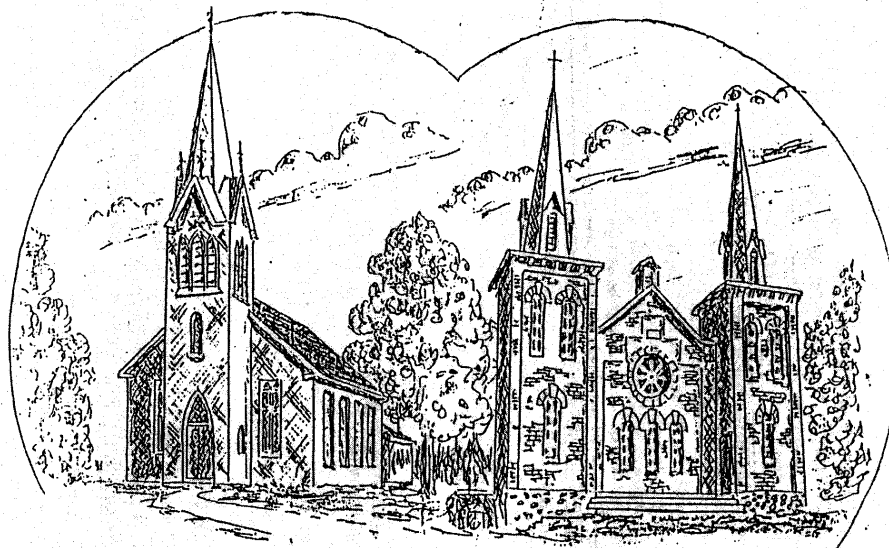


# JOINT NEEDS ASSESSMENT REPORT

For

## PRINCE EDWARD NORTH PASTORAL CHARGE



*Friendship & Wesley  
United Churches*

Prepared by  
**THE JOINT NEEDS ASSESSMENT COMMITTEE**  
**OCTOBER 2007**

Approved by the Prince Edward North Pastoral Charge at a  
Joint Congregational Meeting, October 14, 2007.

**PRINCE EDWARD NORTH PASTORAL CHARGE  
BELLEVILLE PRESBYTERY  
JOINT NEEDS ASSESSMENT REPORT  
OCTOBER 2007**

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**JOINT NEEDS ASSESSMENT COMMITTEE**

Friendship UC Members:      Rick Moynes                      Tina Hiddink  
    Graham Gale                      Sherrie Brown

Wesley UC Members:              Sandra Wood                      Barb Moynes  
    Bob Barber

Presbytery Members:              Pastor Ian Robb                      Rev Tim Milley

## COMMUNITY PROFILE

### COMMUNITY DESCRIPTION

Prince Edward North Pastoral Charge is located in [Prince Edward County](#), popularly known as 'The County' and forms part of the [Quinte Region](#). The County is a beautiful island adventure that is located 217 km east of Toronto and 80 km west of Kingston, in south eastern Ontario.

The County is a mecca for artists, nature lovers and anyone looking for a weekend break or a haven for life. Renowned for its sailing, fishing and great sand dunes, The County offers live theatre, artist studios and galleries, unique regional cuisine and a growing wine industry.

The County is 1000 square kilometres in size and has 800 km of shoreline, surrounded by the Bay of Quinte and Lake Ontario. The population is 24,000 which swells to double during the summer.

### Charge Description

Prince Edward North Pastoral Charge (PEN) is a two point charge.

1) [Friendship United Church](#) is located in the village of Demorestville, Sophiasburgh Ward. The ward has a population of 2,087. Members of this church tend to be more affiliated with Picton, located in the heart of the County.

2) Wesley United Church is located in the hamlet of Mountain View, in Ameliasburgh Ward. This ward has a population of 5,365. Members of this congregation are more closely affiliated with Belleville, located just across the bridge to the north.

### INDUSTRY

The County has two major industries – agriculture and tourism. In addition, The County offers a wide range of Industrial and Commercial businesses: Banks, law and accounting firms, clothing, computer, electronic stores, farm suppliers, hardware, real estate, motels, bed and breakfasts, restaurants, pharmacies, process industry. These are supported by the [Prince Edward Chamber of Tourism and Commerce](#).

Some of the larger businesses

-in The County are

- ◆ Essroc Cement
- ◆ Wellington Mushroom Farm
- ◆ Mid-Town Meats

-in the Quinte Region are

- ◆ Proctor and Gamble
- ◆ Kellogg's
- ◆ Canadian Forces Base Eight Wing Trenton
- ◆ Call Centres
- ◆ Nortel
- ◆ All major banks and 2 large accounting firms

### TRAVEL/TRANSPORTATION

Although an island, residents of The County can easily travel anywhere they wish to go.

- ◆ Auto – Easy and timely access to Highway 401 – Canada's most popular highway
- ◆ Train – [Via Rail](#) station in Belleville – take the train to many major cities
- ◆ Flying – [Kingston Airport](#) – 1 hour east  
[Pearson International Airport](#) – Toronto – 2 hours west

## **SCHOOLS**

Locally there are ward [public elementary](#) schools in both Sophiasburgh and Ameliasburgh. Sophiasburgh students usually attend secondary school in Picton. Ameliasburgh students usually attend secondary school in Belleville. [School bus transportation](#) is available to most high schools in the area. Each [secondary school](#) has its own specialty – ie sports, dance and arts, enrichment.

In addition to the public system, there are also [separate \(Roman Catholic\)](#) and [Christian elementary](#) and [secondary schools](#) in the area, including [Albert College](#), a private school.

Post secondary options include [Queen’s University](#), [Royal Military College](#) and [St. Lawrence College](#) in Kingston, 80 km to the east, and [Loyalist College](#), located in Belleville.

A music school is held each summer in Milford, 35 km south of the charge.

## **CHURCHES AND RELIGIOUS PROFILE**

The charge is a member of Belleville Presbytery and [Bay of Quinte Conference](#). Along with the churches listed below, the community boasts Christian Youth Workers in the secondary schools and Quinte Youth for Christ – a large ecumenical youth group for high school aged children. The County has:

- United Churches – 8 charges
- Anglican – 4
- Christian Reform – 1
- Presbyterian – 1
- Roman Catholic – 2
- Pentecostal
- Baptist
- Seventh Day Adventist
- Church of Latter Day Saints
- Several non-denominational Christian groups
- County Youth Worker in schools
- [Quinte Youth for Christ](#) and Spirit Borne – Christian drama and musical team

There are seven funeral homes in the region

## **HEALTH SERVICES**

- ◆ [Quinte Health Care Corporation](#) - Picton (32 beds)  
Belleville and Trenton Hospitals (320 beds)
- ◆ [Kingston General Hospital](#) – major medical and research centre (Tier 1 hospital)
- ◆ [St. Mary’s on the Lake Rehabilitation Facility](#)
- ◆ Family Health Teams – successfully meeting the needs of the families of the County
- ◆ Several nursing homes and retirement centres
- ◆ Home care under the Community Care Access Centre
- ◆ Community Care for Seniors (Meals on Wheels etc)
- ◆ Dentists, optometrists, chiropractors, physio-therapists
- ◆ Pharmacies
- ◆ Fitness centres in both Picton and Belleville
- ◆ Pools in both centres as well
- ◆ Spa retreats

## **RECREATION and TOURISM**

The County is completely surrounded by water and therefore provides a wide variety of recreational activities such as fishing, swimming, boating, sailing, waterskiing and jet skiing. It also offers a wide range of places to stay from back to nature campsites to fully-serviced long-stay tent and trailer sites, waterfront cottages, motor lodges, motels, elegant country inns, bed and breakfast establishments and resorts that can accommodate full-scale business conferences.

Local [conservation areas](#) and [Provincial Parks](#) are open year round and offer various opportunities for outdoor activities including bird watching, fishing, hiking, biking, cross-country skiing as well as swimming.

Other recreational features in the area include:

- ◆ Community Centres – hockey (men and women), figure skating, public skating plus an auditorium for public events
- ◆ Golf & Curling
- ◆ Indoor Swimming Pool
- ◆ 4-H clubs
- ◆ Ball Diamonds and Soccer fields
- ◆ Strong Guiding and Scouting programs
- ◆ Sea and Air Cadets
- ◆ OHL Hockey Club [Belleville Bulls](#) play at the Yardman Arena in Belleville
- ◆ [Junior A Wellington Dukes](#) hockey team play at the Duke Dome in Wellington
- ◆ [Picton Pirates Junior C hockey team](#)

## **CULTURE**

The Globe and Mail is quoted as saying, that Prince Edward County is “Ontario’s other arts hot spot”.

There are many ways to get your culture fix in the County. Over 300 artists call the County home, offering their works in several art galleries. Several days would be needed to visit all of the craft and antique shops found in the area.

The County also boasts a variety of museums such as:

- ◆ Macaulay Heritage Park,
- ◆ [Mariners’ Park Museum](#),
- ◆ The Rose House
- ◆ [Wellington](#) and [Ameliasburg Museums](#).
- ◆ And in Trenton the [RCAF Museum](#)

Live performances can be seen at several venues all within 30 km radius of the charge, including:

- ◆ [Regent Theatre](#), Picton
- ◆ [Empire Theatre](#), Belleville
- ◆ [Pinnacle Playhouse](#), Belleville
- ◆ [Stirling Theatre](#), Stirling
- ◆ [Mount Tabour Playhouse](#), Milford
- ◆ [The Fields on West Lake](#), Wellington

The Quinte Region also has the Quinte Symphony Orchestra and several large choral groups.

## **SERVICE CLUBS**

The area offers a wide range of service clubs: Royal Canadian Legion, [Rotary](#), Agricultural Society, Kinsmen, Kinettes, Masons, Eastern Star, Elks, Women’s Institute, Lions, and more.

## MINISTRY OF THE PASTORAL CHARGE

### MISSION STATEMENTS

- ◆ Friendship UC – is a group of followers of Jesus Christ making God’s love known to all ages through joyful, warm worship, and compassionate caring for one another, our community and God’s creation.
- ◆ Wesley UC – By the Grace of God, and through the power of the Holy Spirit, we are a caring community, worshipping Jesus Christ as Lord, and sharing his love with others.

### LOCAL COMMUNITY

- ◆ Bible study and alpha courses are available
- ◆ Active Sunday School
- ◆ Friendship UC has Caregivers In Action who organize visits to shut-ins, identify people in need, keep the congregation posted on joys and sorrows of other members, send greeting cards, and distribute welcome baskets to new community residents
- ◆ Friendship UC has a sing along church band which plays 2 Sundays per month and travels to other churches sharing God’s word through music
- ◆ Wesley UC boasts a bi-annual fall Variety Night which involves members from many area churches. A group of 50 performers put on a show of music, song, dance and skits over two nights. Planning for this event begins a year in advance.
- ◆ Friendship UC has offered Vacation Bible School for the past 15 years for ages Kindergarten to grade 6. VBS is funded by the church so is available at no charge to participants. It is lead by teenagers, who are supervised by adults.
- ◆ Four years ago Wesley UC celebrated 125 years as a building where God is worshipped by holding many special services and inviting special guests including a circuit riding preacher, musical groups, former pastors and John Wesley himself (alias John Bedell).
- ◆ Monthly church suppers.
- ◆ Support local food banks
- ◆ Helping hand fund
- ◆ Funding for children’s church camp (camp –Quin-mo-lac)
- ◆ Funding and meeting rooms for Scouts and Guides
- ◆ Funding for local community projects (e.g. – 4H club, recreation)
- ◆ Annual church auctions
- ◆ Christmas sharing baskets and White Gift Sunday
- ◆ Fundraisers include a successful walk-a-thon raising in excess of \$30k, hosting bus trips, yard sales, and letter campaigns
- ◆ Web page with Friendship UC, posting current and past sermons and listings of coming events etc

### GLOBAL COMMUNITY

- ◆ Mission and service – exceeding our monetary goals
- ◆ Funding for students to do missionary work in Zambia
- ◆ Supports Christmas shoe box campaign
- ◆ Funded water shipment to Katrina flood victims in New Orleans
- ◆ Supported the Beads of Hope, disarming landmines in Cambodia, and Tsunami relief fund

## OUR CHURCH FAMILY

This is a pastoral charge comprising two church families who care for each other. We celebrate successes and share challenges. The dream of both congregations is to continue to develop and grow as a central part of the community and offer a strong Christian presence.

Friendship has a strong healthy congregation, and is liberal in its theology and approach to worship. The congregation is open to new approaches and a level of evangelical activity is shown by some in the congregation. An open and welcoming congregation, newcomers often comment that they returned and eventually stayed because of the warmth and acceptance they felt on their first visit to the church. Embracing new and old music, the congregation has nurtured the development of a worship band (including drums) and this has been successfully integrated in worship. The incorporation of technology received wholehearted support from most members of the congregation, both financially and in its operation.

Wesley is challenged with low Sunday attendance and the congregation consists of mainly older people. Wesley has been more traditional in theology. The congregation has embraced both new and old music but lacks the financial resources to adopt a more liberal approach to worship represented in a band and power point technology. Although small, the congregation is a close knit group of believers that work hard at any outreach services or fundraising projects undertaken.

	<b>Friendship</b>	<b>Wesley</b>
Members + Adherents	100	47
Sunday School	5-15	3-5
Sunday Attendance	50-60	20-30

### FINANCIAL ANALYSIS

	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
	\$	\$	\$	\$	\$
<b><u>Friendship United Church</u></b>					
Revenue	53,726	50,915	52,496	64,715	48,813
Expenses	44,684	53,469	50,611	68,523	53,848
Surplus/(deficit)	9,042	(2,554)	1,885	(3,808)	(5,035)
<b><u>Wesley United Church</u></b>					
Revenue	37,529	50,415	40,414	57,999	42,438
Expenses	41,681	51,174	39,753	60,716	43,782
Surplus/(deficit)	(758)	(4,152)	661	(2,717)	(1,344)

## RESOURCES

### MANSE

Approximately 3000 square foot two storey house  
 Large eat in kitchen  
 5 bedrooms – one of which is used as an office  
 2 sets of stairs to the bedrooms/office  
 2 bathrooms  
 Stone wall basement  
 Well water with an ultra-violet filtration purification system  
 Garage  
 Forced air oil heat  
 Excellently maintained by a Manse Committee

### CHURCH BUILDINGS

#### Friendship

150 year old stone structure (exterior under renovation)  
 Sanctuary has left and right aisles, pews for seats, rear balcony  
 Newly renovated Church hall with separate Sunday School rooms at the rear  
 Wheel chair accessible

#### Wesley

130 year old red brick twin steeple structure  
 Sanctuary has left and right aisles, pews for seats and balcony on sides and rear  
 Church hall in the basement  
 Stained glass windows in the choir loft and large Rose window in the rear balcony  
 Wheel chair accessible

### PERSONNEL

Each church has:

Volunteer support staff for the production of newsletters and Sunday bulletins  
 Organist  
 Music director  
 Choir – each Sunday at Friendship and on occasion at Wesley  
 Praise Band – bi-weekly performances at Friendship

### EQUIPMENT

#### Friendship

Organ  
 2 upright pianos  
 Digital piano  
 Projector, screen and computers for Power Point system  
 Sound system  
 Photocopier  
 Church telephone  
 Kitchen appliances including 2 stoves, microwave, fridge, dishwasher and dishes  
 Television

#### Wesley

Organ  
 2 upright pianos  
 Sound system  
 Kitchen appliances including stove, fridge, microwave and dishes

## THE MINISTERIAL ROLE

The charge is seeking a pastor who will re-energize a small but strong, committed core of believers.

### JOB SUMMARY

- Provide Spirit led leadership, inspirational preaching and spiritual guidance with empathy to the congregation.
- Act as both team member and leader on pastoral charge and church committees
- Become a visible and active presence in both communities
- Provide compassionate pastoral care to parishioners and community members (where appropriate) through visitation and counselling as required.

### PASTORAL DUTIES AND RESPONSIBILITIES

#### 1. Worship Services

- Prepare and lead worship services as scheduled (both weekly and on special occasions). Services/liturgy should be Biblically referenced, creative, fresh and inspiring
- Conduct weddings, baptisms, and funerals under agreed guidelines.

#### 2. Pastoral Care

- Visit families and individuals as appropriate, both for specific counselling and maintenance (in conjunction with the Pastoral Care Team members).
- Assist the Pastoral Care Team members in the visitation of new community families/individuals.

#### 3. Christian Education

- Be a resource to Sunday School and Youth groups
- Encourage participation in groups which develop spiritual growth (e.g. Alpha, Purpose Driven Life, small learning groups, Bible study)
- Be a resource to individual members and adherents

#### 4. Outreach (in conjunction with Pastoral Care Team as agreed)

- Follow up on weddings, funerals, baptisms, transfers and confirmations for both new and existing members
- Maintain a very visible presence and profile in both communities and in the County at large.
- Administer the Helping Hand Fund

## 5. Administration

- Consult with volunteer staff or committees as follows:
  - Choir or Music Director – weekly
  - Ministry and Personnel – quarterly
  - Church Boards – as required
- Take a leadership, consultative and proactive role on all committees.
- Consult with and provide feedback to congregation on continuing professional education courses and workshops.
- Receive and distribute mail
- Assist in the preparation of Annual Statistics Report for the National Church
- Take a leadership role in the maintenance of membership and adherents birthday and anniversary lists.

## 6. Wider Church

- Participate in County Ministerial Association and Presbytery and/or Conference activities. Extensive involvement **should not** be to the detriment of the pastoral charge and must not take away from the time allotted for charge pastoral relations.
- Encourage and support other ecumenical activities.

## 7. Minister's Personal Growth.

- Minister and congregation **must** recognize the need for time away from ministerial duties to maintain health and wellness of the minister. Minister's personal **time management** must be effective to secure this.
- Responsible for personal growth and renewal, sometimes in cooperation with the M & P Committee.
- Constructively uses the agreed study leave in consultation with the M & P committee.

## SKILL REQUIREMENTS

### Education

- Must be in a recognized branch of ministry in the United Church and be appropriately licensed.

### Communication Skills

- The ability to perform satisfactorily to the job description requirements.
- Excellent verbal skills required to maintain a positive and creative communication with those with whom the minister comes into contact on Pastoral Charge business.
- Superior presentation skills for meaningful church liturgy.

### Interpersonal Skills

- Ability to display compassion, caring, sensitivity, and discretion, all with a sense of humour where appropriate.
- Ability to provide comfort and guidance when required
- Relate well with all ages.

**Leadership Skills**

- Ability to lead a diverse group of individuals towards a goal.
- Function as either a group leader or a team member as the situation requires.
- Motivate and inspire Church and committee involvement and leadership.
- Possess an ability to deal equitably with conflict, should it occur.
- Possess adaptability.

**Administrative Skills**

- Be effective with personal time management and plan and coordinate pastoral and other duties to the benefit of the Minister and the Pastoral Charge.
- Actively gather, organize and distribute relevant information with church membership and adherents and also the community at large where appropriate.
- Have a good working knowledge of computers and possess ability to utilize the major “Office Type” programs.

**Transportation**

- Valid driver’s license and personal transportation

**TERMS**

- Salary – at least in accordance to the United Church of Canada pay rate schedule.
- Hours – full time consisting of 40 flexible hours per week
- Vacation – by agreement
- Study Leave – by agreement
- Manse – available
- Heating allowance – pastor pays first \$500, charge pays the rest
- Telephone/Internet service – provided
- Mileage allowance – according to latest United Church rate per km
- Book and resource allowance – negotiable
- Any/all other terms and conditions in accord with The United Church Manual.

**RECOMMENDATIONS OF THE  
JOINT NEEDS ASSESSMENT COMMITTEE**

The Joint Needs Assessment Committee recommends that a vacancy be declared in the Prince Edward North Pastoral Charge, effective November 2007, (following Belleville Presbytery Approval) for a full-time pastor, in accordance with the terms listed in the amended Joint Needs Assessment Committee Report, October 14, 2007.

APPENDIX A

**Friendship United Church**



APPENDIX B

**Wesley United Church**



APPENDIX C

Manse



**Friendship United Church**  
**Statement of Receipts and Disbursements**  
**December 31, 2006**

	2006	2005
<b>Receipts</b>		
Budget	34,480	31,009
Canvass	6,609	5,425
Individual Donations	1,095	18,300
Youth Worker Project	1,270	1,070
Interest	681	968
Friendship supper	1,673	1,526
Tsunami Relief		1,329
Trustee		2,014
Miscellaneous	3,006	3,076
<hr/>		
<b>Total Receipts</b>	<b>48,813</b>	<b>64,715</b>
<hr/>		
<b>Disbursements</b>		
Central Treasurer	31,200	30,000
Caretaker/Organist/Choir director	3,550	2,640
Youth Worker project	2,000	2,000
Vacation Bible School & Sunday		
School	909	1,421
Other program expenses	4,221	6,111
Office administration	2,805	4,390
Repairs and maintenance	2,073	2,896
Insurance	2,476	4,581
Hydro	3,092	4,234
Manse Committee	1,000	1,000
Research study		8,732
Kairos band	213	235
Friendship suppers	310	282
<hr/>		
<b>Total Disbursements</b>	<b>53,848</b>	<b>68,523</b>
<hr/>		
<b>Excess of Disbursements over Receipts for year</b>	<b>(5,035)</b>	<b>(3,807)</b>
<hr/>		

**Reserve Balances Available as at December 31, 2006**

Operating Account	10,584
GIC for Operating account	30,000
Memorial Fund	3,215
Memorial Trust Fund	586,813

## APPENDIX E

**Wesley United Church**  
**Consolidated Statement of Receipts and Disbursements**  
**December 31, 2006**

	2006	2005 \$
<b>Receipts</b>		
Envelopes		
Local expenses	27,720.65	30,577.05
Mission & Services	3,385.90	3,102.00
Helping hand	476.50	752.00
Envelopes, observer & other miscellaneous	206.90	121.00
Memorial fund	395.00	340.00
Interest	6,387.48	171.56
Wedding/funeral services & rentals	0.00	625.00
Special Appeal	2,100.00	8,568.00
Other rentals & fundraising	563.84	
Loan		6,000.00
Fund raising activities:		
Church Supper		394.50
Variety Night		1,359.00
Bus trip		4,980.00
Yard sale	1,201.41	1,008.42
<b>Total Receipts</b>	<b>42,437.68</b>	<b>57,998.53</b>
<b>Disbursements</b>		
Central Treasurer	31,200.00	30,000.00
Mission & Services	3,462.80	3,297.00
Hydro	3,070.81	2,983.76
Stationary, Supplies & Gifts	100.00	196.52
Helping Hand	476.50	684.00
Insurance	1,899.16	1,890.40
Observer	168.00	154.00
Manse Committee	1,000.00	1,000.00
Bus Trip		3,200.22
Capital Fund Expenditures/Church Repairs	275.00	12,875.00
Envelopes		131.50
Loan repaid	2,000.00	4,000.00
Other fundraising expenses	129.75	303.78
<b>Total Disbursements</b>	<b>43,782.02</b>	<b>60,716.18</b>
<b>Excess of Disbursements over Receipts for year</b>	<b>(1,344.34)</b>	<b>(2,717.65)</b>
<b>Reserve Fund Balances Beginning of Year</b>	<b>26,879.08</b>	<b>29,596.73</b>
<b>Reserve Fund Balances End of Year</b>	<b>25,534.74</b>	<b>26,879.08</b>
<b>Represented by:</b>		
Cash	5,090.74	6,879.08
Guaranteed Investment Certificates @ 5.6%		20,000.00
Bus trip advance	444.00	
Guaranteed Investment Certificates @ 3.10%	20,000.00	
	<b>25,534.74</b>	<b>26,879.08</b>

APPENDIX F  
ORGANIZATIONAL FLOW CHART  
for the 2007 year

