



*Synode Montreal and Ottawa Conference
The United Church of Canada*

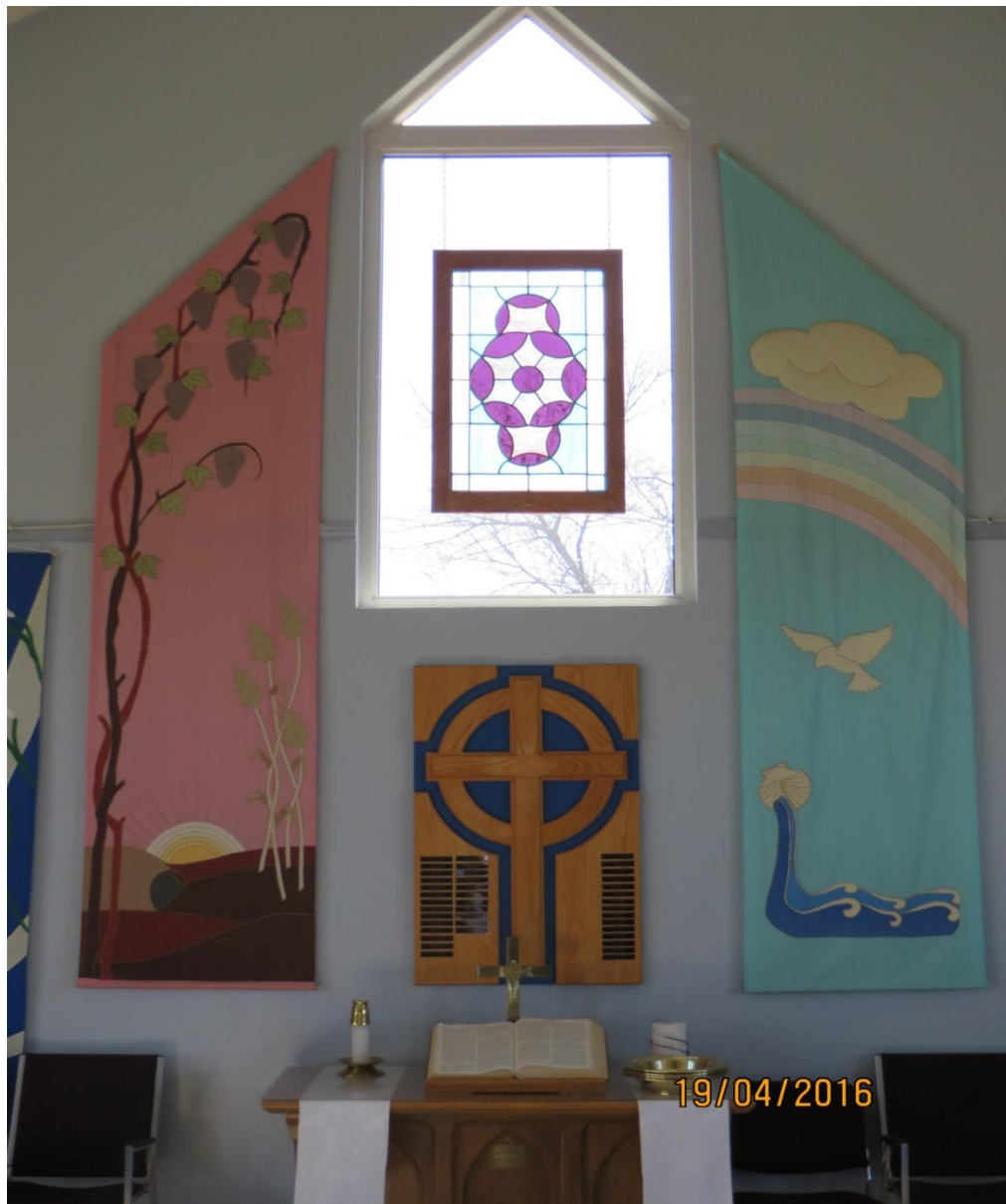
Ottawa Presbytery

Queenswood Pastoral Charge

*Joint Needs Assessment Report
June, 2016*

Table of Contents

<i>Profile 1: Demographic, Financial and Community</i>	<i>Page 4</i>
<i>Profile 2: Living Ministry Profile</i>	<i>Page 22</i>
<i>Profile 3: Position Description</i>	<i>Page 26</i>
<i>Profile 4: Skills, Knowledge and Experience</i>	<i>Page 28</i>
<i>Profile 5: What We Can Offer</i>	<i>Page 30</i>
<i>Profile 6: Pastoral Charge – Telling Our Story</i>	<i>Page 31</i>



Website: www.queenswoodunited.org

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**THE UNITED CHURCH OF CANADA
SYNODE MONTREAL AND OTTAWA CONFERENCE**



PROFILE 1: DEMOGRAPHIC, FINANCIAL AND COMMUNITY

PART A: ABOUT OUR PEOPLE:

Number of congregations: 1

Congregation:

Name of Congregation: **Queenswood United Church**
No. on Roll: **293**
Average Sunday Attendance: **50**

Note: At QUC the *Active Residents List* consists of both members and adherents. It is updated annually and contains the names of families/individuals associated with QUC even if they no longer attend services regularly.

The church Roll is a historical record of everyone who has been a member of QUC, and it gives their official membership status. Some people who have left the church have not rescinded or transferred their membership, so while the Roll lists all QUC members it is not an accurate reflection of those currently attending QUC or being associated with it.

We think of ourselves mainly as:

☒ **Suburban**

Most of us live in:

☒ **Single-family homes**

The rest of us live in:

☒ **Apartments** ☒ **Retirement homes** ☒ **Long-term care homes**
☒ **Low income or rent-to-income housing**

PART B: ABOUT OUR PASTORAL CHARGE:

Our congregation includes: *(approximate numbers in each group)*

Infant and preschool 5 Children (5-12) 2 Teens (13-19) 7

Young adults (20-30) 6 Adults (31-50) 11 Adults (51+) 25

Young retirees 15 Older retirees 20 Seniors 38
(51-64) (65 – 70) (over 70)

TOTAL: 129

Most of us:

☒ Moved to this area for work

Many of us work in the following industries or sectors:

- ☒ Health or social services
- ☒ Education
- ☒ Transportation
- ☒ Retail
- ☒ Technology
- ☒ Government
- ☒ Retired

Our congregation and/or community include a significant number of people considered low-income or on social assistance: ☒ No

Our congregation is like: *(choose one that best applies)*

- ☐ A big family where we all know each other;
- ☐ A medium sized church where we recognize each other but may not know each other well;
- ☐ A big church with lots of staff, where small groups are close to one another based on common interest;
- ☒ Other description: **A medium-sized family where we all know each other.**

Our heritage as a Pastoral Charge: (check one that best applies):

- a) ☐ Has roots as a Methodist/Congregationalist/Presbyterian/Local Union Churches/Aboriginal congregation prior to Union in 1925; **or**
- b) We began: ☐ between 1925 and 1945 ☐ between 1945 and 1965
☒ between 1965 and 2000 ☐ after 2000

We have been officially designated an “Affirming Congregation”.

- ☐ Yes ☒ **No, however we are a very inclusive (gender, age, theology, sexual orientation and abilities) church.**

We have a marriage policy allowing same-sex marriages. ☒ Yes ☐ No

We think of our pastoral charge in the following way: *(choose the one that best applies)*

☐ We have a new vision and are really excited; still working out how to live into that vision.

☐ We are clear about our vision and purpose and have/are developing the skills and gifts to bring it about; we are excited and optimistic about our vision.

☒ **Our congregation is changing and it is clear that we can no longer continue as we have been; we believe we know how to go forward but still have some anxiety.**

☐ We see that the ministry within this community is probably winding down after many positive and productive years of faithful ministry, mission and service; we want to celebrate what we have been as we intentionally and graciously end this ministry.

Describe the ministry in our congregation at this time.

We currently have a three quarter time appointed minister. Under her leadership our congregation is moving forward from the loss of our building project, our long term minister and our financial worries. We are focusing on the exploration of ideas for our ministry development recognizing our short/long term financial/resource stewardship. Sunday services are inspirational and relevant to daily living. Music is very important to the congregation and it is a joyous part of our services.

The active Outreach Group challenges the congregation to share their resources to help people at risk in our community and world-wide. We have a caring Pastoral Care Group which actively assists the minister with visitations, delivering meals, and sending cards. We are fortunate to have members of the congregation who can take on worship services as needed.

What would a newcomer experience in worship and church community life?

Newcomers to QUC would experience a genuine welcome from the congregation as soon as they pass through the front door. Depending on the degree of involvement they are looking for, their active participation in our church would be supported and welcomed similar to new friends coming into your family life. People looking for support during difficult times would greatly benefit from our friendship and our pastoral care. Newcomers appreciate how our worship life is enhanced through our much loved music programme and the joy it brings to everyone.

What do we do well as a pastoral charge?

As a pastoral charge we are able to minister to each other during the good times and the bad. Regardless of anyone's personal situation, they can depend on support from our congregation. For example, if you need a drive to an appointment, you just need to ask.

The preparation, serving and sharing of food is definitely something we do well at QUC. We are proud of our active, vital Catering Group which is well known in the community for providing tasty meals at a reasonable cost. In the past they have catered to Presbytery events, community events, funerals, weddings and special occasions. This year the group will focus on major events such as the annual church auction and dinner and the Queenswood Café, where you will find them serving light lunches at the Navan fair.

QUC is also good at reaching out to those less fortunate. Our Outreach committee, with incredible help from the congregation, supports a number of charitable organizations on an ongoing basis. Through their leadership, QUC supports the local Orléans-Cumberland Community Resource Centre (OCCRC) with monthly food appeals. They collect buttons, stamps, jewelry, children's clothing, and toys for the Orléans based Miriam Centre established to help single mothers. They make monthly donations to the lunch programme at Centre 507 (drop-in centre for disadvantaged adults in downtown Ottawa) and to their yearly collection of toiletries. They also coordinate the collection of ladies gently used clothing, kitchen appliances and cookware for The Well (women and women with children) in downtown Ottawa. One member volunteers her time on a weekly basis to provide literacy training and pastoral care at The Well. Since 2012 the Outreach Committee has given out 40 loans totalling \$1,125 through the KIVA programme established to help low income entrepreneurs in 82 countries alleviate poverty.

What are our strengths?

As described above, one of our strengths is our Outreach programme. Another is our ability to "rise to the occasion" and to work together to succeed. Like many other churches, QUC is faced with financial challenges. It was our tenacity, our level of energy, our ingenuity, our enterprising ways and the leadership within our congregation that helped us to reduce our debt with the extension committee. In 2015 we reduced our debt from \$93,000 to \$32,000.

We are also blessed with an abundance of musical talent that brings much joy to our hearts every Sunday morning.

We believe one of our strongest strengths is our desire to maintain our unique identity. We are an informal congregation devoted to helping the less fortunate. We have a genuine love for the laughter of children and we are serious about the environmental work we do to help save the planet. You will only find recyclable products in our Church.

What aspects of our congregation's ministry could use development and growth?

As a congregation we could broaden our understanding of issues by seeking different points of view. The more we know, the better our decisions with respect to attaining our goals and objectives. Our Pastoral Care and Outreach Committees could benefit from additional volunteers to carry out their extremely important work both within the Church and within the community. Our Church as a whole could benefit from attracting new

members. Since Orléans is a transient community (R.C.M.P., Armed Forces and high tech organizations) many church members come and go based on their work location. Also, since our church building is atypical we could benefit from a marketing programme to let our community know who we are, where we are and what we stand for.

What is our dream? *(if we had unlimited financial and/or volunteer commitment)*

1. To build affordable housing for seniors. The project might include building a large hall with a kitchen and dining room. With such a facility we could partner with a food specialist to prepare dinners for seniors. The space could also be rented for weddings and special events. The grounds could be developed with paths, trees, and gardens to accommodate bridal pictures, senior activities, church events, and community groups. The hall could also accommodate office space for the minister and office administrator which would allow for renovating the Chapel to create more worship space.
2. To develop a piece of our land for community gardens.
3. To develop programmes for seniors to address the problem of seniors' isolation.

What are the three most important ministry programs we offer?

1. Given our size, our Outreach program is exceptional.
2. Pastoral Care. We have a sense of community within the church and everyone is willing to help one another.
3. Worship Services.

What are the biggest challenges to ministry in our congregation right now?

1. Dealing with the loss of our long-held dream to build a new church is a challenge. With leadership from our Minister and the Church Council, steps are being taken to grieve the loss, knowing we are a vibrant and very worthwhile entity that can make a difference in the Orléans community.
2. We are challenged by how to implement our vision for developing our greatest asset, our land. We need to explore ways to develop our land in a way that addresses our spiritual direction, while providing some income for the church.
3. Another challenge is the need to develop a visibility plan or marketing strategy to increase membership and help sustain our church into the future. With increased membership there will be increased revenue, leadership and talents to support our vision and our goals.
4. The debt, although significantly reduced, is affecting our ability to implement our vision to support the less fortunate.
5. We are an older congregation with limited energy to continue with unique, innovative ways to raise funds.
6. We are also challenged by what to do with the portables on our property. While they are needed for storage, they are in need of repair.

What will be the biggest challenges to ministry in our congregation 5 years from now?

One of our biggest challenges five years from now will be our ability to stay true to our evolving vision and to avoid projects that do not fit within it. Like many churches membership will be a challenge in five years. We will need to attract new members to prosper.

It is quite possible that the relevance of the church in the life of our community or society as a whole may be in question in five years. In the past it was the church that initiated social reforms, and now many reforms are being taken over by the government or other institutions that do not have the spirit needed to sustain them. Many of these programmes are lost because of insufficient finances, e.g. changes to Centre 507. QUC continues to support Centre 507 but in five years we may not have the people needed to sustain our Outreach programme.

The maintenance of our property will be a challenge in five years. The Chapel is aging and may require significant updates, e.g., new windows or doors. While our toilets have been upgraded, the sinks in our bathrooms are not accessible and storage space is at a premium making it a challenge to navigate bathroom floor space. We will need to develop a maintenance plan that may involve monetary commitments that the contingency fund is not able to handle.

PART C: ABOUT OUR COMMUNITY

This is what we love about our community. This is what makes it unique.

Our immediate community of Orléans is an eastern suburb of the city of Ottawa. In addition to all the attractions of Canada's capital, Ottawa will host the 150 anniversary of Canada's confederation in 2017. Orléans is a bilingual community where both of Canada's official language groups thrive in an atmosphere of mutual respect and harmony. There has been a relatively recent growth of residents from various ethnic origins that adds to the vitality of our community.

While Orléans is a growing community of about 107,000 residents, its roots are as a rural Francophone parish. A short bicycle or car ride past farmer's fields will take you to several small rural villages with farmer's markets, curling clubs, agricultural fairs and other traditional amenities. Residents can easily enjoy the bustle of Orléans' shopping districts, the quiet of neighbourhood parks, and the restfulness of nearby rural areas.

Orléans is a safe, clean community with strong local neighbourhoods. Parks and sports facilities abound. There is excellent public access to the nearby Ottawa River. Walking and bicycle paths connect nearby neighbourhoods. Our local jewel is the Petrie Island Park that offers beaches, footpaths, and a marina, as well as opportunities for observing nature, canoeing, kayaking and ice fishing.

A wide range of quality amenities such as shopping and restaurants are locally available. There are three universities and two community colleges in Ottawa..

With a growing number of specialists opening local clinics in Orléans most daily health-care needs can be met within the community. The nearest critical-care hospital is a 20-minute drive away, and major facilities such as the Children`s Hospital of Eastern Ontario and the Ottawa Heart Institute are located a half-hour drive away. The Orléans Health Hub, which will offer a unique service delivery model for health care, is now in the planning stages.

The three economic, demographic or political challenges facing our area are:

There are currently not enough high-paying, quality jobs in Orléans, so commuting to Ottawa for employment is a reality for the majority of people. Bus service is good but the normal commuting time of 15 – 20 minutes to central Ottawa is temporarily longer because of ongoing rapid-transit construction.

Orléans is a largely middle-class community and lacks sufficient affordable and social housing.

There is no acute-care hospital in Orléans. The future Orléans Health Hub will help to alleviate this situation but in the meantime residents must now go to Ottawa hospitals for cancer and other specialized treatment.

The following websites offer detailed information about our community:

Orléans:

[https://en.wikipedia.org/wiki/Orleans, Ontario](https://en.wikipedia.org/wiki/Orleans,_Ontario)

www.orleansonline.ca

www.croc.ca

www.heartoforleans.ca

Ottawa:

www.ottawa.ca

<http://www.ncc-ccn.gc.ca/>

Queenswood United Church is located in Orléans, Ontario, which is a member of the Synode Montreal and Ottawa Conference.

Synode Montreal and Ottawa Conference

Montreal and Ottawa Conference consists of five (5) Presbyteries: Montreal, Quebec-Sherbrooke, Ottawa, Seaway Valley, and Consistoire Laurentien. Spanning most of the province of Quebec and eastern Ontario, this bilingual Conference embodies a diversity of cultures and ethnicities that shape a unique flavour of ministry for those who offer leadership here. For further information visit our Website: www.montrealandottawaconference.ca

The Ottawa Presbytery

The Ottawa Presbytery of the United Church of Canada is composed of 61 pastoral charges (49 in Ontario, 12 in Quebec) with 80 congregations serving over 18,000 United Church members in addition to an outreach ministry in Iqaluit, Nunavut. More than 100 ministry personnel (active and retired) and over 100 lay representatives are members of the Presbytery which meets monthly at various locations throughout the Presbytery. Congregations are located in both Ontario and Quebec and are representative of rural, urban, and suburban communities. Ministry is provided in English and French as well as a number of other languages. Special ministries related to the Presbytery include Carlington Community Chaplaincy, Centre 507, Emergency Food Centre, Ottawa West Community Chaplaincy, hospital, military, and university chaplaincy, and a Youth Ministries Program.

Settlement opportunities within the Ottawa Presbytery often include a mix of full-time and part-time positions in the West Quebec part of the Presbytery and on the edges of the Presbytery. No pastoral charge in the Presbytery is more than one hour and a half from the National Capital's city core with all its amenities.

The services of the Presbytery Office support congregational life in West Quebec and both rural and urban areas of the City of Ottawa. The office staff consists of a full-time Presbytery Minister, a full-time Youth Minister, and an office administrator. The Ottawa Presbytery Office is located in the United Church Regional Centre at City View United Church, 6 Epworth Avenue, Nepean. The Regional Centre is the home of the West Office of the Montreal & Ottawa Conference and the Ottawa Presbytery. For further information, visit our website: www.uccanottawa.org

PART D: ABOUT OUR ASSETS

Governance structure: ☐ Official Board ☒ Council ☐ Church Board
 ☐ Other If "other" please describe.

How many people are on your Governing Body? 17

How many are typically present at a meeting of your Governing Body? 11

Our Church Building(s):



Our Sanctuary holds 114 people. There are two school portables joined together that hold 60 people.

Are there meeting rooms? ☒ Yes ☐ No

The worship space is converted to a meeting room as needed. Depending on the size of the group, day, and time, the offices of the Minister and the Office Administrator are also available for meetings.

What are they used for?

The space is used for Council meetings, committee meetings, craft group, bible study, Messy Church, Snowflake bazaar, concerts, card parties, receptions, social gatherings, speakers and a number of outside rentals.

Is there a basement? ☐ Yes ☒ No

Is there a nursery? ☐ Yes ☒ No

Is the nursery toys/furniture compliant with current safety standards? N/A

Are there Sunday school rooms? ☐ Yes ☒ No

When there is a need for child care volunteers use the Minister's Office. There are a number of books, crayons and small toys available to entertain the children. These items are considered compliant with current safety standards.

How many? _____ Are they also multipurpose use? N/A

Are there community rooms, church hall or activity rooms? (i.e. quilting, gym, etc.)
☒ Yes - Described above.

Largest community room holds 114 people.

Brief descriptions:

QUC is a small blue chapel sitting on three acres of land in the Queenswood Heights community of Orléans. The building is 2,000 sq. ft. in size consisting of 1,000 sq. ft. of worship space, a cloak room, furnace room, men's and women's washrooms, an office for the Minister and another for the Office Administrator. The worship space chairs are stackable allowing it to become a multi-purpose room. There is an extremely small kitchenette hidden behind the closet doors in the worship space. The building is a single story with some storage space in the attic. The roof and furnace were replaced within the past five years.

Two school portables were installed on the property about 20 years ago to provide space for a Sunday school, storage and meetings. They can accommodate 60 people but are used only for storage because of the need for a variety of repairs.

There is a large paved parking lot on the property that can accommodate approximately 50 cars. Five of the parking spots are designated "handicapped". In summer there are two well-kept flower gardens on either side of the front door. The lawn, trees and shrubs are well maintained.

Do you own a Manse: No

Where is the minister's office located?

The Minister's office is located inside the front doors to the building.

Describe it:

The office has three windows that give it lots of light and air circulation. The front window looks out over the parking lot and front entrance. There is also a window looking into the church hallway. All windows have blinds. The office is approximately 15' x 12' with a tiled floor. The walls are painted blue with white trim. There are built-in white book cases, work space and drawers on the back wall. There are two free standing book shelves, a filing cabinet, desk, office chair and meeting table with side chairs.

Is the building used by outside groups? ☒ Yes

Brief descriptions (tenants, occasional rentals, frequency of use):

The Seventh Day Adventists (SDA) Church is a tenant in the building. They use the space every Saturday morning and Tuesday evening. On Monday evenings from 7-9 pm the Ottawa Community String Orchestra rents the worship space. On Tuesday afternoons there is a Strength and Stretch Fitness Class from 1-2 and from 6-7. On Wednesday mornings there is a yoga class from 10-12 and on Friday afternoon from 1-4 there are bridge lessons. There are occasional rentals for piano recitals, community events, etc.

Is there audio visual capacity in ☒ the sanctuary ☐ church hall

There is a microphone, speaker and projector used for presentations and Sunday service prayers and hymns. Work is being done to record sermons for posting on the church website.

Is there a photocopier in the church? ☐ Yes ☒ No

It was deemed more economical to use the printer for making copies than it was to purchase and maintain a photocopier.

Is internet provided at the church? ☒ Yes ☐ No **If yes, is it** ☒ High Speed

Is the church accessible per United Church Accessibility Guidelines? ☒ Yes ☐ No

http://www.united-church.ca/files/handbooks/buildings_accessibility.pdf

While not all areas of our building are accessible, we have:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> wheel chair ramps | <input type="checkbox"/> elevator/lift N/A | <input type="checkbox"/> power-assisted doors |
| <input type="checkbox"/> accessible washrooms | <input type="checkbox"/> braille signage | <input type="checkbox"/> hearing-assist system |
| <input checked="" type="checkbox"/> large print worship materials | | <input checked="" type="checkbox"/> increased lighting |
| <input type="checkbox"/> other: | | |

The Church is built on one level and as such ramps are not required to access the front door from the parking lot. New LED lighting was recently installed with dimmer switches which allow for increased lighting as needed. The use of a microphone and speaker is helpful to the hearing impaired and large-print worship material is available. Sermons are posted on the Church website and we are working on a plan to post audio of services.

While the washroom cubicles are not accessible by wheelchair, they are accessible by walkers. There are right-height toilets and grab bars in women's and men's washrooms. The washroom sinks and cloak room are not accessible, the front door is not power-assisted and there is no braille signage. There is a ramp to the portables but the entrance door is not accessible by a wheelchair.

If available, estimate of the cost to meet accessibility needs: **\$10,000**

Support Staff:

Is there support for administrative tasks (e.g. bulletin, scheduling, and reception)?

☒ Yes ☐ No

If yes, how many hours per week? **13.5** If yes, is this ☒ Paid

Is there support for caretaking tasks? ☒ Yes ☐ No

If yes, how many hours per week? **2 hours every two weeks for two people to clean the chapel.** If yes, is this ☒ paid.

The Seventh Day Adventist congregation also volunteers time to vacuum/sweep the chapel floors, and there are volunteers to put out the weekly garbage and to pick up debris in the parking lot.

Briefly describe the music for Sunday Service:

QUC is a "singing church". Music is a big part of the weekly service with a minimum of five hymns being sung from either "Voices United" or "More Voices". The senior choir, and occasionally members of the congregation, provide the gift of music to suit the theme of the service. The Church is blessed to have the leadership of a skilled choir director and exemplary pianist who work closely with the Minister and the Worship Committee to co-ordinate meaningful and inspirational music for the weekly service. Instrumentalists who play the flute, guitar, tuba and clarinet are often invited to enhance the music programme. The choir is an enthusiastic participant in the annual Orléans "Christmas Choirfest". Music at QUC is enhanced by its well-tuned baby grand piano and a pianist who brings alive each and every piece of music she plays.

Is there someone specifically named to support to your music program? ☒ Yes

If yes, how many hours per week? **The Choir Director works approximately 4 hours per week and the Pianist works approximately 5 hours per week.** If yes, is this ☒ paid (honorarium)

Do you have a choir? ☒ Yes If more than one, how many?

Who provides Sunday Supply when your minister is way on vacation or study leave?

QUC has one Licensed Lay Worship Leader available to provide pulpit supply as well as individuals from the Worship Committee. As needed the Worship Committee hires external supply ministers and/or arrange for guest speakers.

Number of worship services each Sunday: **1** Time of Service: **10:00 a.m.**

Do you have an active Worship Committee? ☒ Yes ☐ No

Ministry and Personnel Committee:

How many committee members? **4** How often does the committee meet? **The committee meets annually with staff to discuss performance reviews and to establish new goals. It meets informally 2-3 additional times throughout the year or as required. There are regular email exchanges between the committee members and the staff.**

Has one or more of the committee members ever attended an M&P Committee training event in the last three years? ☒ Yes

Pastoral Care:

Do you have a trained Pastoral Care Team in place? ☒ Yes **There is one member of the team who took formal training for pastoral care workers and shares this knowledge with other team members.**

Are there volunteers who help with the hospital, shut-in & member visits?

☒ Yes If yes, how many volunteers? **7**

Does this area of the congregation's ministry need to be developed: ☐ Yes ☒ No

While members of the Pastoral Care team are extremely busy they are able to manage because of the uniqueness of QUC's congregation. The team can call on members of the congregation to help as the need arises.

There are two members, in particular, who are not officially part of the committee but make significant contributions when needed. Similarly, other church members willingly step into action when approached. The make-up of QUC is such that most people know one another and want to help. The extra support is greatly appreciated as QUC is working

with a part time Minister. The Committee is open to accepting help from others, e.g. it will seek assistance from the Worship and Outreach Committee to help with the delivery of workshops offered to the community. It also values the diverse skills of its team members, and uses these skills to develop workshops related to funerals, seniors, nutrition and other topics.

Christian Development / Faith Formation:

Do you have a Christian Development Committee? ☐ Yes ☒ No

Is there someone specifically named to support to your educational program? ☐ Yes ☒ No

Christian Education is part of the QUC constitution but there is no active committee at this time.

If yes, how many hours per week? _____ If yes, is this ☐ paid ☐ volunteer?

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PART E: ABOUT OUR FINANCES

The word or phrase that best describes our current financial situation is:

☐ Abundant ☒ Adequate ☐ Not meeting expenses but optimistic

☐ We are not meeting expenses. We rely on bequests and reserves to fund operating budget.

☐ Other

Our Revenue Sources are: *(please indicate approximate percentage of your current operating budget that comes from each source)*

Congregational Giving's 55% Congregational Fundraising Activities 30%
Rental of building/services 10% Bequests, Reserves, Investments 5%
Other (please briefly describe)

Is there a Finance Committee? ☒ Yes ☐ No

Currently QUC does not have a Chair of Finance. The Treasurer sits on QUC Council and the Council is responsible for financial decisions.

Financial statistics:

How many weekly offering envelopes do you issue? **47**

How many people are on Pre-Authorized Remittance (PAR)? **31**

How many active givers are there? **78**

What is the annual income of the Pastoral Charge? **Income for 2015 was \$123,977 and proposed budget for 2016 is \$123,200.**

What amount of money is directed toward the Mission and Service Fund? **\$4,000**

What are your fundraisers? **Dinner and Auction; Spring Garage Sale; Mushroom Compost Drive; MacMillan's Frozen Foods (orders are placed twice a year for frozen gourmet food and QUC receives a percentage of the cost of orders); Gift Cards from a variety of grocery stores, Tim Horton's and Giant Tiger are sold and depending on the store, QUC receives 2 percent of their value; Christmas Snowflake Bazaar; Catering Events; ad hoc events such as card parties; guest speakers, choirs, homemade tortières, ongoing bottle drives.**

What amount is paid for the minister's salary? **Three-quarter time, Category B, Ordained Minister, Cost of Living Group 4**

What was the total travel allowance given last year? **2015 - \$2,500 for full time Minister; 2016 - \$1,000 for three-quarter time Minister**

How much of money raised goes for building maintenance?

Snow Removal – \$3,700

Lawn Mowing – \$3,600

Cleaning Staff- \$2,600

Church building maintenance and repair:

Who does the repairs? **Volunteers do the regular maintenance repairs and qualified trades people are hired for electrical, plumbing and heating repairs.**

Are major repairs required? ☒ Yes ☐ No

List in priority with estimated costs:

1. **Church Sign - \$4500 – estimate**
2. **Parking Lot Lighting - \$6000 – estimate**
3. **A decision has to be made by the congregation on whether or not to proceed with the necessary repairs to the portables.**

Have you had to ask for assistance from Mission Support to cover your budget?

☐ Yes ☒ No

If yes, tell us when and how much you received?

Date: _____ Amount \$ _____

What is the maximum salary increment you feel you are able to pay? (A-F)

Category C, Cost of Living Group 4 (three-quarter time)

Might you consider offering above the minimum salary? ☒ Yes ☐ No

Are you considering a reduction or increase in working hours of ministry personnel?

☐ Increase ☐ Decrease ☒ **Stay the same, i.e. three-quarter time**

What other potential revenue resources do you have to draw upon in your church and wider community? **Contingency Fund (gift cards) - \$10,000; Memorial Fund - \$5,000**

It is important to note that the congregation of QUC is extremely generous when faced with a challenge to meet unexpected expenses. For example donations in excess of \$7,000 were received within a three month time frame to cover the cost of roof repairs and toilet replacements.

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PART F: OUR FINANCIAL RESERVES

We have sufficient reserves in the bank that we could cover three months of expenses if we had an emergency. ☒ Yes ☐ No

Our Financial Accountability:

Our financial statements are reviewed by an external person each year:

☒ Yes, a formal third-party review ☐ No

Our financial statements from the last three years are available upon request.

☒ Yes ☐ No, but available on our website ☐ No\

Our Financial Statistics from the last five years:

	Line # in UCC Yearbook	Current Year 2015	One Year Ago 2014	Two Years Ago 2013	Three Years Ago 2012	Four Years Ago 2011
Households Under Pastoral Care	Line # 5	76	83	79	79	87
Financially Supporting Households	Line # 6	73	80	76	76	84
Attendance at Sunday Worship	Line # 20	50	60	60	60	70
Regular Givers	Line # 18	78	85	81	81	89
Operation of Pastoral Charge (\$)	Line # 40	123,738	147,053	130,417	128,936	122,210

Additional comments or notes that you feel may be relevant:

“Operation of Pastoral Charge” – the spike in 2014 was due to the cost of roof repairs, replacement of toilets, increased snow plowing costs, and lawn mowing contract.

The Estimated Operational Income and Expenditures for the past year, the current year and for the next three years have been estimated as follows:

Year	Income	Expenditure	Difference (+ or -)
2014	\$138,522	\$147,052	\$-\$8,977
2015	\$123,977	\$123,738	\$+\$238
2016	\$123,200	\$121,475	\$+\$300
2017	\$131,486	\$131,486	\$ +/-0
2018	\$135,430	\$135,430	\$ +/-0

Additional Information and or Explanation:

Our budget in 2015 was not a balanced budget because we wanted to formally recognize our debt to the Extension Committee. Past budgets did not reflect our debt. As such the 2015 budget projection was -\$7,500 and included monthly payments to the Extension Committee totalling \$5,400. We were able to cover this additional expense and have a minimal surplus mainly because of the loss of our permanent, long term Minister. The 2016 budget was prepared with the understanding that we would have a part time minister while work was being done to hire a permanent minister. We also recognized our annual givings had been reduced with the departure of a few families who left to worship elsewhere.

This analysis does not include special fundraising activities to pay down our debt or to pay for unbudgeted maintenance. As we move forward with our vision for “Living God’s Dream” we will be in a better position to forecast its impact on future budgets.

An increase of 7% projected in 2017 will cover the increase in salary costs associated with the hiring of a new minister at three quarter time. The 2016 salary budget was significantly reduced because of the loss of our permanent, long term minister who was paid at Category F, and the understanding that we would not be in a position to hire a permanent Minister until 2017.

An increase of 3% for 2018 is considered reasonable, particularly, if we are successful in paying off our current debt. Again, our work on implementing “Living God’s Dream” has the potential to use our land in a way that will assist people in need of affordable housing as well as create minimal income for QUC.

QUC had an original debt of \$225,000 with the Extension Committee to build our Chapel. As of January 2016 we have a balance remaining of \$32,000. We make monthly payments of \$450 as well as ad hoc payments funded by a variety of fundraisers specific to debt reduction. There is an agreement with the Extension Committee that once we reach an outstanding balance of \$9,000 the debt will be paid in full. The \$9,000 reflects a portion of the interest we already paid on our loan. We are hopeful that by December 2017 the debt will be paid off.

With respect to our financial obligations we have a \$15,000 overdraft protection with the Bank of Montreal. While we had to depend on this overdraft for several years, we have not needed to use it to make our financial commitments since January 2016.

THE UNITED CHURCH OF CANADA SYNODE MONTREAL AND OTTAWA CONFERENCE



PROFILE 2: LIVING MINISTRY PROFILE

Queenswood United Church (QUC) is located in Queenswood Heights, a suburb of Orléans, in eastern Ottawa. Orléans is a prosperous community of working and retired families which generally reflects the membership of QUC. We also have people close to retirement, young retirees, and people who have been retired for some time. The congregation has remained relatively stable over the past few years with new members offsetting those we have lost.

The church building is about 2000 square feet and consists of a multi-use sanctuary, two offices, restrooms and a cloak room. There are also two portable buildings used mostly for storage. The buildings are situated on three acres of park-like land in a residential area. The church building is in good condition with the major maintenance kept up-to-date, while the portables will require repair if they are to be kept in use.

It was a long-held dream to replace the church building with a larger one that would provide better space and, in particular, provide a full kitchen to ease the production of congregational and community gatherings. Over the past decade, a plan was investigated to sell the majority of our land in return for the construction of a new building complete with rental space for a long-term tenant. In 2014 the congregation concluded that the plan was not feasible as we would have to incur too large a debt load.

While this was a major disappointment for many people, QUC pursued two major ministry-focused initiatives over the past three years to discern its future direction. First, QUC undertook a Foresight Study which brought to light possible future alternatives/directions. The study was then followed by a visioning process.

During the visioning process the congregation participated in workshops led by an EDGE Network consultant. As a result of this discernment, two spiritual directions were decided upon, i.e. helping people at risk and partnering with other churches. To fulfill these two directions, we are open to partnering with community groups and institutions, various levels of government, businesses, and other organizations with compatible goals and objectives. Partnering with other churches does not mean amalgamation. It means working with them to deliver community events/activities/services, e.g. sharing space for events such as Messy Church or collaborating on providing affordable housing initiatives for seniors. We have not restricted ourselves to churches of our own denomination, or of the Christian faith, but are open to any possibility that will allow us to better serve those at risk.

As a result of the Foresight Study and Visioning Process, QUC is facing its future under the banner of “Living God’s Dream”. Within our two spiritual directions we have identified four areas of particular interest to the congregation, i.e.

1. using our land to develop a welcoming community that could provide affordable housing for those in need as well as enhance our financial sustainability;
2. developing a garden on our site;
3. providing support to seniors and their caregivers; and
4. expanding our initial efforts toward electronic ministry.

Some of these ideas have been adopted by several of our committees. Others will require the work of people outside of our committee structure who are also passionate about a particular idea or project. Project based groups will develop an initial plan of action and begin the actual work itself.

Council has agreed to contact the EDGE Network for help in the development of our land for affordable housing. We are also interested in investigating other avenues such as Ottawa’s Multifaith Housing Initiative. A community garden for the benefit of those living in our affordable housing community could be part of the dream. Until we have more concrete plans, we are considering the creation of a small, serene garden to be used for prayer and contemplation by members of the community and especially those living in the senior’s residence next door. We are meeting with a local non-United Church congregation to discuss possible partnership initiatives related to Messy Church, Vacation Bible School and a senior’s drop-in centre. We post weekly sermons on our website at <http://queenswoodunited.org/> and are investigating the possibility of posting them using audio and/or video technology.

Financially, QUC is currently able to meet its expenditures through givings and fundraising. Going forward, like many other churches, we must increase communication with our congregation to ensure they are aware of our income and expenditures. Only then can we actively reflect upon our own giving’s and respond within our means as we go through the church year.

The annual budget is developed based on past experience and best estimates for the coming year, recently noting any new expenditure requirements for ministry development. Years ago QUC was loaned money by the Extension Committee to build its current facility, and an outstanding balance remains in effect today. Over the last few years, we have focused our efforts towards repaying that debt, and worked particularly hard in 2015 to reduce our chapel debt by sixty (60) thousand dollars. This accomplishment speaks volumes about what our community of faith can do when committed to a goal no matter how daunting.

Repayment of our remaining chapel debt will continue to be a very high priority in the next year, with the knowledge that other fundraising needs call to us as well. Our leadership must address issues of both short and long-term physical resource development with regard to meeting space, kitchen facilities, and storage space. Due to their age, the current portable buildings have very limited capability. Clearly, an overall financial strategy is required. Recognizing that our property is our greatest asset we need to explore possible future uses for this asset by utilizing means congruent with our discerned spiritual directions. Such exploration may uncover an ongoing income stream that will sustain QUC's financial wellness.

A significant part of our budget comes from fund-raising with the current strategy focusing on major events that provide sufficient funds worthy of congregational time and effort. They include events such the annual Time and Talent Auction, bazaars, and a multi-day cafe in support of a local fair. The planning and execution of these events place a heavy demand on the event leaders, and on the many congregational members who work at them. These kinds of activities are increasingly challenging as our congregation ages. For the present, however, they are wonderful fellowship activities that strengthen our bonds, and we consider them an outreach to those we serve.

QUC has an active Outreach committee that raises funds and donations and serves a variety of organizations such as The Well, Centre 507 and Kiva. We continue to give to the Mission and Service Fund. We have a very active Pastoral Care Committee that focuses on the ongoing pastoral needs of our congregation in conjunction with the emergency pastoral care provided by our three-quarter time appointed Minister.

QUC can attribute its ability to thrive on the things that make us distinct:

1. Our worship is informal. This owes much to our origin as a 'home' church which moved to a local school and finally to a small sanctuary. Our sanctuary is deliberately multi-use so we can reconfigure it as needed. You often see a child playing on the floor by the choir during the service or running full speed down the aisle. We love to hear the exclamations of a child punctuating the sermon or a hymn.
2. We are much like a large family and we take care of each other. Our members are emphatically warm and welcoming. You cannot be anonymous in our congregation.
3. We love to work together. The amount of work put into our catering and other fund-raising events is remarkable. We enjoy the work because of the fellowship and the opportunity to serve others.

4. **We love music. Our choir director, pianist and choir are exceptional. At many services there are as many people in the choir as in the rest of the congregation. The sanctuary is arranged so the choir, the minister and the congregation are facing each other, and not too far apart. So when the choir is in full flight the joy that pulses out of them can bring tears to your eyes. Often they receive an exuberant applause from a most appreciative congregation.**

There is no doubt that God is with us at QUC, doing his work amongst us, and that our property is a sacred space to be used for God's purpose. We ask questions together, we learn together, and we support each other in a spiritual way that only a small congregation who has become an extended family can do.

**THE UNITED CHURCH OF CANADA
SYNODE MONTREAL AND OTTAWA CONFERENCE**



PROFILE 3: POSITION DESCRIPTION(S)

Title: Ordained Minister ☐ Full Time ☒ Part Time (75 %)

While we are looking for an exceptional Minister who can identify with our congregation, we are also looking for someone who is enthusiastic about working with us to solidify our vision and to implement “Living God’s Dream” for QUC.

Ministry Designation: ☒ Ordained ☐ Diaconal ☐ Designated Lay Minister

Accountability and Support:

The Minister is accountable to Ottawa Presbytery and the Pastoral Charge through the Ministry and Personnel Committee to assist a congregation of 70+ families on a progressive spiritual journey of “Living God’s Dream” to realize its visions and goals. The position is supported by a part-time Office Administrator, Music Director and Pianist.

Responsibilities based on three-quarter time:

1. Worship: 10 Hours (33%)

- **Plan, prepare and conduct Sunday inspirational worship and communion services including Christmas and Easter services by:**
 - **managing a monthly rotation that will balance the 30 hour work week;**
 - **researching thought provoking, timely topics and related scriptures that will resonate with the congregation and bring them hope;**
 - **incorporating music as an integral part of the service;**
 - **administering communion and baptism sacraments;**
 - **presiding at weddings and funerals;**
 - **participating on the Worship Committee;**
 - **participating in Messy Church gatherings;**
 - **recognizing and including children and youth whenever possible.**

2. Living God’s Dream: 5 Hours (15%)

- **Supporting ministry vision initiatives by:**
 - **providing leadership and support for the development and implementation of spiritual directions related to helping people at risk and working with other churches and community groups.**

3. Christian Development and Faith Formation: 3 Hours (10%)

- Co-ordinating, leading and/or assisting in the spiritual development of members of the congregation by:
 - acting as resource for adult bible study group and soul companions (a group that meets to examine how God is present in the “ups and downs” of their daily lives);
 - developing and leading adult confirmation and Christian education classes;
 - assisting in the recruitment, training and development of committee members;
 - participating in spiritual retreats;
 - integrating children and youth participation in worship services whenever possible, e.g. Christmas Eve services.

4. Pastoral Care: 4 Hours (15%)

- Co-ordinating and/or providing pastoral care to members of the congregation by:
 - leading and supporting the Pastoral Care Team;
 - providing emergency counselling to members in crisis; visiting and offering spiritual guidance to members as needed;
 - leading pre-marriage, pre-baptism and pre-funeral counselling.

5. Administration: 4 Hours (15%)

- Conducting administrative activities by:
 - attending monthly Council meetings;
 - participating on Church committees as required;
 - collaborating with the Office Administrator to prepare the weekly order of worship;
 - performing administrative duties related to the United Church of Canada, e.g. completing monthly mileage log;
 - responding to incoming mail, emails and telephone calls.

6. Leadership Development: 1 Hour (3%)

- Developing the talents of congregation members to assume enhanced roles in various aspects of church life.

7. Fellowship: 1 Hour (3%)

- Offering a ministerial presence and participation at special events within the congregational life of the Church.

8. Wider United Church of Canada: 2 Hours (6%)

- Participating in ministerial and/or congregational Presbytery committees.
- Attending Presbytery meetings and reporting back to Church Council.

- **Participating in Presbytery, Conference and General Council after consultation with Ministry and Personnel Committee.**

Are there other Ministry Personnel positions associated with this Pastoral Charge?

☐ Yes

☒ No

**THE UNITED CHURCH OF CANADA
SYNODE MONTREAL AND OTTAWA CONFERENCE**



PROFILE 4: SKILLS, KNOWLEDGE AND EXPERIENCE

Skills:

- **effective interpersonal and communication skills**
- **effective leadership skills, including the ability to respond to a congregation in a state of flux and change**
- **ability to understand QUC's vision of Living God's Dream and to help make it a reality**
- **effective preaching skills, including the ability to generate thought inspiring and spiritual sermons relevant to today's world**
- **ability to provide worship services based on mainstream United Church theology**
- **ability to offer a balance between traditional and contemporary forms of worship and music**
- **ability to work as a team player**
- **ability to manage time, set priorities and balance competing needs**
- **organizational, planning and administrative skills**
- **computer skills and ability to use social media**
- **ability to communicate and connect with all ages and personalities**
- **ability to lead and demonstrate transparent decision making**
- **ability to work with volunteers in a church system**

Knowledge:

- **in-depth knowledge of scripture and Christian theology**
- **social justice and outreach awareness**
- **policies, guidelines, procedures and governance models of the United Church of Canada**
- **conflict resolution**
- **understanding Living God's Dream**
- **project management to assist the congregation achieving their vision of Living God's Dream**

Personal Attributes:

- be called by God and be the heart of Christ, have a deep sense of calling and conviction of Christian life and pastoral care, sense of humour
- energetic and enthusiastic about implementing QUC's vision of "Living God's Dream"
- welcoming, caring and compassionate with a keen interest in pastoral care and outreach
- a teacher at heart
- understands and appreciates the importance of music in the worship service
- flexible and open to new ideas
- ability to be comfortable in an informal worship environment
- ability to deal effectively with own professional stress
- ability to encourage others and a willingness to challenge others to reach the best outcome
- respectful of confidential matters and uses discretion in daily interactions
- innovative, and problem solver to see the big picture of QUC vision of Living God's Dream
- a good listener, respectful of differing viewpoints, and a consensus facilitator

Experience:

- planning and delivering worship services
- performing baptisms, communion, weddings and funerals
- recognizing and developing church members to assume and participate in church committees and activities
- developing and/or co-ordinating the development of Church policies and procedures

**THE UNITED CHURCH OF CANADA
SYNODE MONTREAL AND OTTAWA CONFERENCE**



PROFILE 5: WHAT WE CAN OFFER

1. Queenswood United Church (QUC) is an equal opportunity employer.
2. QUC is prepared to pay up to \$43,245 per year, which represents a Minister in Category C, Cost of Living Group 4, working three-quarter time.
3. Depending on the qualifications of the candidate, QUC is prepared to pay up to 5% over the minimum salary.
4. QUC does not have a manse.
5. A continuing education and learning amount of \$1,020 per year is provided.
6. Continuing Education Leave of three weeks (21 days) of study leave within each pastoral year, including Sundays, is provided.
7. Three consecutive months of sabbatical is provided after five consecutive years of service to the pastoral charge.
8. An out of office telephone allowance of \$420 per year is provided.
9. Vacation: minimum one month vacation (including 5 Sundays) in each pastoral year.
10. The church provides a laptop and has high speed internet Wi-Fi service at the church. A projector is available for use with the laptop. A simple microphone and amplifier system is generally used during services. Part of our vision going forward is to make at least parts of our worship services available online for those who can't attend.
11. Mileage incurred in ministry is reimbursed in accordance with UCC policy.
12. The Minister is directly supported by a music director, a pianist, an office administrator (13.5 paid hours/week), and very active worship and pastoral care committees.
13. QUC will pay all reasonable moving expenses as described in UCC policy. Receipts and three quotes are requested.

14. The annual allowances and benefits will be pro-rated in the first year depending on the starting date.

**THE UNITED CHURCH OF CANADA
SYNODE MONTREAL AND OTTAWA CONFERENCE**



PROFILE 6: PASTORAL CHARGE – TELLING OUR STORY

Name of Pastoral Charge: **Queenswood United Church**

Address of Pastoral Charge: **360 Kennedy Lane East
Orléans, Ontario
K1E 3P3**

Brief Description of Pastoral Charge:

We are a small, energetic and friendly community of faith, situated in Orléans, Ontario. We are a picturesque 20 minute drive from Parliament Hill, and close to Petrie Island, a natural gem with sandy beaches hidden on the banks of the Ottawa River. We find joy, support and strength in worshipping and working together. Our church family is precious to us. We are a welcoming, inclusive congregation of 70 + families (predominantly seniors) and are open, accepting, respectful and sincere. We are seekers, striving to understand God's will for us. We are nurturers of God's creation. We have a strong tradition of outreach to the greater community. Music is a big part of the congregation and our weekly services. We consider ourselves to be a "singing church" which is familiar with both Voices United and More Voices. The choir, and occasionally members of the congregation or invited guests, provide the gift of music to suit the theme of the specific service. We are blessed to have the leadership of a skilled choir director, an enthusiastic, talented pianist and occasional back-up musicians.

To help us discern our future spiritual direction, an EDGE Network consultant guided us through a visioning process. It was determined that God is calling us to partner with other churches and to help those at risk. As a result, QUC is facing the future under the banner of "Living God's Dream" wherein the congregation identified four principle areas of ministry that we believe answers God's call:

- 1. using our land to develop a welcoming community which will provide affordable housing for those in need as well as help our financial sustainability;**
- 2. developing a garden on our site;**
- 3. providing support to seniors and their caregivers;**
- 4. expanding on our initial efforts in electronic ministry.**

We are a loving community in Christ that is totally passionate about living God's dream. Our partnering with other churches does not include amalgamation, but could involve working together on activities where we share space for events such as Messy Church or where we collaborate on the provision of affordable housing. We have not restricted ourselves to only churches of our own denomination, or of the Christian faith, but are open to any possibility that will help us serve those at risk.

Council has agreed to contact the EDGE Network to help develop our land for affordable housing. We are also interested in looking at other avenues, such as Ottawa's Multifaith Housing Initiative. A community garden for the benefit of those living in our affordable housing community could be part of the dream. Until we have more concrete plans, however, we are looking at creating a small, serene garden area for prayer and contemplation by the community, and especially by those living in the senior's residence next door. We have meetings planned to discuss partnering with a local non-United Church congregation in the areas of Messy Church, Vacation Bible School and a senior's drop-in centre. We now post our weekly sermons on our website <http://queenswoodunited.org/>, and we are investigating the possibility of using audio and/or video technology to reach shut-ins and those in long-term care homes.

Our Outreach efforts confirm we are a community of faith that cares about people at risk in our local community and in our world, e.g.

- On Communion Sundays we collect "Bread for Bread", i.e. change is collected in lieu of loaves of bread and donated to Centre 507, a safe haven, stepping stone, drop-in-facility in downtown Ottawa for the disadvantaged and homeless. It uses the money to buy bread for its lunch programme.
- The donation of paper products (Depends, sanitary products, incontinence pads, toilet paper, Kleenex, paper towels) to The Well, a safe drop-in day facility in downtown Ottawa for women and women with children.
- The Toiletries Appeal provides hygiene products for people at Centre 507 and The Well.
- Food and special "Flash Appeals" are organized for the Orléans Cumberland Community Resource Centre (OCCRC).
- The Christmas Challenge at QUC is based on the philosophy of sharing, i.e. we ask the congregation to estimate their anticipated Christmas expenditures (decorations, gifts, entertaining, food and travel) and, if possible, to donate 10% of that amount to people in need in our community.
- Every Christmas, QUC has two Mission Trees decorated with donations of warm winter clothing (toques, hats, mitts, t-shirts, sweatshirts, socks) for those in need at Centre 507, The Well and OCCRC.
- Lending money to people in developing countries to alleviate poverty through an online, micro-finance non-profit organization known as KIVA.

- Support and respite for members of the church community by providing meals and rides to medical/hospital appointments.

We continue to hope and dream of possibilities and opportunities that will help us become the vibrant “little church on the hill”.

LIVING MINISTRY PROFILE		
Priority (1 to 8)	Category Title	This is who we are as a Pastoral Charge
1	Worship	We have specific goals related to the provision of spiritually-fulfilling, informal, welcoming worship services.
2	Living God’s Dream	We have specific goals related to the development and implementation of ministry initiatives that focus on helping people at risk, and partnering/working with other churches.
3	Christian Development & Faith Formation	We have specific goals related to spiritual development through the provision of bible study, adult confirmation classes, Christian education classes; and participation in a Soul Companion Group, and retreats.
4	Pastoral Care	We have specific goals related to supporting the pastoral team, e.g. visiting shut-ins, the ill, the bereaved; providing pre-marriage, pre-baptism and pre-funeral interviews and counselling.
5	Administration	We have specific administration goals including participation in Council meetings; church committees as required; and prescribed duties for the U.C.C.
6	Leadership Development	We have specific goals related to developing the talents of congregation members to assume enhanced roles of Church life.

7	Fellowship	We have specific goals related to ministerial presence in some congregational activities.
8	Wider U.C.C. Involvement	We have specific UCC involvement goals that provide allotted time for our Minister to be engaged in the performance of UCC activities.



QUC Community Statement

We are a member congregation of the United Church of Canada. We are grounded in Christian tradition and are open to the truths of other faiths.

We are a small, energetic and friendly community of faith who find joy, support and strength in worshipping and working together. Our church family is precious to us.

We strive to be faithful servants of God in our time and place.

We welcome all who quest sincerely to join us in our faith journey.

Who We Are

We are an engaged community of faith, finding Christian Fellowship in our activities together.

We are welcoming.

We are open, accepting, respectful and sincere.

We are seekers, striving to understand God's Will for us.

We are nurturers of God's creation.

We are a loving community in Christ.

What We Believe

We believe that we are not alone, that we live in God's world.

We believe that God bears unconditional love, mercy and compassion for all in all of creation.

We believe we are called by God to act in love.

We believe that we are the hands and feet of God to serve others.

We believe that the challenge of growing our

faith is a life-long journey,
and that we are greatly
enriched by sharing that
journey within community.

We believe that, with God's
help, we can make a
difference.

How We Practice

We take care of each other,
in prayer and in practice.

At worship we pray, sing,
laugh, celebrate and reflect
on the Word of God.

We have a strong ministry of
music.

We provide a safe place to
practice and explore.

We focus on living Christ's
teachings through our
actions.

We continue our strong
tradition of outreach to the
greater community.

We accept that we are
blessed to be able to share
our gifts with one another
and with all creation.

We celebrate the gift of
God's grace.

Note to Applicant Ministry Personnel: Please indicate your interest by providing a cover letter describing your skills and gifts, a statement of faith, and a resume to:

LivingGodsDream@queenswoodunited.org

Closing Date: _____

Profiles 1-6: Approved by the Board/Council of:

Queenswood United Church

Name of Pastoral Charge

Ottawa Presbytery

Name of Presbytery

Rose Marie MacLennan

Name/Signature of Chair of Council

_____ Date

Kathleen Grady-Thompson

Name/Signature of Secretary of Council

_____ Date

Bryan Giffin

Name/Signature of Presbytery Representative to JNAP

_____ Date
