

**THE UNITED CHURCH OF CANADA
L'EGLISE UNIE DU CANADA**

COMMUNITY OF FAITH PROFILE

Prairie Spirit United Church

Prairie to Pine, Region 5

October 12, 2023

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Our Mission Statement

Prairie Spirit United Church is an inclusive Community of Faith, walking the path of Jesus as we worship God. We do this by engaging with our community, by offering our gifts to aid where we can, and by telling our faith stories to all generations.



Prairie Spirit United Church (PSUC) is seeking a Minister to lead our community of faith into the future. We are open to a call or appointment of an ordained or diaconal Minister who may be local, from across the country or internationally trained.

Our Roots

Prairie Spirit United Church became an amalgamated faith community on October 1st, 2018. One of Prairie Spirit's founding churches was a Methodist congregation prior to Union in 1925. The other two were churches formed in the great expansion of the 60's. Building on vibrant histories, vision, courage, and commitment, the three founding Communities of Faith formed PSUC.

The amalgamation process began in 2010 with the formation of a committee called Open Doors. There was representation from six United Churches in the St. James community and leadership from Winnipeg Presbytery as well as an EDGE representative. After years of studies, workshops and many opportunities for discussion and input at the congregational level, a decision was made in the Fall of 2017 that 3 congregations; Kirkfield Park, Silver Heights and Sturgeon Creek United Churches move toward amalgamation. In April of 2018, a joint meeting was held to approve the amalgamation and Prairie Spirit United Church was founded. This decision necessitated the sale of two of the church homes and the keeping of one to be used by this new Community of Faith. The sale of these two buildings provided financial stability to this new faith community.

As a new Community of Faith we embarked on a relationship with our Intentional Interim Minister who worked with the transition team. In addition, we had a part time ordained minister to assist with worship and to lead in pastoral care. On July 1, 2021 we began a pastoral relationship which ended by mutual agreement in September, 2022. Since that time, our Worship Team has been coordinating pulpit supply and lay leadership which has held our faith community together while we focused on determining future needs, directions and resources.

Who are we seeking?

A spiritual leader who is dedicated, inspirational, innovative, inclusive, collaborative and respectful will lead us into the future. We are passionate about our faith. Our focus has been on strengthening our sense of being members of one faith community, however this was severely impacted by our COVID-19 experience. There is a need to build community by re-connecting and growing together.

PSUC is an opportunity for a leader who is confident with both contemporary and traditional worship styles. Services will be relevant; our Minister will guide us to make connections between liturgy, biblical context and the world around us. We are interested in exploring an inquiry-based, faith-building approach that appeals to various ages, including young people and families who are underrepresented in our faith community.

PSUC is seeking a Minister committed to Social Justice, who will help us to expand our presence and enter collaborative partnerships with the community organizations serving the St. James - Assiniboia area. Each of the three founding churches had a long history of supporting the United

Church of Canada (UCC) Mission and Service Fund, other United Church Ministries in Winnipeg plus the Canadian Food Grains Bank; all of which Prairie Spirit has continued. We desire to build our community involvement with additional partners.

About Us

We are a welcoming Community of Faith and there is a small, committed group of involved, capable volunteers who share their significant gifts. Recently, our official roll was reviewed determining we have about 250 persons listed as members with about 110 attending worship each Sunday in pre-COVID times. Since we reopened after COVID closures, attendance has been 45 - 55 people each Sunday, 180 on Christmas Eve, with others viewing the online recording of special services. We are mostly an older, middle-class congregation, and the majority are in their 70's and 80's. We have a small group who are in their 90's and 100's, a small number between 40 to 69 and a few under 40. Most of the congregation are retired from a wide variety of professions. We are beginning to see some cultural diversity in our area and the congregation aspires to nurture this transition and see it reflected in our Community of Faith.

About Our Community

Our catchment area is defined as St. James-Assiniboia. This is an older middle class suburban community composed of single-family homes, apartments, schools, restaurants and small businesses. Originally there were seven United Churches in this area and now there are only two, Prairie Spirit United Church and Crestview United Church, both located in the west end of the catchment area. St. Charles-Headingley United Church is located west of the city just outside the Perimeter Highway but does draw some of its members from within our boundaries. Other Christian denominations are also represented in the St. James-Assiniboia community.

Our community demographic trends older with many retired couples still in their homes. Although there is turn over in home ownership there are fewer young families with children than in the newer areas of the city.

Our Church Building:

Our facility was rebuilt after a fire in 1992 which destroyed most of the building. The oldest section of the building was saved, and a new structure was added. The significant renovations brought the church up to code in all areas.

Located in the new section of the building, the Sanctuary has comfortable seating for 460 people. It has excellent acoustics as it was designed for choral music. It is equipped with a computer through which the recorded and livestreamed worship services are possible, a projector and large retracting screen, 12 channel digital sound board, Wi-Fi, FM assisted hearing system, pipe augmented electronic organ and grand piano.

The Narthex is a place for meeting and mingling before or after worship. The grand piano located in this area makes it suitable for small musical events and parties. Along the left side of the

Sanctuary and Narthex there is a meeting room, library, and lounge. The Chapel adjacent to the Sanctuary, provides a quiet, secluded setting for smaller groups of up to 25 people.

Located on the lower level, the Rainbow Room, has a seating capacity for 250 people. Adjacent to the Rainbow Room there is a spacious, well-equipped kitchen with commercial dishwasher, fridges, cooler and two stoves. The Sturgeon Room, also on the lower level, provides a more intimate setting for groups of 50 to 75 people. There are two washrooms with stalls on the lower level – women's and men's.

On the main level of the renovated older section, there is a large general office area and two private offices with large windows plus a storage room. The office has a photocopier/printer, high speed internet with an internal LAN and Wi-Fi available in most parts of the building. Also on the main level, situated behind the office area, the Sunrise Room is a popular, bright meeting room with modest kitchen facilities. There is a fully accessible washroom adjacent to the Sunrise Room.

Our building is accessible on all levels with:

- accessible parking spaces
- a ramp on the south side
- main doors having a level approach and an accessible, powered access door button.
- accessible washroom stalls on the main floor in both men's and women's facilities, and
- a fully accessible elevator to the lower level.

The church also has off-street parking for 80 vehicles.

Human Resources:

Office Administrator

We currently have an Office Administrator: providing administrative, bookkeeping, and general building support, working six and a half hours per day, Monday through Friday. Within that time allocation assistance is provided to the Minister and team leaders as needed. A computer with internet access is provided to our Minister and the Office Administrator. Technical support is provided by the Property Team and an outside computer company. PSUC has a website and an electronic sign on our lawn, managed by the Office Administrator, which is updated regularly. One of their responsibilities is to create the Power Point presentation for Sunday services. We are open to using other social media platforms.

Rental Coordinator

Our Rental Coordinator handles short and long-term building rentals and receives a monthly honorarium.

Music Leader

A music specialist is hired for 6 hours per week and is expected to collaborate with the minister in planning music in support of our worship services.

Custodian

We have a custodian responsible for maintenance and setting up for events at the church working 20 hours per week.

Production Team

Audio and visual support for our Sunday services as well as other events are coordinated by this team who work approximately 4 hours per week.

Governance:

A new Governance model was approved by the Community of Faith on 02-April-2023 which includes an Oversight Council that meets quarterly, an Executive that meets monthly and six Standing Teams. As a living document, the Governance document is reviewed and updated regularly to reflect the current policies and practices that best meet the needs of our Community of Faith. A Community of Faith meeting was held on 24-Sept-23 to revise the Governance model to include two Members at Large to the Council.

All revisions to the document are brought to PSUC Council, Community of Faith and the Region's Committee on Community of Faith Support for approval.

About our Finances

PSUC received an infusion of money at amalgamation which came from the sale of two partner church buildings. COVID-19 negatively impacted our offerings, rentals and fundraisers leaving us with annual deficits some of which were made up from investment earnings and through Government COVID subsidies. In response to these shortfalls, the Oversight Council gathered information to guide us in making decisions for the next year and beyond.

Out of that information, three working groups were established at the 27-March-22 special meeting called the Community of Faith Consultation based on key issues raised:

1. That the Community of Faith strike an ad hoc committee that would explore all options:
(Looking Forward Team which has a final report of findings and recommendations prepared)
 - a. Partnering with other organizations either by selling our building or by
 - b. Sharing our facility through expanded rentals
 - c. Using our property to work with the United Church of Canada, Kindred Works, to develop a renovation/building plan (Stage One)
2. Undertake a Governance Document review to understand and better reflect our current reality as a Community of Faith (revisions to this document were presented to and accepted by the Community of Faith)

3. Examine all the expenses related to salaries for Ministerial, Lay and contractor personnel (review was undertaken and the findings presented to the Oversight Council)

Ministry and Mission Profile

Our Worship and Faith Formation Team works collaboratively with our Minister in all aspects of worship and christian education planning. We look for ongoing leadership which enriches worship and spiritual lives. At Prairie Spirit United Church, we understand the need to make our worship more relevant to those who are attending in person and to our on-line viewers. The Worship Team welcomes feedback from the Community of Faith to ensure our services meet their needs. It is our desire to have services which are inspiring, thought provoking and relevant. Since September 2022, the Worship Team has been arranging pulpit supply or providing lay leadership in the absence of a Minister.

As of January 2023, the Christian Education and Faith Formation Team was folded into the Worship Team to collaborate and share resources and efforts. Our Faith Community values opportunities for faith formation. We expect our new Minister to develop and lead christian education opportunities for the Community of Faith with support from the Worship & Faith Formation Team.

PSUC is privileged to offer the services of a Funeral/Wedding Coordinator who works collaboratively with the Minister, support staff, and Production Team and offers hands on support to the family's planning efforts.

Our Social Justice and Outreach Team is active in supporting outreach ministries in the city and other community justice issues such as homelessness, food insecurity and Indigenous reconciliation. We currently work with 1Just City which supports three inner city ministries, inclusive of Indigenous programming. We host the Portage Avenue Food Bank on behalf of Harvest Manitoba, provide significant support to the Canadian Food Grains Bank, regularly use Mission Stories in our services and have been active on the region's refugee initiatives. Within the St James community we attend meetings of the Neighbourhood Resource Network (NRN) which helps us to stay in touch with the activities of other nonprofits. It is our hope that in living out our faith and finding ways to address needs within our community, we will show that our mission is one of action.

Our Ministry and Personnel (M&P) Team is a three person team which meets quarterly and as necessary. The team members, as liaisons, meet regularly with all staff. Annual staff evaluations provide feedback for professional development. As per the terms of employment, the M&P Team will collaborate with the Minister on scheduling holidays, study leave and any other absences. Additionally, the M&P Team collaborates with the lay staff on contractual and policy matters. As required, all team members have taken the United Church M&P training and will update as offered by the Prairie to Pine Region.

Our Congregational Wellness Team provided a variety of opportunities for the Community of Faith to come together in fellowship and be supported prior to COVID. Since the Fall of 2022, they have resumed the coordination and provision of coffee before and after the services as well as hosting several lunches throughout the year for the entire congregation to foster a deep sense of community and belonging. Coming from three separate congregations, we believe fellowship will encourage a sense of community within our church. We look forward to having creative new ideas shared by our Minister in the interest of having even more opportunities to have fun together going forward.

As of January 2023, the Pastoral Care Team was folded into the Congregational Wellness Team to collaborate and share resources and efforts.

The Congregation Wellness Pastoral Care Team members maintain regular and as needed contact, through cards, phone calls and when possible, home visits with our congregation. This includes those who are ill, homebound, or suffering a loss. Past practice saw the Minister making hospital visits and determining whether further visits would be made by a Pastoral Care Team member or themselves.

The team offers a prayer shawl ministry which is very appreciated by the community. The Pastoral Care Team members have hosted workshops with outside speakers which were open to the congregation and the community. Pastoral Care is a valued part of wellness within our Community of Faith.

Our Property and Building Sustainability Team (Property) are a committed group tasked with maintaining all aspects of our physical plant and grounds. They have developed a strategic plan for necessary upgrades to our building inclusive of maintaining our government building code status and the reduction of our carbon footprint. The team members provide innumerable volunteer hours.

The Property Team is the policy owner for rentals and building maintenance besides being the liaison for the Rental Coordinator, Custodian, and Office Administrator (on building and contractor activities).

Our Finance Team oversees all financial matters for the Community of Faith assuring that recognized financial practices are adhered to. Specifically:

- providing monthly financial statements to the Leadership Team
- providing oversight for the Bookkeeper
- ensuring an audit/review is completed annually
- administering ADP and ensuring completion of payroll monthly
- ensuring adherence to all CRA regulations
- preparing an annual budget for the Annual Meeting of the Community of Faith
- providing advice to the Board of Trustees concerning investment actions

Our Board of Trustees are a team of four charged with:

- holding all properties, real and personal, in trust for the Community of Faith
- overseeing all financial transactions and recording
- ensuring the Community of Faith maintains adequate insurance

Council initiatives already in progress or desired:

1. continuing the process of building connections within the Community of Faith to create a cohesive, caring entity called Prairie Spirit United Church
2. exploring ways to become a more diverse and inclusive Community of Faith
3. continuing the foundational work already done in becoming an Affirming Congregation and we wish to complete this process
4. being more present and welcoming to our surrounding community actioning ways we can make a difference
5. exploring ways to use technology and social media to enhance our presence in the St. James area
6. identifying initiatives and opportunities to support children, youth and their families in our surrounding community

Prairie Spirit United Church Ministry Position Description

Prairie Spirit United Church (PSUC)

- acknowledges its territorial history by reading the Land Acknowledgment at every worship service. The PSUC Land Acknowledgment was refreshed, with contributions from Community Indigenous Elders, in March of 2023
- is a welcoming, recently amalgamated church, continuing to embrace and expand spiritual growth within the church community, as well as reaching out and welcoming the community at large

PSUC is seeking a Minister who:

- has demonstrated collaborative and compassionate leadership, well developed interpersonal and conflict resolution skills as well as the qualities needed in offering pastoral care
- will assist us in building community within our Community of Faith through their approachability, friendliness and being personable
- is a positive individual who is dedicated, inspirational, innovative, adaptive, and uses storytelling, humour and fun in their Ministry

1) Worship and Faith Formation – 40%

The Minister will be comfortable leading in contemporary and traditional worship and making music a vibrant part of worship.

- a. plan, prepare, source, write, coordinate regular Sunday worship including liturgy, prayers, and sermon ensuring relevance to the life of the congregants within the context of world events
- b. preside over sacraments of baptism, and communion, including communion in care homes, hospital, or other settings as requested
- c. collaborate with the Worship and Faith Formation (Worship & FF) Team and Music Director to receive and respond to the worship needs of the Community of Faith, generate new and creative worship themes, choose appropriate music for regular worship, as well as seasonal themes (e.g., sanctuary decorations, Remembrance Day content, communion setup, etc.)
- d. prepare and provide an outline of the worship service to the production team for worship support (in-person, recorded and live-streamed services); work with the production team to ensure content, format, and staging are appropriate for digital worship (video, audio, staging). This role will evolve as technology changes.
- e. attend Worship & FF Team meetings (includes reading minutes, reports, action logs, emails, and preparing reports to the Worship & FF Team); discuss worship themes, music, and plans for upcoming services; act as a resource for their planning and initiatives:

- providing themes for worship and study that challenge Community of Faith members to question, discuss and evolve in their faith journey
- f. prepare and provide readings, candle lighting liturgies, and prayers for lay liturgists and readers
- g. prepare and provide liturgy, prayers, sermon, order of service, in collaboration with the Music Director who contributes to music selection and prepares the choir/soloist/musician:
 - i. funerals, memorial services, and memorial garden interments for PSUC members, adherents, and community members as requested
 - ii. special services such as Christmas Eve and Good Friday
 - iii. provide finalized order of service to Production Team Manager and collaborate as needed
 - iv. writing, sourcing images, producing, or submitting content for Power Point slides for worship.

2) Pastoral Care – 20%

- a. be present with the Community of Faith members in a respectful, pastorally caring way and open to their needs
- b. provide a listening ear, prayer, and caring presence to people in need, or when a crisis is identified or support requested
- c. provide information, referrals to outside professionals or community agencies, advocacy as needed, and follow-up care as necessary
- d. respond to phone calls, office visits, and e-mails from Community of Faith Members (members), Pastoral Care Team, and community members regarding pastoral needs and resources
- e. conduct pastoral visits in hospital, homes or community locations as requested
- f. meet with the Congregational Wellness/Pastoral Care Team to provide mentoring, resources, support, and care to Team members
- g. know and follow Manitoba and Federal legislation re: protection of privacy and mandatory reporting of abuse, neglect, and exploitation of vulnerable persons
- h. keep confidential and secure records of pastoral care provided
- i. keep current information about Winnipeg community resources including mental health, food security, income support, housing support, emergency accommodation, resources for aging in place, and supported living options and current Public Health concerns

3) Administration & Leadership – 25%

- a. attend meetings of PSUC Standing Teams: Worship & FF, Congregational Wellness, Finance and Trustees. Attendance at Social Justice and Outreach, and Property when invited or as needed. The Minister is an ex officio member of all the Standing Teams.
- b. be current with minutes, reports, motions, emails regarding the work of the Standing Teams
- c. support the Oversight Council in recruiting and training members who demonstrate leadership in the interest of building leadership capacity
- d. be a change agent for Council endorsed initiatives within the Community of Faith
- e. attend Oversight Council and Oversight Council Executive meetings, including reading and understanding minutes, reports, emails, and other correspondence, and motions regarding the work of the governing body
- f. develop strong, positive relationships with the PSUC staff
- g. regularly communicate and collaborate with the Office Administrator re: daily office traffic, scheduling, emergent congregational needs, sharing of information and be supportive of them in their role within the church
- h. contribute to the monthly newsletter and the weekly e-news
- i. prepare and provide reports to Oversight Council meetings on ministry activity
- j. understand and share with Oversight Council as appropriate, current resources related to legislation, demographic trends, denominational practices, or policy that may affect ministry of PSUC
- k. meet regularly with M&P liaison and/or M&P Team as requested
- l. track and report to M&P as requested on workflow, volume, team experience, conflicts and relationship of work to position description and Oversight Priorities
- m. be solution focused regarding areas of conflict

4) Denominations & Communities – 5%

- a. attend Prairie to Pine Region meetings, read weekly e-news, be aware of resources, initiatives, priorities, and personnel, especially those applicable to PSUC
- b. build relationships with UCC and Prairie to Pine staff and volunteers
- c. make and nurture professional relationships with our local United Church clergy and be aware of other neighbouring churches and faiths
- d. be an active participant in the denominational leadership life of the Region
- e. communicate Prairie to Pine information to Oversight Council as necessary

5) Social Justice and Outreach within our geographic community – 10%

- a. collaborate with the Social Justice and Outreach Team for services with themes such as Orange Shirt Day, World Food Day etc.
- b. be sensitive to the needs of the Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Two-Spirit (LBGTQ2s+), Black Indigenous People of Colour (BIPOC) and un-homed communities
- c. provide support, resources, and guidance to the PSUC Standing Teams and any associated ad hoc teams in these areas as requested
- d. be aware of, promote, and advocate for the needs, projects, and initiatives
- e. liaise with other area churches and ministries on concerns or learning opportunities that impact our local community
- f. receive and respond to external requests for information and services (excluding rentals)

Qualifications:

PSUC is seeking an Ordained or Diaconal Minister.

Computer and technology skills are required.

Experience:

PSUC is seeking an experienced Minister to lead the Community of Faith in ongoing spiritual growth, to live fully into the life God intends for us as a faith community serving our members and those around us.

Terms of Employment:

Full time defined as 40 hours per week.

The call/appointment start date: January 1, 2024 or as soon as possible.

1. Minimum Comprehensive Salary up to and including Category _F for Cost of Living (COL) group 4_
2. Additional salary above minimum: 3 percent
3. Telephone/Communications \$420.00 per year (\$35.00 per month)
4. Continuing Education and Learning allowance, as per Minimum Salaries and Reimbursements for Ministry Personnel document.
5. A minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays
6. A minimum of one month of vacation including 5 Sundays per pastoral year
7. For members of the Order of Ministry and recognized designated lay Ministers, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge / local ministry unit

8. Travel expense reimbursement, based on Minimum Salaries and Reimbursements for Ministry Personnel document.

9. Moving Expenses of \$20,000, based on three estimates, to be negotiated depending on location.

10. Adequate administrative assistance: the Office Administrator is scheduled for 32.5 hours per week and the portion dedicated to the Minister would be negotiated by the Ministry & Personnel team through dialogue with the Minister and the Office Administrator

11. Employer costs for Pension and Benefits as noted in the Premiums and Taxable Benefit Calculator

12. Other:

- a. The copyright interest, either economic or moral, in any work created by the candidate during their term of appointment/call to Prairie Spirit United Church (PSUC) shall remain with the Author or Authors of the work.
PSUC shall have a license to use or reproduce such work without payment of fee or other restriction during the term of the appointment/call and afterwards for its day-to-day purposes as a church of the United Church of Canada but shall not have a license to use a work for commercial purposes or republish the work.
- b. No statement of a relationship to PSUC for the purposes of publicizing a work or bolstering its authority shall be made by or on behalf of the candidate without the prior written approval of PSUC. The Church may withhold its consent to any statement of a relationship to the Author or the Author's work for any reason.

With the pastoral charge committing to remuneration through the Pastoral Charge Payroll

ADP # JFT9

Appendix A

Financial Viability Report – available on request

Treasurer's Observation:

We currently have sufficient resources to pay the salary included in this document. Prairie Spirit United Church will still need to augment income in order to cover a significant projected annual deficit which will deplete PSUC's current resources. Sources of income are increased givings, additional rentals, a plan to use some of the funds we have from the sale of the two churches for a period of time. The congregation needs to be kept aware of these plans and provide input as to how we can best move forward.