

Grace-Westminster United Church Community of Faith Profile

Grace-Westminster United Church Living Faith Story:

Grace-Westminster United Church is a community of faith in the bustling Nutana neighbourhood of Saskatoon, SK. The area is home to several businesses, restaurants, and schools, as well as residential properties both new and old. Our community of faith is dedicated to providing a safe, caring, and inclusive haven in our community. Our church building is a space that is open and welcoming to all people, from the beautiful sanctuary where we worship to the various meeting rooms and auditoriums which are used by many local groups. Our community has a positive, friendly, and supportive atmosphere created by our caring members of staff and congregation.

Worship services at Grace-Westminster create a time and space for people to renew their faith and engage in thoughtful contemplation of the Word. It also provides members of our community with a structured time to reflect on our spiritual and ethical values and to nurture our growth in discipleship. We began live-streaming services in 2020, which allowed us to continue to worship and pray together despite the physical distance between us.

Music is an important part of worship and fellowship at Grace-Westminster. We have a vibrant music program which includes multiple choirs and vocal groups, a worship band, handbell ensemble, and pipe organ. Many members of our community of faith find joy in sharing their gifts of music and in engaging with faith through song. Music is incorporated into every service at Grace-Westminster through hymns, anthems, preludes, and postludes, and on the first Sunday of every month, we have a “Contemporary Service” which is led by the band. Our music ministry leader is amazing and works harmoniously with our minister to make Grace-Westminster a musical faith community.

Our community of faith is also home to a variety of other groups and teams, such as bible studies, book clubs, an archive team, pastoral visiting, and UCW, all of which are welcoming of new members (though membership in a group is not required to be an active member of the Grace-Westminster community of faith). Throughout the year, there are many events in which members of the community can get involved, such as teas, potlucks, concerts, dinner theatres, “mugs and muffins,” and an annual pancake breakfast. As you can tell, we enjoy coming together and celebrating with food.

As time goes on and our community of faith changes, there are some areas in which we would like to continue to grow. We have a Sunday School program, but in the coming years, we hope to create more programming to appeal to youth and young families. We would also like to strengthen our relationship with the neighbourhood in which our church resides, including neighbouring churches, schools (including First Nations and French schools), and other groups in the area. Our church is in a demographically diverse and constantly changing neighbourhood, and we are interested in adapting to the changing needs of the dynamic community. We wish to be more attentive to the call for Truth and Reconciliation, and we have a strong interest in taking the necessary steps to become an affirming church. We are home to a number of 12-step recovery groups and would like to provide greater assistance to those in need who visit the church during the week and to play a greater role as a church near the inner city.

Ministry Role:

The Minister provides worship leadership, pastoral care, administration and educational duties to the congregation and community. They will focus on the needs of the congregation and the members of the staff team, including outreach to the wider community.

Grace-Westminster United Church is looking for a minister who is a strong team leader and will be an active member of the life and functioning of the church. Pastoral care is the main role, including hospital visiting and leading worship at nursing homes, in addition to preparing and leading worship on Sundays. The minister of Grace-Westminster must be prepared to lead weddings and funerals, as well. They must also be willing to get involved in community outreach, and to adapt to the possibility of livestreaming services and to leading worship in non-traditional ways (such as leading our monthly contemporary services). At Grace-Westminster, we are looking for a minister who is patient, kind, and supportive to all members of the church and larger community. Our minister must excel at collaborating with the rest of the church staff (which currently includes our Office Administrator, Music Director, and Church Caretakers) and volunteers, and at engaging the many generations present within our community of faith. They must be approachable, adaptable, and good at delegating. Some level of tech/IT skills and knowledge of social media is an asset, as is a good sense of humor. Our minister must have strong communication and problem-solving skills and must be able to compassionately interact with people from all walks of life. Grace-Westminster needs a minister that values music in worship, and who is dedicated to inclusive faith and contemporary understanding of God and Jesus in the context of the United Church Statements of Faith.

Position Details:

Hours: Full-time

Position Start: July 2022

- Solo Ministry
- Urban
- Educational Requirements: B.Th (M.Div preferred)
- Hours of work for full-time staff is based on 7 hours per day, 35 hours per week, exclusive of an unpaid lunch hour.
- Hours of work for all employees include two 15-minute or one 30-minute coffee break each day
- Positional Duties and Time Requirements:
 - Preaching & Worship - 30%
 - Take initiative in designing, leading and coordinating meaningful worship services.
 - Preside at sacraments of Baptism and Communion and at wedding and funeral services.
 - Congregational Care - 35%
 - Provide emotional and spiritual support to members of the congregation.
 - Provide support and training for the Pastoral Care Team.
 - Share in communication strategies of the congregation.

- Faith Development - 5%
 - Coordinate and lead occasional and ongoing small group studies/sessions in conjunction with the Spiritual Nurture and Faith Formation Team.
- Outreach – occasional
 - Work ecumenically with the multi-faith community and with the wider community in matters of mutual concern and interest.
- Wider Church - 10%
 - Participate in the life and work of the United Church of Canada faith community.
- Administration - 20%
 - Regular meetings with staff and support personnel to consult and clarify expectations and programming
 - Communications: Letters, phone calls, emails
 - Plan and prepare for meetings
 - Attend Official Board meetings
 - Act as ex-officio member of other teams and committees
 - Day-to-day support and supervision of church office staff
 - Provide guidance to other staff for educational needs and programming as requested.
- Study Time, Personal Care, and Vacation
 - Time Requirement: varies, approximately 7 weeks per year.
 - Care for your own spiritual well being through regular times of rest, reflection and study.
- Accountability
 - The minister is in a covenantal relationship with the congregation of Grace-Westminster and The United Church of Canada and is under the discipline and oversight of The United Church of Canada.

Financial Viability Review

Community of Faith: Grace Westminster United Church

Date:

1. Do your expenses exceed your revenues?

Year	Revenues	Amount given through envelopes	Amount given through PAR	Expenses	Do expenses exceed revenues? (yes/no)	Bank balance at end of year
Current year (to Jan 31)	\$ 17 600	\$ 3180	\$ 7700	\$ 25800	yes	\$ 50 200
One year ago	\$ 326 518	\$ 58 774	\$ 92 086	\$ 343 518	yes	\$ 58 435
Two years ago	\$ 388 200	\$ 74 713	\$ 88 730	\$ 348 165	no	\$ 82 854
Three years ago	\$ 345 039	\$ 113 833	\$ 93 517	\$ 404 077	yes	\$ 30 379
Four years ago	\$ 458 526	\$ 97 957	\$ 90 332	\$ 387 758	no	\$ 43 158
Five years ago	\$ 346 844	\$ 90 382	\$ 89 840	\$ 374 228	yes	\$ 36 544
Six years ago	\$ 330 369	\$ 85 117	\$ 84 996	\$ 369 150	yes	\$ 20 389

Comments

We have \$567 000 investments and have always been able (before Covid) to fundraise for special projects, causes, or improvements. About 10% of offerings go directly to Mission and Service or outreach programs.

A recent financial statement should be appended to this document.

2. Payroll Costs

At present we have called or appointed the following paid staff:

Minister: 40 hours per week

Secretary: 40 hours per week

Custodian: 20 hours per week

Other (youth, Sunday School, etc.): 20 hours per week - Music Ministry

Cost of payroll (\$ paid plus employer contributions (EI, etc.) for everyone:

Current year 2022 est.	One year ago	Two years ago	Three years ago	Four years ago	Five years ago	Six years ago
\$ 249 700	\$ 238 000	\$ 228 500	\$ 243 222	\$ 225 280	\$ 221 237	\$ 221 187

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

4. Are there any outstanding loans? No.

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

Year	Utilities Power, water, and fuel)	Fuel	Maintenance	Total	Exceeds 25% of Revenues (Yes or No)
Current year	\$ 16 500	\$	\$ 12 600	\$ 29 100	No
One year ago	\$ 16 000	\$	\$ 12 700	\$ 28 700	No
Two years ago	\$ 16 455	\$	\$ 18 235	\$ 34 690	No
Three years ago	\$ 18 189	\$	\$ 17 116	\$ 35 305	No
Four years ago	\$ 16 025	\$	\$ 5114	\$ 21 139	No
Five years ago	\$ 15 161	\$	\$ 2917	\$ 18 078	No
Six years ago	\$ 17 148	\$	\$ 1073	\$ 18 221	No

6. How many contributors support your congregation?

Current year	One year ago	Two years ago	Three years ago	Four years ago	Five years ago	Six years ago
93	119	130	140	135	126	130

7. How many contributors would you have in each age group this year?

0–20 years	0
21–30 years	3
31–40 years	6
41–50 years	3
51–60 years	3
61–70 years	35
71–80 years	31
81+ years	49

8. Is there a reliance on a few generous contributors where 50 percent of the revenues come from one or two contributors?

Contributors and Givings

Annual giving	Number of givers: Current year	One year ago	Two years ago	Three years ago	Four years ago	Five years ago	Six years ago
\$0-\$100	7	30	26	34	30	30	35
\$101-\$500	39	37	44	46	40	36	35
\$501-\$1,000	30	35	42	45	45	40	41
\$1,001-\$5,000	12	12	12	12	14	14	13
\$5,001+	5	5	5	6	6	6	6

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* (on the [Stewardship Toolkit](#) website) 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?

In 2021, a Beat-the-Deficit appeal raised \$30 000 in 6 weeks.

Have you encouraged members, yearly or more regularly, to increase PAR givings? Yes 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?

\$200 000 in a permanently restricted fund

\$15 000 in a prosperity fund for emergencies with the roof or the boiler.

\$430 000 in a special bequests and donations fund is internally restricted and requires

approval of the Official Board and the Trustees if we need to use it.

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 placement of a new minister on the salary grid shouldn't factor into the hiring decision. The church has a strong investment portfolio with reliable returns, a building fund for emergency repairs, and a congregation which responds generously to annual beat-the-deficit appeals. Deficits are a concern. We'll need a minister with fresh ideas about how to expand our congregation.

Financial statements (attached) show we did not cover our expenses last year (-28K operating deficit) but with gains on investments ended up with a \$54K surplus.

Search team's observations (if separate from above):

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:

_____ community of faith is viable to
call/appoint a minister in Category _____ for _____ hours per week.