and further afield." (SMA; see Leadership section of this Profile.)</li> </ul>

Category Title	Guiding Questions
	<p><i>How is your work in this area connected to your Christian faith?</i></p> <ul style="list-style-type: none"> <li>• As stated in our Covenant:             <ul style="list-style-type: none"> <li>○ “We, Christ Church Gabriola, followers of Jesus Christ in a shared Anglican and United Church covenant as community with You to serve our community and the world:                 <ul style="list-style-type: none"> <li>- by living in love and justice, and by working for the well-being of the earth and its inhabitants</li> <li>- by serving the island community through offering our own resources</li> <li>- by collaborating with other agencies, and drawing on our connections with the wider community by listening and responding to a changing world, recognizing its needs so we know how to serve</li> <li>- by welcoming and integrating into our community all persons as Your children</li> <li>- sharing the good news of Your love with everyone”</li> </ul> </li> </ul> </li> </ul> <p><i>To what extent do you collaborate with other groups with common goals or interests?</i></p> <ul style="list-style-type: none"> <li>• CCG is a member of the Gabriola Health and Wellness Collaborative (GHWC), a community network of over fifty island organizations and individuals. The purpose of the GHWC is to create opportunities for mutual support, advocacy, and funding, to improve the health and wellness of all Gabriolans.</li> <li>• CCG also provides volunteers for many People for a Healthy Community (PHC) social service initiatives and the Gabriola Ecumenical Society (GES).</li> <li>• CCG supports two children, one in Africa, the other in the Philippines through an international aid organization.</li> </ul> <p><i>What are the unique needs or strengths or issues facing the community right now? How have you responded?</i></p> <ul style="list-style-type: none"> <li>• Need: Half of the island’s population is over age 63 (2021 census), and many live alone making social isolation a significant issue. Response: our weekly soup lunches and our financial support for PHC’s seniors’ programs are currently the major ways that CCG addresses this concern; also, currently piloting the Good Morning Contact program within the congregation before expanding it to the wider community.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Need: Affordable housing for people with low to moderate incomes is an extremely serious issue. Response: we provide occasional financial support to the Gabriola Housing Society.</li> <li>• Need: Support services for families. Response: Financial support for the elementary school programs.</li> </ul> <p><i>If someone were to visit your community of faith, how would they know you are involved in community outreach and social justice activities? Would community members (people not involved in your community of faith) describe you as being involved in specific local, global, or community issues? If you don't think your community of faith is seen as being involved in local or global community issues, how do you feel about that?</i></p> <ul style="list-style-type: none"> <li>• Almost every member of our church is actively engaged in a wide spectrum of community projects, initiatives, and collectives, some in leadership roles.</li> <li>• A recent survey of key members of the external community with whom we collaborate/partner and our own congregants revealed external stakeholders know little about the faith affiliation of our parishioners since they rarely speak about it outside the church.</li> <li>• Among CCG members, there is a wide range of opinion regarding if and how to identify CCG when our members participate in outreach activities.</li> </ul> <p><i>To what extent do you know and use General Council resources about specific justice issues (e.g., climate change, Indigenous justice, intercultural vision, becoming an Affirming congregation)?</i></p> <ul style="list-style-type: none"> <li>• Our congregants are familiar with denominational resources and not infrequently call one another's attention to these materials. Our worship services regularly include information from both denominations.</li> </ul> <p><i>How are those who are involved in community outreach and social justice activities supported by others in the community of faith?</i></p> <ul style="list-style-type: none"> <li>• Each year, the Annual Congregational Meeting approves the annual budget that contains the financial support for our current outreach activities</li> </ul>

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	<p><i>How much of your budget is allocated to community outreach and social justice activities?</i></p> <ul style="list-style-type: none"> <li>• See Financial Viability section. CCG tries to hold one fund raiser annually to support non-profit, front-line service-delivery organizations in the community; almost everyone in the congregation participates in some way.</li> </ul>
<b>Denomination and Communities</b>	<p><i>List all the activities that currently support your denomination and communities.</i></p> <ul style="list-style-type: none"> <li>• Regular attendance of ministry personnel and lay CCG representatives at diocesan and regional meetings/conferences/events.</li> <li>• Collaboration with several local agencies.</li> </ul> <p><i>What is your specific goal related to your denomination and communities?</i></p> <ul style="list-style-type: none"> <li>• Our SMA states a Synod and Region delegate must be a member of council; ministry personnel are encouraged to participate in Diocese and Region events, and church wardens are to provide a strong link between the parish and the Diocese.</li> </ul> <p><i>How important is it for your community of faith to be involved with other local leaders (not necessarily within the church) and/or with other faith communities and their leaders? How important is it that your minister is well-connected with other ministers (has a support network?) and with other community leaders outside the church (e.g., social service, ministerial, local politicians)? to the work of the regional council? to General Council activities?</i></p> <ul style="list-style-type: none"> <li>• Our SMA adheres to Anglican and United Church policy regarding ministry personnel and their involvement in denominational life, and actively encourages their participation. We also support the development of a clergy support network that may need to extend beyond our tiny island community.</li> <li>• A minister who is well-connected with community leaders outside the church is important. As Bishop Anna Greenwood-Lee recently wrote, “Jesus told us to go out in the world to love and serve our neighbours. Our Sunday worship is not an end in itself so much as a commissioning to go into the world as God’s people to join in with God’s work” (Faith Tides, Diocese of BC, November, 2022).</li> <li>• CCG does not have specific ministerial expectations regarding community organizations or agencies or level of involvement. It is</li> </ul>



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	<p>hoped the minister would consult with Council and the Personnel Relations Committee to identify organizations that are of mutual interest and benefit.</p> <p><i>What role do lay people play in developing and nurturing effective ministry partnerships? How do you expect the ministry personnel to work with other non-ministry paid staff? with lay people?</i></p> <ul style="list-style-type: none"> <li>• <i>Congregational-wide behavioral expectations:</i> We expect everyone in our community to communicate with respect, clarity, and directness. Such qualities are particularly crucial in a small congregation where the loss of even a couple of members due to infighting can be extremely harmful. We are all leaders in the sense that we are all responsible for the intentional effect of our thoughts, words and actions on others and, hopefully, as fellow pilgrims for the longer-term. It has been said of faith-based communities that “like stones in a bag, they rub each other to smoothness.”</li> <li>• <i>Personnel committee and other volunteer leadership expectations:</i> Our Personnel Relations Committee meets regularly with clergy and contracted service providers. The committee has the requisite experience and the compassion to facilitate honest conversations and negotiate resolutions. When conflicts do arise, the Personnel Relations Committee and other lay leaders work together to skillfully resolve matters.</li> <li>• <i>Council leadership expectations:</i> Our approach to council is to, at the beginning of each church year, orient new and remind continuing members of two key principles: 1) meeting norms and expectations 2) supermajority and consensus model of decision-making. The implementation of these two principles has proved helpful; at least over the past five years, council has not encountered an issue that could not be respectfully resolved.</li> </ul> <p><i>Is this a formal team ministry position? If so, what are the relationships among the team members—who reports to whom? Or are the relationships based in cooperation and collaboration?</i></p> <ul style="list-style-type: none"> <li>• CCG is a solo ministry; the minister works collaboratively with our contracted musical accompanist, volunteer musicians, church administrator, and council and committees.</li> </ul>

Category Title	Guiding Questions
<b>Faith Formation and Christian Education</b>	<p><i>List all the activities that currently support faith formation and Christian education growth (e.g., Sunday school, youth group, confirmation classes, seekers' group, Bible study, prayer circles, seniors' circles, spiritual practices, activities for families, parents of teens support group).</i></p> <ul style="list-style-type: none"> <li>• Occasional Bible studies, book studies</li> <li>• Focused studies, e.g., Advent, Lent, etc.</li> <li>• Lectio Divina group</li> </ul> <p><i>How is your work in this area connected to your Christian faith? Describe why you think this is important or unimportant.</i></p> <ul style="list-style-type: none"> <li>• As stated in our Covenant <ul style="list-style-type: none"> <li>○ We, Christ Church Gabriola, followers of Jesus Christ in a shared Anglican and United Church ministry, covenant as a community with You to learn and grow together by: <ul style="list-style-type: none"> <li>- developing our faith through scripture studies, prayer and other spiritual practices</li> <li>- exploring the Christian tradition and a range of theological studies</li> <li>- informing ourselves about issues of social and ecological justice</li> <li>- using respectful communication</li> <li>- examining issues from multiple perspectives</li> <li>- offering to the wider community opportunities to safely engage in conversations about matters important to life, faith and the world</li> <li>- lovingly supporting each other as we grow in Christ, creating opportunities to connect with each other in fellowship</li> <li>- finding ways to become more multi-generational</li> </ul> </li> </ul> </li> </ul> <p><i>How are the activities supported by ministry personnel? by lay people?</i></p> <ul style="list-style-type: none"> <li>• Our faith formation and education activities tend to be delivered and supported by a blend of ministry and lay people. Many of our congregants possess considerable education and knowledge in a variety of fields including theology and spirituality.</li> <li>• Our community includes two lay people who have completed the Lay Leadership and Worship training through the Anglican Diocese of BC, and an Anglican deacon.</li> </ul>

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	<p><i>To what extent do you think these activities are effective? How do you know they are or aren't?</i></p> <ul style="list-style-type: none"> <li>• Every activity ends with an opportunity to provide confidential written feedback. Responses indicate most activities are well received, partly the result of being long-time parishioners who know one another well.</li> </ul> <p><i>How important are small groups to supporting people in the formation of their identities as "disciples" and as members of this community of faith?</i></p> <ul style="list-style-type: none"> <li>• Many congregants have through long church affiliation been able to establish a clear faith identity and are confident and grounded enough in their own to respect the traditions of others.</li> <li>• We are a small enough community that some activities lend themselves well to whole group participation interspersed with small break-out groups. Some congregants prefer small learning groups; many others have their own individual faith study and prayer practice. Small group faith formation is a practice open to further experimentation before its importance could be determined.</li> </ul> <p><i>How much of your budget is allocated to supporting faith formation and Christian education activities?</i></p> <ul style="list-style-type: none"> <li>• Faith Formation and Education falls under Worship &amp; Education, and while there is no specific budget for faith development, funding requests for books and other materials generally receive support.</li> <li>• Worship &amp; Education Committee budget for 2022: See Financial Viability section</li> </ul>
<b>Leadership</b>	<p><i>List all the activities that currently support leadership.</i></p> <ul style="list-style-type: none"> <li>• Lay leadership training for communion assistants; prayers of the people; scripture readers.</li> <li>• Ministry personnel training through consultation with, and support of, the Personnel Relations Committee.</li> <li>• Committees have authority to carry out their work and have budgets to manage. They report to Council regularly. The following descriptions are from the original 2017 SMA and need to be updated.</li> </ul> <p>Worship &amp; Education Committee</p> <ul style="list-style-type: none"> <li>○ Responsible for all aspects of worship</li> <li>○ Includes Altar Guild, minister/worship leadership and music representative.</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Responsible for worship leadership, Sanctuary decorations, music, greeters, ushers, collection, worship statistics, all aspects of preparation for communion</li> <li>○ Preparation of the roster is a worship responsibility.</li> <li>○ An adequate sound system is a worship responsibility.</li> <li>○ Christian education, including youth and child activities, is included in the Worship Committee.</li> </ul> <p>Outreach Committee</p> <ul style="list-style-type: none"> <li>○ Carries out the congregation's mission, locally and farther afield.</li> <li>○ Includes Mission and Service Fund, Primate's World Relief and Development Fund.</li> <li>○ Financial support comes from individual contributions, but the committee communicates and promotes the work and needs of these funds.</li> <li>○ Community and world needs; working with local social agencies</li> </ul> <p>Pastoral Care Committee</p> <ul style="list-style-type: none"> <li>○ Cares for the members of the congregation.</li> <li>○ Supports newcomers, inactive members, prayer networks, Prayer Shawl ministry</li> <li>○ Promotes acceptance of diversity</li> <li>○ Arranges for spiritual care</li> </ul> <p>Finance Committee</p> <ul style="list-style-type: none"> <li>○ Includes Treasurer and Envelope Steward</li> <li>○ Responsible to manage finances and budget, as developed and approved by Council</li> <li>○ Budget preparation and reporting; payments and financial records.</li> <li>○ Regular independent review of financial records</li> </ul> <p>Property Committee</p> <ul style="list-style-type: none"> <li>○ Responsible for all aspects of property management</li> <li>○ Building maintenance, kitchen, insurance, bookings</li> <li>○ Yard maintenance</li> <li>○ Maintain Vancouver Island Health Authority requirements for water safety</li> </ul> <p>Personnel Relations Committee</p> <ul style="list-style-type: none"> <li>○ The work of the Personnel Relations Committee respects confidentiality</li> <li>○ Responsible for all relations with clergy and contractors according to the United Church Manual and the Canons of the Anglican Diocese of BC</li> <li>○ Responsible for contracts (i.e., cleaners, musicians, administrator)</li> <li>○ Provide support for clergy and lay workers</li> <li>○ Provide support for the congregation relating to personnel issues</li> </ul>

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	<p>Social/Fun Committee</p> <ul style="list-style-type: none"> <li>Encourages interaction between members of the congregation by planning social events</li> </ul> <p>Nominations Committee</p> <ul style="list-style-type: none"> <li>Ad hoc committee created by Council. As well as preparing nominations for annual elections, it will advise Council on filling any vacancies that may arise. Denominational balance on this committee and council is desirable</li> </ul> <p><i>What is your specific goal related to leadership?</i></p> <ul style="list-style-type: none"> <li>The minister, council, paid church administrator, church musician, and standing committees and volunteers practice a collaborative leadership model</li> </ul> <p><i>What kind of leadership skills are you looking for in your minister?</i></p> <ul style="list-style-type: none"> <li>Consensus-builder who takes time to consult in decision-making and enables others to participate.</li> <li>Leads based on a “hands joined” attitude — motivates, encourages, and supports others to share their own gifts for ministry.</li> <li>Highly personable approach to leadership—e.g., builds relationship and consensus, delegates and shares leadership appropriately.</li> <li>Leader not afraid to take risks, to try new things, and learn through both successes and mistakes.</li> </ul> <p><i>How much responsibility for leadership is placed on ministry personnel? on lay leaders?</i></p> <ul style="list-style-type: none"> <li>As per the collaborative leadership model by which we operate, and recognizing the minister to be the spiritual leader of the faith community, the exercise of leadership is a collaborative responsibility between clergy and laity.</li> <li>Our worship services include considerable lay participation (readers, prayers of the people, greeters, etc.)</li> </ul> <p><i>How does your community of faith support the development of leadership skills in ministry personnel? in lay leaders? How do you support lay people in discerning their gifts for leadership?</i></p> <ul style="list-style-type: none"> <li>We support ministry development through encouraging and providing funds for attendance at denominational learning events and activities.</li> </ul>

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	<ul style="list-style-type: none"> <li>For the most part, we tend to rely on the education and training our senior-aged parishioners acquired earlier in life.</li> </ul> <p><i>To what extent do you have the skills to address conflict and communication challenges in your community of faith?</i></p> <ul style="list-style-type: none"> <li>The Personnel Relations Committee has the requisite education, experience, and the compassion to facilitate honest conversations, mediate disputes and negotiate resolutions. When conflicts do arise, the Personnel Relations Committee and other lay leaders work together to skillfully resolve matters.</li> </ul> <p><i>How much of your budget do you allocate to leadership development for ministry personnel?</i></p> <ul style="list-style-type: none"> <li>See Financial Viability section</li> </ul>
<b>Pastoral Care</b>	<p><i>List all the activities that currently support pastoral care.</i></p> <ul style="list-style-type: none"> <li>Blue Christmas/Winter Solstice Service</li> <li>Card ministry</li> <li>Caring phone calls</li> <li>Home communion</li> <li>Home visitation</li> <li>Meal provision</li> <li>Prayer shawl knitting</li> <li>Prayer wheel</li> <li>Transportation</li> </ul> <p><i>What is your specific goal related to pastoral care?</i></p> <ul style="list-style-type: none"> <li>The Pastoral Care Committee “cares for members of the congregation” (PC Committee; see Leadership section in this profile).</li> </ul> <p><i>Have you identified specific spiritual care needs in your community of faith or local community for which special skills are required?</i></p> <ul style="list-style-type: none"> <li>Since the median age of the approximately 4,500 Gabriola residents is 63, a statistic our own congregation reflects being composed mostly of seniors, pastoral care for our wise elders is a key ministry. We recognize elders as being called by God to fulfill a vocation, but one that will be distinctive and appropriate to their age and experience.</li> </ul>

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	<p><i>How much time is spent on pastoral care by your current ministry personnel? To whom is pastoral care provided (e.g., members, adherents, community members)? Who (in addition to ministry personnel) provides pastoral care now?</i></p> <ul style="list-style-type: none"> <li>• Since the ministry position is not full-time, priority is given to urgent pastoral care and non-urgent visiting as ministry time allows. We try to offer pastoral care to all who request it.</li> <li>• Our minister works collaboratively with our extremely active and dedicated Pastoral Care Committee.</li> </ul> <p><i>What training do they have? To what extent are they supported by the ministry personnel?</i></p> <ul style="list-style-type: none"> <li>• Many pastoral care volunteers are former educators with extensive experience and training in inter-personnel communications. As committed Christians they are able to bring compassion and love to their practice of spiritual care.</li> <li>• We continue to provide training for pastoral care visiting and engaging in this ministry.</li> </ul> <p><i>How much of your budget is allocated to supporting pastoral care?</i></p> <ul style="list-style-type: none"> <li>• See Financial Viability section</li> </ul>
<b>Self-care</b>	<p><i>List all the activities that currently support self-care and spirituality within your community of faith (e.g., healing touch, spiritual practices).</i></p> <ul style="list-style-type: none"> <li>• While adjunct to CCG, many if most of our congregants are individually engaged in such activities as Bible study, contemplative/centering prayer, forest bathing, meditative walking, photography, bird watching, fine and hand arts, etc., that they clearly identify as spiritual practices.</li> <li>• Gabriola is conducive to such individual and small group spiritual practices and a positive attitude of self-care, being a beautiful rural island only a 25-minute ferry ride from Nanaimo, Vancouver Island. Known as the Isle of the Arts with an emphasis on all the fine and hand arts, the island supports an engaged and active lifestyle and includes several amenities: <ul style="list-style-type: none"> <li>○ Elementary school situated in our Village core area</li> <li>○ Medical facilities</li> <li>○ Proactive healthy approach to aging and retirement</li> </ul> </li> </ul>

Category Title	Guiding Questions
	<p><i>What is your specific goal related to self-care and spirituality within your community of faith?</i></p> <ul style="list-style-type: none"> <li>• No written goal at present.</li> </ul> <p><i>How do you love and support one another? How do you encourage participating members to find a balance (e.g., helping people not to burn out)? How vulnerable and honest are you able to be with each other? How would you describe the spiritual life of your community of faith?</i></p> <ul style="list-style-type: none"> <li>• As a small community composed of educated seniors with varied backgrounds who are striving for self-awareness and spiritual maturity, our congregants have experienced enough of life to avoid triangulated conversations, and to recognize the value of direct, honest dialogue, diverse opinions thoughtfully expressed, and of taking responsibility for their words and actions.</li> <li>• Our congregants are quite sensitive to the health and well being of one another, always ready to give appropriate pastoral care and undertake another's volunteer tasks. We do need to be more receptive and learn to accept help as well as give it when needed.</li> <li>• We pray at every gathering and thank people consistently for the work they do on an informal basis, while acknowledging we might want to adopt more formal ways of recognition.</li> </ul> <p><i>How much time is spent together as a community that isn't about raising money? How much do you like each other? How do you have fun together?</i></p> <ul style="list-style-type: none"> <li>• Our community is composed of many long-time members who genuinely enjoy one another and are in regular contact outside of Sunday worship.</li> <li>• Having weathered the pandemic, we are now working diligently to resume all our community outreach activities and congregational and worship life, and of remembering past traditions and ways of doing things, as well as adopting new ones, with hybrid worship being as an example.</li> <li>• We enjoy church get-togethers at different times throughout the year, and following the pandemic have begun socializing again, an example being our fifth anniversary held in September, 2022. We have also begun to reinstitute the celebration of milestone events – ninetieth birthdays, fiftieth wedding anniversaries, etc. We strive to make newcomers welcome.</li> </ul>



Category Title	Guiding Questions
	<p><i>How does your community of faith support the health and spiritual growth of your minister? How important is the health and spiritual growth of your minister for the health and spiritual growth of your community of faith?</i></p> <ul style="list-style-type: none"> <li>• CCG considers the physical, mental, emotional, and spiritual health of ministry personnel to be crucial to the exercise of Spirit-led leadership. Our Personnel Relations Committee encourages taking vacation time, the wise use of study leave, continuing education funds, and regularly consults with the minister to determine how best to use these resources to benefit both themselves and the community. We have also supported ministry who wish to receive coaching and/or spiritual direction.</li> </ul> <p><i>What do you hope your minister does to support their own health, wellness, and spiritual growth?</i></p> <ul style="list-style-type: none"> <li>• We would hope ministry personnel have adopted a healthy lifestyle and the usual prescripts for enjoying good health, e.g., balanced diet, regular exercise, adequate rest, joyful social life. If beneficial, the minister may wish to confer with Personnel Relations about this matter.</li> </ul>
<b>Worship</b>	<p><i>List all the activities that currently support worship</i></p> <ul style="list-style-type: none"> <li>• As stated in our SMA, a blended form of service is created using Anglican and United Church resources, and also others. <ul style="list-style-type: none"> <li>○ Flexible order of service with hymns</li> <li>○ Scripture reading including psalm with sung refrain</li> <li>○ Sermon/reflection of 15 to 20-minutes</li> <li>○ Periods of silence/contemplation</li> <li>○ Prayers of the people and Lord's Prayer, often sung</li> <li>○ Communion twice monthly as stated in the Shared Ministry Agreement</li> <li>○ Blessing/Benediction</li> <li>○ Shared Ministry Agreement makes specific reference to the following worship elements: order of service with welcoming statement; musical components arranged cooperatively with musicians and ministry personnel; welcoming atmosphere with banners, hangings, and decorations, both floral and other, conducive to worship.</li> </ul> </li> </ul>

Category Title	Guiding Questions
	<p><i>What is your specific goal related to worship within your community of faith?</i></p> <ul style="list-style-type: none"> <li>The Worship Committee “is responsible for all aspects of worship” (SMA; see Leadership section).</li> </ul> <p><i>How is your work in this area connected to your Christian faith?</i></p> <ul style="list-style-type: none"> <li>As stated in our Covenant <ul style="list-style-type: none"> <li>We, Christ Church Gabriola, followers of Jesus Christ in a shared Anglican and United Church ministry, covenant as a community with You to worship with openness to the movement of Your Spirit, by using inclusive language, musical diversity, creativity, and the grounding we have in our traditions.</li> </ul> </li> </ul> <p><i>How do you use technology in worship?</i></p> <ul style="list-style-type: none"> <li>Our services are hybrid and interactive via Zoom from our Sanctuary.</li> </ul> <p><i>Describe the demographic profile of your community of faith at worship.</i></p> <ul style="list-style-type: none"> <li>Our worshipping community tends to remain fairly stable and constant from Sunday to Sunday and is composed of approximately 25-35 regular attendees, almost all seniors.</li> <li>As stated in our SMA, a blended form of service using Anglican and United Church resources, but also others, is created. The Sunday service is held at 10:00am in our traditionally designed Sanctuary (pews facing forward), with communion every first and third Sunday, supplemented by a mid-week communion twice monthly. Communion is an important component of our worship life, recognizing it to be complex theology.</li> <li>As stated in our SMA, services are also held on those days related to the church calendar and the Christian year. In addition, other special services such as mid-winter/Blue Christmas and Bless the Animals Service, may be held in consultation with ministry personnel and the Worship Committee.</li> </ul> <p><i>What aspects of the worship service are led by the minister? by lay leaders?</i></p> <ul style="list-style-type: none"> <li>The minister designs and leads the overall service which tends to follow a set model each week. The services tend to be highly responsory with considerable lay involvement particularly with respect to the following: scripture reading; communion assistance;</li> </ul>

Category Title	Guiding Questions
	<p>prayers of the people; music. Our worship volunteers are competent, talented and deeply committed to their faith.</p> <ul style="list-style-type: none"> <li>• We have held lay-led services that have been well received and look forward to doing more.</li> </ul> <p><i>What makes worship inspiring for your community of faith?</i></p> <ul style="list-style-type: none"> <li>• We strive for worship that is meaningful to everyone most of the time, recognizing it is a challenge to offer experiences that will resonate with those who do not attend church regularly or at all. Based on feedback from our congregation, through a thoughtful, planned approach to designing and executing Sunday service that combines a balance of word, music and silence, our parishioners indicate they are spiritually nourished.</li> <li>• We also enjoy our Sanctuary, with its beautiful contemporary stained-glass windows bringing in much natural light to help make the space bright, and its clean simplicity of design creating a sense of calmness and quiet.</li> </ul> <p><i>What type of worship leadership is most frequently used during sermon time (e.g., sermon delivered by minister, sermon with dialogue, dialogue based on the text, drama)? What is meaningful for you in sermons in terms of content, relevance, academic/theoretical/historical components, length?</i></p> <ul style="list-style-type: none"> <li>• The minister has generally delivered the sermon of approximately 10 to 20 minutes in length. We are open to and have experimented with other ways of delivering and using sermon time. Our minister extracts meaning from interweaving biblical history and interpretation with contemporary day-to-day life.</li> <li>• Generally, every service includes at least the Hebrew and gospel RCL reading as well as a psalm with a sung refrain.</li> <li>• Our services use traditional as well as contemporary liturgical resources all of which reflect progressive theology, e.g., IONA, "Enfleshed: spiritual nourishment for collective liberation;" biblical interpretive series "Feasting on the Word."</li> </ul> <p><i>Who usually leads prayer? Do participants offer prayers aloud? in silence? Are there sung prayers? circle prayers? written-down prayer requests?</i></p> <ul style="list-style-type: none"> <li>• The minister usually leads the prayers with a lay member writing and delivering "prayers of the people" which includes moments of</li> </ul>

Category Title	Guiding Questions
	<p>silence and is usually followed by the Lord's Prayer, often sung. We close with a blessing in which everyone participates.</p> <ul style="list-style-type: none"> <li>Over the years, we have experimented with almost every type of prayer format and are always open to trying different forms.</li> </ul> <p><i>What translation of the Bible are you most comfortable with?</i></p> <ul style="list-style-type: none"> <li>While we often use the NRSV translation, we do and are open to using other versions.</li> </ul> <p><i>Is music most often accompanied by organ? piano? praise band? no accompaniment? What types of music are most frequently used (e.g., classical church music, traditional hymns from Voices United, other contemporary hymns, secular music that lends itself to worship)? Is there a choir? a children's choir? other musical groups? Are there professional musicians in music leadership?</i></p> <ul style="list-style-type: none"> <li>Music has sometimes been a challenge when worshipping via Zoom only, but now with our hybrid services, recent recruitment of a competent accompanist, a good quality piano, a beautiful new organ, the potential for guest organists, and willing and talented musicians – e.g., violin, flute, saxophone, handbells, xylophone – and singers in our congregation (who form a small choir), music is once again becoming a significant part of our service. Several members possess musical backgrounds and we enjoy a range of music from both <i>Voices United</i> and <i>More Voices</i>, as well as other sources. We hope to begin offering a jazz vesper evening soon.</li> </ul> <p><i>How comfortable is your community of faith in experimenting with worship? Give an example of some experiments you've tried and what you've learned.</i></p> <ul style="list-style-type: none"> <li>Examples of experiments with worship include small group discussion format and circular seating, both of which were well received.</li> </ul>
	<p><i>How do you support the ministry personnel to grow in their worship leadership? How do you support lay people to grow in their worship leadership?</i></p> <ul style="list-style-type: none"> <li>Our Personnel Relations Committee encourages and supports our ministry personnel to identify and acquire any education and training, including worship, they believe will enhance their own and</li> </ul>

Category Title	Guiding Questions
	<p>thereby the congregation's spiritual growth. With respect to lay worship leaders, while we have offered some training it is an area in which we could do better.</p> <p><i>How much of your budget is allocated to providing inspiring worship?</i></p> <ul style="list-style-type: none"><li>• See Financial Viability section.</li></ul>

## Congregational Demographics

You can complete the Congregation Demographics for the most recent year, with information from your statistical forms. Combined Anglican and United congregations.

Number of Preaching Places: \_\_\_\_1\_\_\_\_

Number of Church Schools: \_\_\_\_0 (5 children)\_\_\_\_

Number of houses under Pastoral Care: \_\_\_\_50\_\_\_\_

Number of financially supported households: \_\_\_\_0\_\_\_\_

Number of Baptisms (adult): \_\_\_\_0\_\_\_\_

Number of Baptisms (children): \_\_\_\_0\_\_\_\_

Number of Marriages: \_\_\_\_2\_\_\_\_

Number of Funerals: \_\_\_\_3\_\_\_\_

Total Membership, Resident and Non-Resident (previous year): \_\_\_\_81 (on 2021 contact list)\_\_\_\_

Membership Rec'd by Profession of faith: \_\_\_\_0\_\_\_\_

Received by Certificate or Other: \_\_\_\_1 (attendance)\_\_\_\_

Removed by Death: \_\_\_\_2\_\_\_\_

Removed by Certificate or Other: \_\_\_\_2 (moving)\_\_\_\_

Total Membership, Resident and Non-Resident: \_\_\_\_77\_\_\_\_

Total Non-Resident Membership: \_\_\_\_5\_\_\_\_

Identifiable Givers to Local Expenses: \_\_\_\_50\_\_\_\_

Identifiable Givers to Mission and Service Fund: \_\_\_\_50 (in budget)\_\_\_\_

Average Weekly Attendance at Sunday Worship: \_\_\_\_33\_\_\_\_

Total Membership, Church School: \_\_\_\_5 children, no Church school\_\_\_\_

Total Membership in Christian Education Program Groups: \_\_\_\_12\_\_\_\_

Membership of Men's Groups: \_\_\_\_0\_\_\_\_

Membership of Women's Group: \_\_\_\_0\_\_\_\_

## Financial Viability Review

Community of Faith: Christ Church Gabriola

Date: Sources: Financial Statements 2018 - 2022 Note: Shared Ministry in place July, 2017.

### 1. Do your expenses exceed your revenues?

Year	Revenues Offering (PAR, env, loose & all other revenue incl. fundraising, GIC interest)	Amount given through envelop es	Amount given through PAR	Expenses (All expenses, including charitable giving. Depreciation listed separately)	Do expense s exceed revenue s? (yes/no)	Bank balance at end of year (Chequing, Savings, Special Projects, investments) No Receivables.
Jan.1- Dec.31 (2022) (Bldg closed Jan-Mar)	\$137,118 (increase due to a successful stewardship campaign in 2022)	\$70,886	\$54,134	\$106,277 Depr. \$10,901 (Organ)	no	\$238,431
1 year ago 2021 (COVID)	\$117,340	\$41,874	\$65,515	\$106,284 Depr. \$11,522 (Organ)	no	\$203,624
2 years ago 2020 (COVID)	\$117,852 (w/o extraordinary item: organ)	\$44, 463	\$66,270	\$115,067 Depr. \$7,140	no	\$215,914
3 years ago 2019	\$122,360	\$47,315	\$59,680	\$122,485 Depr. \$4,644	no	\$206,488
4 years ago 2018 First full year Shared MInistry	\$108,4452	\$49,452	\$55,135	\$111,887 Depr. \$5,450	yes	\$198,098
5 years ago	\$	\$	\$	\$		\$

## Comments

Please include any comments you think are pertinent to your situation—renovations, special fundraising, money that comes in as revenue that you really don't have use of because it goes out to organizations, GICs, term deposits, memorial fund, support of Mission & Service, no minister, or minister on sabbatical. These comments help you understand why expenses might grow one year and revenues another.

A recent financial statement is included as part of this document's submission.

## 2. Payroll Costs

At present we have called or appointed the following paid staff, and hired the following contractors:

Minister: 30 hours per week (75%)

Secretary: 4.5 hours per week (contract)

Custodian: 2.5 hours per week (contract)

Musician: ~\$175/ in-person service (contract)

Bookkeeper: ~5 hours/mo (contract)

Other (youth, Sunday School, etc.): N/A\_ hours per week

Cost of payroll is \$ paid plus employer contributions (EI, etc.) for everyone: Minister (employee) and 4 contract positions: Janitor, Secretary, Musician, Bookkeeper. Note – Building closed from March 2020 – March 2022 (COVID). Janitorial, Maintenance, Utilities costs were reduced. We had no permanent Musician from June 2021 to June 2022, resulting in lower Musician costs. Minister had 1 month unpaid leave of absence in 2022.

\* Minister; \*\* Contractors

Current year YTD 2022	1 year ago 2021	2 years ago 2020	3 years ago 2019	4 years ago 2018	5 years ago	6 years ago
*\$63,661	*\$65,855	*\$63,395	*\$61,490	*\$61,004	\$	\$
**\$14,827	**\$14,696	**\$17,864	**\$20,581	**\$18,078		

**3. Have you experienced a deficit for more than two consecutive years in the last five years? No.**

During COVID we had reduced expenses and steady income.

**4. Are there any outstanding loans? No.**



**5. Do utilities, maintenance, and repairs exceed 25 percent of revenues? No.**

<b>Year</b>	<b>Utilities (Power and purchased Water)</b>	<b>Fuel (N/A)</b>	<b>Maintenance</b>	<b>Total *Util + Ongoing Maintenance **Capital repairs, upgrades, etc</b>	<b>Exceeds 25% of Revenues (Yes or No)</b>
Current year: 2022 to Dec 31	\$1349 (new heat pump, new roof reduced heating costs)	\$	\$3150. (tree down on electrical lines)	*\$4499 **\$5484	no
1 year ago 2021	\$1981	\$	\$1614	*\$3595 **\$26,383.	no
2 years ago 2020	\$1962	\$	\$1162	*\$3124	no
3 years ago 2019	\$2387	\$	\$2698	*\$5,085 **\$1,485.	no
4 years ago 2018	\$3279	\$	\$492	*\$3771 **\$8,400	no
5 years ago	\$	\$	\$	\$	

**6. How many contributors support your congregation?** Total includes regular and occasional donors.

<b>Current year (YTD Oct 2022)</b>	<b>1 year ago (2021)</b>	<b>2 years ago (2020)</b>	<b>3 years ago (2019)</b>	<b>4 years ago (2018)</b>	<b>5 years ago</b>	<b>6 years ago</b>
50	53	59	62	65		

**7. How many contributors would you have in each age group this year? (2022)**

0–20 years	
21–30 years	
31–40 years	
41–50 years	1
51–60 years	1
61–70 years	11
71–80 years	19
81+ years	18

**8. Is there a reliance on a few generous contributors where 50 percent of the revenues come from one or two contributors?** Two donor households combined contribute about 25% of total donations.

#### Contributors and Givings

Annual giving	Number of givers: Current year (2022)	1 year ago 2021	2 years ago 2020	3 years ago 2019	4 years ago 2018	5 years ago	6 years ago
\$0–\$100	2	3 (Covid: no offerings in - person)	11	9	12		
\$101–\$500	8	13	9	15	12		
\$501–\$1,000	9	6	7	8	10		
\$1,001–\$5,000	25	24	26	25	26		
\$5,001+	6	6	6	5	5		

**9. Have you taken part in a stewardship project (campaign) in the past two years?**

☐ No project

☒ Letters to congregation when we have the need

☐ Regular information and letters sent to all members and adherents

☒ Program such as *Called to Be the Church* ([www.stewardshiptoolkit.ca](http://www.stewardshiptoolkit.ca)) with information during worship, letters, and a request for commitment

☒ Program and information presented at a congregational get-together

☐ All-member visitation

☐ Other

If you did, what were the results?

2022 was the Year of the First Stewardship Campaign for Christ Church Gabriola, and the drive was a big success. Donors contributed almost \$30,000 to the Church: approximately half as lump sum

donations, and half as increases in regular contributions. Participation rate among regular contributors was 85%.

Without the Stewardship drive, the 2022 Church Offering revenue would have been \$98,000 due to deaths and re-location of donors, compared to \$107,000 in 2021. The additional Stewardship donations enabled the Church to meet and exceed 2021 offerings, resulting in 2022 offerings of ~\$127,000, an increase of 19% above 2021.

Have you encouraged members, yearly or more regularly, to increase PAR givings? ☐ Yes x ☒ No

**10. Please list any investments, special funds, and other monies your community of faith holds. What are the rules/restrictions around the use of those funds?**

Special Projects Acct. (\$7459) –Not to be used for Operations.

GICs – one 3mo (\$26,299), one 1 yr GIC (\$25,000), one 2 yr GIC (\$25,000), one 3 yr GIC (\$100,000). No restrictions.

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*Having examined your current financial situation, you will want to examine the minister's salary schedule ([www.united-church.ca/leadership/church-administration/ministers-salary-schedule-and-cost-living-groups](http://www.united-church.ca/leadership/church-administration/ministers-salary-schedule-and-cost-living-groups)) and work with your treasurer to determine the cost of ministry personnel at different increment categories. This will include salary, allowances, and employer contributions to government plans, pension, and benefits. Your treasurer will perhaps understand these tools more clearly than members of the search team.*

- The United Church of Canada provides Budgeting Tools for Treasurers for both ministry personnel and lay employees on the General Council website: [www.united-church.ca/leadership/church-administration/budgeting-tools-treasurers](http://www.united-church.ca/leadership/church-administration/budgeting-tools-treasurers).*
- In addition to the employer costs noted in the tables in these United Church tools, there are employee and employer premiums for Employment Insurance and Canada Pension Plan. (Tables for these costs are available on the Canada Revenue Agency website: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca).)*

### **Thinking about the Data You Have Collected**

The covenant with a minister that you call is seen to be at least a three-year commitment. Show how you will be able to meet that commitment.

### **Observations**

Treasurer's observations: The Finance Committee has completed several 12-year forecasts to examine the viability of Christ Church Gabriola's financial situation including assumptions for regular stewardship campaigns and attracting new donors. These forecasts predict that for 3-5 years our congregation can reasonably support a 75% FTE minister up to Level D (8-10 years of experience). This conclusion is based on the forecast assumptions remaining valid, and acknowledges that we will need to supplement revenue from our investments. To be good stewards, the Church will need to seriously re-evaluate the financial situation and the assumptions in the financial forecast at five years.

Community of Faith Profile team's observations (if separate from above):  
Search Committee concurs with the treasurer's observations.

Regional council's observations (optional):

### **Recommendations**

Now that you have all of this information, what is your plan for ministry (ministry stream, highest category you feel you can afford, full- or part-time), and how are you planning to pay for this ministry for at least a three-year commitment?

Recommendation of search team, treasurer, and governing body:

Christ Church Gabriola community of faith is viable to call/appoint a minister in Category D (8-10 years of ministerial experience) \_\_\_\_ for 30 hours per week.

## Manse Information Summary Sheet

### Identification of the Manse

N/A

Street and mailing address

City	Province	Postal code
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### Area Data

Neighbourhood: ☐ Apartments ☐ Residential ☐ Rural  
☐ Industrial ☐ Commercial

Distance to: Schools: \_\_\_\_\_ km Church: \_\_\_\_\_ km  
 Shopping: \_\_\_\_\_ km Transportation: \_\_\_\_\_ km

Access: ☐ Paved roads ☐ Sidewalks ☐ Other

Services: ☐ Municipal water ☐ Sewers ☐ Well ☐ Septic system

Size of lot: \_\_\_\_\_

Type of manse: ☐ Bungalow ☐ Split-level ☐ Detached  
☐ Semi-detached ☐ Apartment ☐ Mobile home

Number of stories: ☐ 1 ☐ 1.5 ☐ 2 ☐ 3

Number of bedrooms: \_\_\_\_\_ Number of bathrooms: \_\_\_\_\_ Number of living spaces: \_\_\_\_\_

Floor plan (link to file, if available)

### Features of the Manse

#### Utilities

Electrical wiring: ☐ 200 amps ☐ 100 amps ☐ Cable TV ☐ Phone service \_\_\_\_\_ # of jacks

Heating system: ☐ Hot water ☐ Gravity air ☐ Forced air ☐ Electric

Estimated annual heating cost: \$ \_\_\_\_\_

Fuel: ☐ Gas ☐ Oil ☐ Wood ☐ Electricity ☐ Other

Outbuildings: ☐ Garage (size) \_\_\_\_\_ ☐ Garden shed (size) \_\_\_\_\_  
☐ Other \_\_\_\_\_

Storms and screens: ☐ Wood ☐ Aluminum

All rooms                      Some rooms                      No rooms

Window shades ☐ ☐ ☐

Curtain rods ☐ ☐ ☐

Curtains/drapes ☐ ☐ ☐

Rugs/carpets ☐ ☐ ☐

Appliances: ☐ Electric stove ☐ Gas stove ☐ Refrigerator ☐ Freezer ☐ Dishwasher  
☐ Dryer ☐ Automatic washer ☐ Other \_\_\_\_\_

Type of insulation: \_\_\_\_\_

Other equipment: ☐ TV aerial/cable/dish ☐ Lawnmower ☐ Snow removal equipment

Safety equipment:

Location of smoke detectors: \_\_\_\_\_

Location of carbon monoxide detectors (if gas is used): \_\_\_\_\_

Location of fire extinguishers: \_\_\_\_\_

Insurance: Insurance coverage on the manse has been reviewed on (date): \_\_\_\_\_

Furniture: Manses are generally unfurnished. If there is any furniture, a list is attached:

☐ Yes ☐ No

Recent photo attached to ministry personnel copy: (link to file, if available)

Current monthly rental market value of manse \$ \_\_\_\_\_

Attachments documenting agreed repairs and timelines: (link to file, if available)

**The required features of a manse include heavy appliances (fridge, stove, washer and dryer), window coverings, and rugs. The pastoral charge is also responsible for the annual cost of heat over \$800.**

## Real Property Worksheet

Please list all church property, including manses, building lots, or other property held separate from the church land and building. Include the street address.

N/A

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Congregational property is sometimes listed in the name of one of the denominations that formed The United Church of Canada. Has the title for these properties been confirmed as being properly held as the property of a congregation of The United Church of Canada?

Yes \_\_\_ N/A \_\_\_\_\_

No \_\_\_\_\_

Title is held 50% Anglican Diocese of BC and 50% UCC Trustees.

## Cemeteries

Please list all cemeteries, including any previously connected with the congregation and no longer operated by it. Please include cemeteries of congregations that may have amalgamated or from existing congregation.

N/A

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Name of Called/Appointed Minister or Pastoral Charge Supervisor:

Reverend Sally Bullas

Date: Jan.1, 2023 (for 6 months) \_\_\_\_\_



## Financial Statement

### Total Raised for all Purposes by Dec 31, 2022

(A) Congregational Givings: \_\$128,194\_\_\_\_\_

(B) United Church Women: \_\_N/A\_\_\_\_\_

(C) Other Organizations, Sources and Means: \_\$8,924 \_\_\_\_\_

Replacement Value of Church Building(s) and Content: \_\_\$1,135,000\_\_\_\_\_

Value of Manse and Site: \_\_N/A\_\_\_\_\_

Housing Allowance: \_\_N/A\_\_\_\_\_

Value of Other Property, Endowments, Investments, etc. : \_\_\$176,299\_\_\_\_\_

Estimated Value of Church Land: \_\_\$89,937\_\_\_\_\_

Property Insurance on All Church Buildings and Contents: \_\_\$1,135,000\_\_\_\_\_

Total Liabilities in Loans, Mortgages, etc. : \_\_\$0\_\_\_\_\_

Expended for Local Capital Improvements: \_\_\$0\_\_\_\_\_

Expended for Capital Debt Principal and Interest Repayment: \_\_\$0\_\_\_\_\_

Expended for Operation of Pastoral Charge (incl. All Salaries) : \$106,277\_(including Outreach)

M&S Received from Pastoral Charge (Exclusive of U.C.W.) : \_\$1000.\_\_\_\_\_

M&S Received from United Church Women: \_\_N/A\_\_\_\_\_

Paid Out for Other United Church Appeals or Funds: \_\_\$0\_\_\_\_\_

Paid Out for Other Purposes (Hospital, Bible Study, Etc.) : \$5,416 (All Outreach excluding M&S)

Compensation Paid to One Minister, Lay Supply or Student Supply: \_\_\$65,617\_\_\_\_\_

Compensation Paid to Other Ministerial Staff: \_\_N/A\_\_\_\_\_

Travel Expenses Paid to Ministerial Staff: \_\_N/A\_\_\_\_\_

## Position Description

**Position Title:** Minister, United Church of Canada, or Priest, Anglican Church of Canada.

**Closing Date:** Open until position is filled

**Start Date:** To be negotiated

### Position Profile

☐ Full-time

☒ Part-time: .75 Full Time Equivalent

Hours per week: 30 hours

☒ Solo

☐ Team ministry

If team, describe full ministry complement

### Position Summary

We are enthusiastic about our Shared Ministry and we are hoping that our new minister will help us to continue carrying this momentum forward. The minister will work within the framework of progressive theology, a faith that questions tradition, accepts human diversity, emphasizes social justice and environmental stewardship. She/he will be a collaborative leader with a sense of humour.

The minister must be open to and sympathetic with the basic concept of Shared Ministry as outlined in our Shared Ministry Agreement (SMA). The minister will accept the responsibility to minister in the name of Jesus Christ to all people within the congregation in a professional manner, respecting confidentiality, and professional boundaries. The minister will be the one most suitable for the Shared Ministry on Gabriola Island, regardless of denomination.

### Accountable to:

The minister will be accountable to the Christ Church Gabriola Council through the Personnel Relations Committee. A training and mentoring program will be arranged with the partnering denomination to enable clergy to feel competent and comfortable. The minister will have a relationship of support and collegiality with the members of their region and diocese.

A United Church Minister is accountable to the governing body, through the Ministry and Personnel Committee, to the Office of Vocation for oversight and discipline, to Pacific Mountain Regional Council for the pastoral relationship. This position has a relationship of support and collegiality with the members of the Pacific Mountain Regional Council.

An Anglican Minister is accountable to the Anglican Diocese of BC for professional and vocational oversight.

### Autonomy in Decision-Making

The minister will be given considerable autonomy and latitude in decision making and is expected to work independently. However, clergy are also to possess the maturity to know when it is appropriate to consult with Council and our committees as per our collaborative leadership model, particularly with our Worship Committee which meets almost every month.

Within the progressive, theological framework described above, the minister may operate with respect to **autonomy and decision making** in the following way.

#### *Worship and Christian Education*

- The minister will have ultimate responsibility for worship and Christian education in consultation with the Worship Committee.

#### *Pastoral Care*

- The minister will collaborate with our Pastoral Care Committee to identify and care for those in the congregation who need prayer and support and how best to deploy clergy and volunteer time to meet pastoral needs.

#### *Community Outreach*

- The minister is encouraged to consider lay leadership in areas such as social justice and environment issues.

#### *Other Areas of Church Life*

- Our Personnel Relations Committee and Church Warden are open to and adept at consulting and working collaboratively with the minister.
- As mandated by the United Church an allowance is provided for telephone, mileage and other travel-related expenses, and continuing education/study leave.

### **Principal Areas of Responsibility and Associated Duties**

#### **Administration**

Following are the minister's usual administrative and governance- related tasks. As much as possible, day-to-day administrative duties and tasks are undertaken by CCG volunteers.

- Attend monthly council and worship committee meetings, and personnel relations meetings as scheduled and/or requested, and; other meetings as per consultation with personnel relations and committee chairs and as time permits.
- Support CCG's Covenant and Strategic Plan.
- Assist with the compilation of church statistics, e.g., number of funerals, weddings, baptisms, etc.
- Meet with prospective new members, couples planning marriages/weddings, families wishing baptism, memorial services.
- Submit receipts for approved ministry-related expenses in order to be reimbursed.
- Maintain annual standards of practice as required by the denominations.
- Complete the necessary ministerial administrative tasks required by the denominations.

**Community Outreach and Social Justice**

- The minister will be visible in the community and is encouraged to consult with Personnel Relations concerning agencies and community groups on Gabriola Island and how to become involved. The minister will recognize there is a strong interest in social justice and environmental issues on Gabriola Island.

**Continuing Education**

- The minister will pursue personal, vocational, and professional goals for continuing education in consultation with the Personnel Relations Committee and as approved by Council. Regular study leave is provided as per denomination standards.

**Denominations and Communities**

- The minister is under the denominational authority in which they were ordained.
- The minister will attend council meetings and support the working committees as required.
- The minister will balance the hours of a part-time position and a shared ministry to strategically select and attend Anglican and United Church regional and national events and meetings. (As a work-related activity, associated travel costs are reimbursable.)
- The minister will be aware of the various community groups the Church is involved with, i.e., Remembrance Day service, People for a Healthy Community (PHC), etc. While CCG does not have specific ministerial expectations regarding community organizations or agencies, it is hoped the minister would consult with Council and the Personnel Relations Committee to identify organizations that are of mutual interest and benefit.

**Christian Education**

- Our Christian Education activities tend to be delivered and supported by a blend of ministry and lay people. The community is open to a wide range of faith-related topics and activities.
- The minister will relate the gospel to the everyday experience of congregants and encourage and support adult faith education, Bible and book studies and shorter learning activities for Advent-Christmas-Epiphany and Lent-Easter-Pentecost. The minister will encourage participation in the Anglican Diocesan and Regional Conference educational opportunities.

**Leadership**

- CCG is a solo ministry with the minister practising collaborative leadership with our paid church administrator, church musician, council, and committees. The minister will work with the congregation to live out our Shared Ministry Agreement, Covenant, Strategic Plan, and the implementation of our strategic plan proposals.
- The minister will identify and address conflict in a compassionate manner.
- The minister will foster good communication, act in a cooperative, collaborative way, provide thoughtful counsel and the appropriate use of authority with support from the Personnel Relations Committee.
- Lay leadership training for worship and pastoral care will be an important aspect of the minister's role.
- The minister's leadership style will reflect the following:

- Leads “from behind”—motivates, encourages, and supports others to share their own gifts for ministry.
- Highly personable approach to leadership—e.g., builds relationship and consensus, delegates, and shares leadership appropriately.
- Not afraid to take risks, to try new things, and learn through both successes and mistakes.

### **Pastoral Care**

- The Pastoral Care Committee tries to offer pastoral care to any who request it, collaborating with the minister to manage clergy time and other constraints and our able pastoral care volunteers to best meet the needs. Since the ministry position is not full-time, priority is given to urgent pastoral care and non-urgent visiting as the minister’s time allows.
- Our policy (2016) for the Celebration of Life Service or Memorial Service explains that the incumbent minister is given first opportunity to conduct this worship service, and no fees are requested. Any arrangements for time compensation may be made with the Personnel Relations Committee.
- Our policy (2021) for wedding ceremonies explains they are generally performed by the CCG minister. If not available, the minister will recommend another local licensed minister. If the couple’s preferred minister is from outside CCG, permission for them to perform the ceremony must be granted by the CCG minister. A fee is charged for weddings since they are not included in the minister’s regular duties and salary.
- No specific pastoral training is required. We seek a minister who has the ability to conduct visits that balance compassionate listening, conversation, and silence.

### **Self-Care**

- The minister is responsible for modeling and maintaining a healthy balance in their own lives. The minister will exhibit good time management skills and manage time for work, family, friends, personal development, and spiritual renewal.
- The minister sets personal goals for ongoing self-care by maintaining a healthy balance of their own physical, emotional, and spiritual well-being to include rest, recreation, and professional development. The minister may wish to collaborate with Personnel Relations to meet goals.

### **Worship**

- The minister will conduct regular worship services. Worship services will be held every Sunday as well as on those days related to the church calendar and the Christian year. The minister will normally provide all worship services other than specific exceptions stated in the employment agreement (vacation, study leave, etc.). Other special services such as “Blue Christmas Service” and “Blessing of the Animals Service” will be included as agreed upon by the Minister and the Worship Committee.
- The minister will independently prepare the weekly worship bulletin using the Revised Common Lectionary, and the United Church, Anglican, IONA and other resources. Administrative support is available to format and print the bulletin.
- The minister will independently design and select all the components in the Order of Service including music for every worship service. In the implementation of music selections, the minister

will work collaboratively with our paid church musician and music volunteers including our small choir.

- The minister will consult with the Worship Committee regarding any significant changes, overall themes, un-budgeted costs and/or out-of-the-ordinary ideas/requirements to the Order of Service. The experience of the Worship Committee over the past five years indicates our church community is open to new ideas and approaches.
- Normally a blended form of service using the Anglican and United resources will be created. The one Sunday service is held at 10:00am in our traditionally designed Sanctuary (pews facing forward); Eucharist/Communion during Sunday service will normally be held twice a month. At least one mid-week communion service is held each month. Currently, our Sunday morning services are hybrid in format, meaning the in-person service in the church building is streamed live via Zoom to participants at their location (assuming an internet connection).
- The minister may offer education and training for lay members to lead worship, and will encourage and support all lay participants. Support and appreciation for a variety of musical genres is required.

### **Required Knowledge, Skills, and Abilities**

- It is desirable for the chosen clergy to have solid experience – at least two years (as per our SMA) – of pastoral responsibility in their own denomination, and working knowledge of both the United Church and Anglican liturgies and polity. A training program will be provided for the partner denomination. The minister must be eligible to administer sacraments of Eucharist and baptism.
- **Number of years of experience is flexible: We are primarily seeking someone who is excited about working within a shared ministry; committed to embracing a blended style of worship in a solo ministry; willing to provide collaborative leadership to implement a strategic plan focused on an “outward looking” ministry; and has the intention and maturity to work and grow spiritually over time with an older congregation.**
- Good computer skills are required.

### **Other Preferred Assets**

- Musical knowledge and skills are a definite asset.
- A sense of humour, flexibility, and enjoyment for ministry will be greatly appreciated!
- Knowledge of communications technology and social media for outreach purposes.
- If the minister chooses, Gabriola offers a unique island lifestyle.

### **Allocation of Ministerial Time**

Based on 30 hours per week the average week could be used this way but is open to negotiation:

Worship:	12 hours per week
Administration:	office 4 hrs/week
	5 hrs per week average for all meetings
Pastoral Care:	3 hours per week
Outreach:	2 hour per week
Christian Education:	1 hour per week
Leadership & Training:	2 hours per week
Self Care:	1 hour per week

### **A Comment about Gabriola**

- Gabriola is beautiful rural island only a 25-minute ferry ride from Nanaimo, Vancouver Island. Known as the Isle of the Arts with emphasis on the arts, music, theatre, and dance, the island supports an elementary school situated in our attractive village and offers all of the usual services as well as the following:
  - Medical facilities and other wellness amenities.
  - Variety of lifestyles and orientations; most people have a proactive, healthy approach to life, toward aging and retirement, and there is a warmth and caring spirit in our community.
  - A wonderful place for a new minister to live.

### **Terms of Employment:**

- The United Church Manual, The United Church Employment Guidelines, the original Call/Appointment Form, Canons of the Diocese of BC and any relevant Provincial Legislation shall be used as terms of employment for this position.
- Increments of salary and benefits, consistent with national United Church & Diocesan schedules, are to be determined by the Council, in consultation with the minister and the Personnel Relations Committee and Diocese.