

St Paul's United Church  
Tisdale, SK

Joint Needs Assessment Report  
Summer 2012

Box 116, Tisdale, Saskatchewan S0E 1T0  
905 101<sup>st</sup> Avenue  
Phone: 306-873-2424  
email: [stpaulsu@sasktel.net](mailto:stpaulsu@sasktel.net)

## **INTRODUCTION**

In accordance with the guidelines of *The Manual of the United Church of Canada 2010*, a Joint Needs Assessment Committee (JNAC) was formed following the resignation of ministry personnel at St. Paul's United Church in Tisdale.

The Joint Needs Assessment Committee commenced May, 2012. Individual members undertook the various assignments as required in *The Manual*. At the outset, the committee identified the need for a transparent process and the involvement of a well-informed congregation.

In June and July 2012, a needs assessment survey of the pastoral charge was undertaken.

The report is dated August 2012 and was prepared by the Joint Needs Assessment Committee:

- Carol McPhee
- Morley Mehler
- Judy Saelhof
- Maureen Donald
- Nancy Steinbachs

See *APPENDIX A – St. Paul's Needs Assessment Survey & Results – Summer 2012*

## TABLE OF CONTENTS

### INTRODUCTION

#### PROFILES

##### Community & Resources Description

- 1.The Community of St. Paul's United Church
- 2.The Ministry of the St. Paul's United Church
- 3.The Resources of St. Paul's United Church

### APPENDICES

#### APPENDIX A - *St. Paul's Needs Assessment Survey & Results - summer 2012*

- St. Paul's United Church Needs Assessment Survey Results Summary Report - Summer 2012
- St. Paul's United Church Needs Assessment Survey Results Tally Sheets & Summary of Comment
- St. Paul's United Church Needs Assessment Survey - Summer 2012

#### APPENDIX B - Position Descriptions

- Administrative Support
- Janitorial
- Financial Staff

### **INTRODUCTION**

In accordance with the guidelines of *The Manual of the United Church of Canada 2010*, a Joint Needs Assessment Committee (JNAC) was formed following the resignation of ministry personnel at St. Paul's United Church in Tisdale.

The Joint Needs Assessment Committee commenced May, 2012. Individual members undertook the various assignments as required in *The Manual*. At the outset, the committee identified the need for a transparent process and the involvement of a well-informed congregation.

In June and July 2012, a needs assessment survey of the pastoral charge was undertaken.

The report is dated August 2012 and was prepared by the Joint Needs Assessment Committee:

- Carol McPhee
- Morley Mehler
- Judy Saelhof
- Maureen Donald
- Nancy Steinbachs

See **APPENDIX A** – *St. Paul's Needs Assessment Survey & Results – Summer 2012*

## **A. COMMUNITY & RESOURCES DESCRIPTION**

### **1. The Community of St. Paul's United Church**

Nestled in the heart of the Carrot River Valley, Tisdale is a town of 3,600 + people and has been steadily growing. It is predominantly a rural community and excellent highways connect Tisdale with the three largest cities in the province – one and one-half hours from the City of Prince Albert; two hours from the City of Saskatoon and three hours from the City of Regina.

The area in which Tisdale is located is a wonderland delight for the outdoorsman and recreational opportunities in the region abound with many lakes, several regional parks, a provincial park, and trophy fishing opportunities -- all within an hour's drive of the community.

Tisdale is one of the richest agricultural areas of the province with six major grain handling facilities (Viterra, Pioneer, Louis Dreyfus, Parish & Heimbecker, Cargill and Walker Seeds) within a 25 km radius. The community has strong manufacturing industries which include Northern Steel, Irving Machine & Iron Works, and several registered seed farms boast award winning operations.

It is a family-friendly, vibrant community with a variety of retailers and trades people including the Tisdale Mall, the Beeland Co-Op Mall, three major banks and the Credit Union, nine churches and a newly opened three-story Canalta hotel with 67 rooms and three bridal suites.

The community offers a complete range of services including hairstylists, massage therapy, lawyers, accountants, community library, and excellent education facilities for everyone from pre-school to grade 12 through the North East School Division, with the opportunity for university classes arranged through Cumberland Regional College.

Health care services are provided through the Kelsey Trail Health Region. The Tisdale Hospital offers 24-hour emergency and in-patient acute care services. Attached to the hospital is a level three/four long-term care facility, and the Ministry of Health has approved the construction of an addition to the long-term care facility to replace the aging Sasko Park Lodge. This facility is currently under construction. Fundraising has begun for a community-owned health-plex which will provide clinic space and offices for a variety of health care professionals including physicians in one location conveniently attached to the hospital/nursing home complex.

The people of Tisdale are very active and the community strives to provide all residents the opportunity to develop to their fullest potential and enjoyment through culture and sport. For those with a social or competitive bent, there is organized hockey, curling, bowling, golf, volleyball, ball, soccer, gymnastics and various other sports, and for those who prefer simply recreational activities, the opportunities abound with recreational sports, walking trails, parks, mini golf, outdoor pool, fitness centres and tennis courts. A thriving arts and culture environment is evident in the community and offers a wide range of opportunities such as a writers group, an art group, a photography club, a quilting group, book clubs, dance club, community band, men's choir, etc.

All of these opportunities have been made possible through strong community commitment, leadership and cooperation which includes extensive volunteer hours from the residents of Tisdale and surrounding area and the involvement of service clubs such as the Lion's Club, Lion-L's, Kinsmen and Kinettes (among others). To understand

Tisdale, one must understand a commitment to partnership and a shining example of this spirit of partnership is the Tisdale RECplex which is a show-case integrated facility that houses middle and secondary education; Cumberland Regional College; a sports facility which includes a six-sheet curling rink, arena, outdoor pool; an auditorium; community library which serves the school, college and public; a community performance theatre; a day care; and Kelsey Trail Community Health offices and clinic space. Another example of community spirit and cooperation is the Golden Age Seniors' Centre which came to be as a result of a partnership between the town and the local seniors' association. The result of this collaboration is a beautifully-maintained and completely debt-free centre which is a hub of daily activity.

The community has embraced the establishment of immigrant families and is the location for the central offices for North East Newcomer Services.

Over the last few years the downtown has undergone a beautification project which includes new sidewalks, lighting, Montgomery Park and a Town Square where many activities take place such as the weekly Farmers' Market and outdoor concerts and events. Other groups have joined this spirit of partnership and the Tisdale Ministerial and community choir are two examples of how church people have embraced the cooperative model.

This provides a brief overview of the community of Tisdale – please visit the following websites for a more comprehensive outline as well as pictures of the community:

- Town of Tisdale [www.townoftisdale.com](http://www.townoftisdale.com)
- North East School Division [www.nesd.ca](http://www.nesd.ca)
- Kelsey Trail Health Region [www.kelseytrailhealth.ca](http://www.kelseytrailhealth.ca)



## 2. The Ministry of St. Paul's United Church

The **Mission Statement of St. Paul's United Church in Tisdale** is: *St. Paul's United Church is a faith community worshipping God through our gathering and local and global outreach. As a people of all ages we worship, learn and grow as we serve the spiritual, emotional and physical needs of others.*

The theology of the pastoral charge could be best described as a balanced ecumenical theology.

The church community extends for approximately a 15 - 20 km radius around Tisdale. Membership statistics in 2011 indicate 137 active members and adherents with a full membership of approximately 300 families. A Joint Needs Assessment Survey was conducted in the summer of 2012. The results of the previous 2010 needs assessment survey provides that about one-third of the congregation is women over the age of 80 and about two-thirds of the congregation have been a member of St. Paul's for more than 10 years. Many survey respondents indicated that they have been members for much longer than 10 years.

Statistics indicate that average weekly attendance in October/November, 2011 was 45. About half of the respondents to the needs assessment survey indicate that they attend church regularly (many weekly) and about half of the respondents describe themselves as being "moderately active" in the church while most responded that they "help when they can."

The results of the 2010 needs assessment survey clearly identified that music is a valued central feature of worship at St. Paul's. The music ministry is led by a dedicated choir and organist/music director. Pastoral visiting, counseling and support also rate high towards meeting the needs of the congregation and this requirement is growing as the demographic of the membership ages. Long-term members who are no longer able to actively participate in the life and work of the church need to feel that they continue to be vital and valued members of the church community. An active lay pastoral visitation committee exists and the Minister plays a key partnership role with the lay committee in visiting those who are sick, shut-in or alone.

The number of young families attending regular Sunday services has declined and St. Paul's United Church faces the same challenge as many other denominations in attracting young families, children and youth. It would be most fulfilling to the congregation if an increase of young people and an active Sunday School could be re-established. Leadership in developing some strategies to achieve this would be welcome.

The congregation, in the 2010 survey, has indicated a desire for a worship leader with a warm, open, friendly personality who conveys the Christian message in uplifting sermons. They place value on a well-rounded individual who maintains a visible and involved presence within the greater community.

St. Paul's United Church maintains a friendly relationship with all other churches in the community and is an active member of the Tisdale Ministerial Association.

Warm, welcoming, friendly fellowship is evident within and beyond the church.

- Sunday services are currently held at 11:15 a.m. and the needs assessment results suggest a preference for a slightly earlier time for Sunday worship;
- Prior to the beginning of Sunday worship services, an enthusiastic hymn sing is held;
- Potluck lunch is held after service the first Sunday of each month;
- A dedicated group of volunteers regularly visit homebound members;
- Participation in interdenominational activities – Lenten services, World Day of Prayer; Remembrance Day Inter-denominational Service
- Greeters & Ushers;
- Regular Newsletter;
- UCW – general plus two units (evening and afternoon);
- Committees; Observer rep.; Presbytery rep.;
- Community choir;
- Participation in Tisdale Ministerial Organization;
- Delivery of Meals on Wheels;
- Lay worship services
- Membership in health care auxiliaries;
- Volunteer at long term care facilities – birthday teas, visitation and entertainment, worship leadership;

- Tisdale & Area Community Action Cooperative, Ltd. (TACACL); Collective Kitchens
- Good Food Box; Food Bank; Wee Ones( mother and babies group)
- Shared ministry with St. Andrew's Presbyterian Church during the summer months.

Special services are traditionally held at Christmas and Easter and other special services have included: Hanging of the Greens; Pentecost; Thanksgiving; Sunday School Pageants; Camp Sunday; and College Sunday.

Baptisms are performed upon request and statistics provide that an average of three baptisms per year have been performed over the past eight years (three in 2012). In past, confirmation services have traditionally been held in the spring with the last confirmation class held in 2010.

Since 1999 an average of four marriages a year have been held in the church (seven in 2011) and an average of 15 funerals per year have been conducted over that same time frame (10 in 2011).

Sunday School is offered September through May. Children worship with adults during the first portion of Sunday service and then leave for classes. A nursery room space is available for young children. A call has been issued for a volunteer to assume the role of organizing the Sunday School program for the upcoming year.

Fundraising takes many forms and provides the opportunity for fellowship while at the same time assisting with the finances. Some fundraising initiatives of note include the annual Fall Supper, the annual Spring and Fall Rummage Sales, the annual Spring and Christmas Tea and Bake Sales; a Stew Luncheon, Shrove Tuesday Pancake Supper, and a Pie and Cake Auction among others.

The UCW takes a lead role in organizing and assisting with many of the fundraising projects and activities, eg., Lenten lunches, and they provide funeral lunches. UCW members are active members, and have served on the executive and outreach of the Tamarack Presbyterial.

The Women's Fellowship Group meets monthly at the home of members, and themes are wide-ranging and chosen as interests arise. Activities in past have included banners, name tags, school kits and layettes, prayer shawls, bake sales, fall supper, a cook book, and animated discussion on current events/topics. The main focus of this congenial group is one of fun and fellowship.

An energetic Local Arrangements Committee of St. Paul's United Church successfully hosted the 2011 Saskatchewan Conference in May of 2011.



### **3. The Resources of St. Paul's United Church**

#### **Property**

A brick building and adjoining parking lot is owned by St. Paul's United Church. The church building is over 50 years old and has received several upgrades. It is well maintained under the supervision of the Property Committee with most maintenance done by volunteers. Some features of note in the facility include:

- fully wheel-chair accessible (ramp, automatic door, lift to the lower level; washrooms; wheelchair);
  - a sanctuary which will seat approx. 200 people;
  - a pleasing Minister's Study;
  - a well-equipped administrative office (photocopier, fax, computer, internet, scanner, etc.);
  - air-conditioning; recently up-dated energy efficient furnaces;
  - sound system;
  - well-maintained yard which includes a memorial garden;
  - an organ and Baby Grand piano;
  - a Sunday School piano;
  - a fully-equipped kitchen and ample basement area for funeral lunches, ample storage areas;
  - a multi-purpose room (nursery, meeting room, expanded seating space).
  - Some recent maintenance issues which have arisen as a result of excess rain fall have included water under the lift and some seepage problems, and efforts are underway to resolve this. Recent improvements include replacement of the downstairs carpet.
- 
- A 3-bedroom newly renovated manse was purchased in 2011.

### **Personnel/Staff**

- A paid part-time **administrative support person\*** works three hours per day three days a week.
- A paid **janitorial team\*** is employed for six hours/week.
- A paid **financial team from T.A. Jellicoe, Accountants\*** is responsible for the financial operations.

### See **APPENDIX B** – *Position Descriptions*

- The **Choir Director/Organist** receives an honorarium.
- **Volunteer Resources** -- There are many individuals and groups who are truly the unsung heroes of the congregation. They volunteer their time on a regular basis and provide the following services and assume the following tasks (among others):
  - Newsletter Editor for quarterly newsletter;
  - Teaching Sunday School;
  - Lay readers and worship leaders at Sunday services; greeters, ushers and choir members;
  - Committee membership on the following committees: Worship, Ministry & Personnel, Finance, Pastoral Visitation, Property, Stewardship, Christian Education, Planned Gifts Fund;
  - Opening the church and preparing for Sunday worship service; facilitating pot luck lunches;
  - Board members are scheduled to secure the offering following each Sunday worship service and counting the offering with the office administrative person;
  - UCW members; Women's Fellowship members;
  - Volunteers deliver bulletins to the senior's lodges and to shut ins;
  - Volunteers provide seniors with a ride to Sunday worship service;
  - Volunteers do building maintenance and yard and lawn care.

**Finances**

The number of identifiable givers to local revenue over the past 10 years has ranged from 163 in 2006 to 137 in 2011.

In 2011, St. Paul's United Church operated with a net surplus of \$2803.00. The annual operating revenue was \$118,326 and annual operating expenses were \$115,523 for the year ended December 31, 2011.

The approved budget for 2012 has budgeted revenues of \$96,050.00 and budgeted expenses of \$115,623.00 leaving a budgeted deficit of <\$18,573.00> for the current year. Diligent oversight will ensure that this projection is well-managed.

On March 20, 2012 St. Paul's United Church had investment savings, term deposits, memorial fund and improvement fund balances totaling \$113,172.46.

*APPENDIX A - St. Paul's Needs Assessment Survey & Results -  
summer 2012*

- St. Paul's United Church Needs Assessment Survey Results  
Summary Report -Summer 2012
- St. Paul's United Church Needs Assessment Survey Results  
Tally Sheets & Summary of Comments
- St. Paul's United Church Needs Assessment Survey -  
Summer 2012

## **St. Paul's United Church Needs Assessment Survey Results Summer, 2012**

The JNAC survey – 67 surveys were returned. Most were completed after a congregational information session in Mid-July. Some were distributed by committee members.

### **General Findings:**

#### **Services Offered by St. Paul's**

- a regular Sunday service with regular communion.
- someone to be available for Funerals and Marriages.
- someone to be available for Crisis Visiting.
- some Hospital Visitation could be done by Lay members as it is now.
- someone to be at least somewhat visible in the community.

#### **Options to Offer those Services**

- about 1/3 of the respondents favored Full Time ministry
- about ¼ of the respondents favored Half Time ministry
- about ¼ of the respondents favored Lay/Pulpit Supply
- almost ½ of the respondents favored Shared Ministry

#### **Funding Options**

- 2/3 of the respondents suggested that we use reserves
- 1/3 of the respondents felt that they could increase their givings

### **Some Longer Comments:**

- How do we bring in other people is the question. You have a great church and have made me feel at home when I have attended so I would hate to see the doors close.
  - I have gone to the United Church all of my life and believe that my mother would speak to me from the grave if I changed, but I do believe that joining with another church would be a good compromise.
  - We all have to believe that we can do it. We have to be willing to assist our ministry and leadership committee personnel in any way we are able and be happy to do so.
  - Have monthly potlucks with invitations to others and maybe entertainment
  - Have weekly activities and Sunday school involving young children makes them feel important. To get young families you need to make Sunday School important
  - Our doors will close...we have lots of good lay to do leadership
  - Minister who enjoys people, Young minister (one with lots of energy)
  - Lots of CE
  - Let's try Pulpit Supply for a few months
  - Use resources as bursaries for Funeral/Lay Worship Leader/Elder training
  - Use funds to educate lay people
  - The reason for not wanting to share with another church is that it may cause people to drop out and join a more steady church
  - Provide a space for a service to the community (ex. Daycare, afterschool program) where a minister may be able to interact with others.
  - What I want in a church is a welcoming faith community in which to raise my children.
  - I think a church is defined more by its congregation than its minister.
-

## JNAC Tally Sheet – Summer 2012

### Who Are You?

| Age | Under 40 | 41-65 | 66-80 | 80+ |
|-----|----------|-------|-------|-----|
|     | 4        | 9     | 37    | 18  |

| Gender | Male | Female |
|--------|------|--------|
|        | 18   | 47     |

| Worship Attendance | Weekly | Monthly | Occasionally | Special Occ. |
|--------------------|--------|---------|--------------|--------------|
|                    | 41     | 10      | 11           | 2            |

### What Do You Expect From the Ministry of St. Paul's?

|                                 |   |
|---------------------------------|---|
| Sunday Service (every Sunday)   | 55  |
| Communion                       | 58  |
| Funerals                        | 60  |
| Marriages, Baptisms             | 59  |
| Hospital Visitation             | 48  |
| Every Home Visitation           | 15 maybe new people, non attenders  |
| Leadership of Church Committees | 26  |
| Other                           | Assistance with CE, Bible Study, promotion of church, community participation, counseling |
| All of the Above                | 0   |

### If these cannot be provided, what can be given up?

|                                 |                       |
|---------------------------------|-----------------------|
| Sunday Service (every Sunday)   | 24                    |
| Communion                       | 9                     |
| Funerals                        | 7                     |
| Marriages, Baptisms             | 6                     |
| Hospital Visitation             | 23 can be done by Lay |
| Every Home Visitation           | 48                    |
| Leadership of Church Committees | 26                    |
| Other                           |                       |
| All of the Above                | 1                     |

**How important is it for a Worship leader to be visible in the community?**

|                   |           |
|-------------------|-----------|
| <b>Important</b>  | <b>36</b> |
| <b>Somewhat</b>   | <b>28</b> |
| <b>Not At All</b> | <b>0</b>  |

**Do You Expect?**

|                           |               |              |
|---------------------------|---------------|--------------|
| <b>Crisis Visiting</b>    | <b>Yes 51</b> | <b>No 7</b>  |
| <b>Hospital Visiting</b>  | <b>Yes 32</b> | <b>No 15</b> |
| <b>Can be done by Lay</b> | <b>Yes 43</b> | <b>No 6</b>  |

**The Future of St. Paul's**

|                           |               |                             |
|---------------------------|---------------|-----------------------------|
| <b>Full Time Ministry</b> | <b>Yes 29</b> | <b>No 4</b>                 |
| <b>Half Time Ministry</b> | <b>Yes 17</b> | <b>No 5</b>                 |
| <b>Lay/Pulpit Supply</b>  | <b>Yes 21</b> | <b>No 1<br/>when needed</b> |
| <b>Shared Ministry</b>    | <b>Yes 31</b> | <b>No 1</b>                 |

**\*\*A number of respondents said "Any of the options to keep our doors open".**

**Should We Strike a Committee?**

|               |              |
|---------------|--------------|
| <b>Yes 40</b> | <b>No 10</b> |
|---------------|--------------|

**Givings: From Reserves?**

|               |             |
|---------------|-------------|
| <b>Yes 47</b> | <b>No 4</b> |
|---------------|-------------|

**Would you be able to increase your givings?**

|                            |   |
|----------------------------|---|
| <b>Yes 28 (possibly 2)</b> | <b>No 25 (I give my time instead) 1</b> |
|----------------------------|---|

## **ST. PAUL'S UNITED CHURCH NEEDS ASSESSMENT SURVEY-Summer 2012**

### **Dear St. Paul's Members, Adherents and Youth**

The Joint Needs Assessment Committee has the task on your behalf to help determine who we are as a faith community, the type of leadership support we need at this time, and our dreams for the future. As you know, our revenues in the past year have dropped substantially and this is a very important factor in future decisions.

**It is important that everyone be involved.** In this process we are asking you to complete this survey. Your opinions are important to us and will be kept confidential unless you wish otherwise.

**Committee Members:** Maureen Donald – 873-4649, robert.maureen@sasktel.net, Judy Saelhof – 873-4310, saelhofj@sasktel.net, Morley Mehler 873-2850, Carol McPhee – 873-4025, ckmcphoe@hotmail.com  
Please contact any of us or the church office (873-2424) with any questions or for further input. **Thank you for your participation.**

### **Who Are You?** Please use an x to indicate your response.

Age: Under 40 \_\_\_\_\_ 41-65 \_\_\_\_\_ 66-80 \_\_\_\_\_ 81 + \_\_\_\_\_

Gender: Male \_\_\_ Female \_\_\_\_\_

Worship Attendance: Weekly \_\_\_ Monthly \_\_\_ Occasionally \_\_\_ Special Occasions \_\_\_\_\_

### **What Do You Expect From the Ministry of St. Paul's?**

(Please check those you expect)

**Sunday Service (every Sunday)** \_\_\_\_\_  
**Communion** \_\_\_\_\_  
**Funerals** \_\_\_\_\_  
**Marriages, Baptisms** \_\_\_\_\_  
**Hospital Visitation** \_\_\_\_\_  
**Every Home Visitation** \_\_\_\_\_  
**Leadership of Church Committees** \_\_\_\_\_  
**Other** \_\_\_\_\_

**If these cannot be provided, what can be given up?**

Sunday Service (every Sunday) \_\_\_\_\_  
Communion \_\_\_\_\_  
Funerals \_\_\_\_\_  
Marriages, Baptisms \_\_\_\_\_  
Hospital Visitation \_\_\_\_\_  
Every Home Visitation \_\_\_\_\_  
Leadership of Church Committees \_\_\_\_\_  
Other \_\_\_\_\_

**How Important is it for a Worship leader to be visible in the Community?**

Important \_\_\_\_\_ Somewhat \_\_\_\_\_ Not At All \_\_\_\_\_

**Do You Expect?**

Crisis Visiting (after death or illness) Yes \_\_\_\_\_ No \_\_\_\_\_  
Hospital Visitation Yes \_\_\_\_\_ No \_\_\_\_\_  
Can this be provided by Lay Yes \_\_\_\_\_ No \_\_\_\_\_

**The Future of St. Paul's**

Which of these options do you support knowing and understanding the pros and cons of each option.

Full Time Ministry Yes \_\_\_\_\_ No \_\_\_\_\_  
Half Time Ministry Yes \_\_\_\_\_ No \_\_\_\_\_  
Lay Ministry/Pulpit Supply Yes \_\_\_\_\_ No \_\_\_\_\_  
Shared with Presbyterians Yes \_\_\_\_\_ No \_\_\_\_\_

**Shared Ministry: Should We Strike a Committee to Meet with the members of St. Andrew's Presbyterian Church to discuss a Formal Shared Ministry?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Givings: Reserves. Excluding Memorial Fund should be budgeted as part of our church finances.**

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you be able to increase your givings Yes \_\_\_\_\_ No \_\_\_\_\_

**In five years, what I see happening in this congregation is:**

---

---

---

---

**Other Comments:**

**Please contact any member of the committee for additional discussion or input as we are attempting to finish our work by early September.  
Thank you for participating! Your input is very important to this process as the future of St. Paul's is at a crisis point.**

*APPENDIX B -- Position Descriptions*

- Administrative Support
- Financial Staff
- Janitorial Staff

## ***ADMINISTRATIVE SUPPORT***

- Permanent part-time position
- Nine (9) hours per week at \$14.00/hour; 9:00 a.m. -1200 p.m. (noon) on Tuesday, Wednesday, and Thursday. These hours can be increased as necessary in the absence of a minister.

### **Skills Required**

- Proficiency in word processing (Microsoft Word; Windows)

### **Duties**

- Help to create a welcoming and helpful atmosphere in the church
- Keep and revise church records (Directory, Historic Roll, Funeral Records, Baptismal/Confirmation)
- Photocopy the bulletins for church services
- Prepare and photocopy monthly calendar and announcements
- Prepare the detailed annual United Church of Canada church report with finance personnel
- Answer phone and relay messages
- Monitor answering machine and fax for messages
- Book church facilities for weddings, funerals and meetings in consultation with the minister or others
- Service copier and change toner as required
- Collect mail, sort or send
- Address envelopes for cheques to pay bills
- Respond to informational needs and requests from Presbytery, Conference and Head Office
- Provide secretarial duties for the minister as required
- Maintain a church key list and monitor location of church keys – keep a list of contact people posted in the church window
- Notify appropriate committees regarding special events as early as possible
- Keep bulletin board clear of outdated items
- Have envelopes stamped with offering numbers available when requested
- Keep current month calendar in foyer
- Assist with newsletter

Revision dated Nov 15, 2011

## ***FINANCIAL PERSON DUTIES***

Proficiency in Simply Accounting and Churchwatch, and On-line banking. An accounting background is preferred.

### **Duties:**

- Count collection money weekly with a volunteer.
  
- Enter weekly offering on Churchwatch ensuring that batch amounts balance with deposit slips, entering PAR amounts, keeping track of changes in PAR, assigning accounting codes to all, generating giving reports and tax receipts. Revise address changes as they occur.
  
- Pay bills from St. Paul's account - cheques to be signed by two people from the signing committee. Provide documentation so that signers are aware what cheque is for. Bills to be paid by months end.
  
- Payroll for lay staff.
  
- Meet with the finance committee as necessary.
  
- Attend board meeting monthly [or as directed by finance committee] and present a report of the months activity. Also have a comparative financial statement for the previous year and the proposed budget.
  
- Ensure there is enough money in church accounts for ADP. Consult with the Finance Committee on this. Be a contact person for ADP.
  
- Prepare the detailed annual United Church of Canada church report with the office administrator.
  
- Issue charitable receipts at year end.
  
- Have Church Financial books ready for year-end audit.

Dec 18, 2011

## ***JANITORIAL DUTIES FOR ST. PAUL'S CHURCH***

### **Basement Area:**

- ▲ Vacuum all carpeted floors
- ▲ Mop kitchen and bathroom floors
- ▲ Empty garbage from all rooms
- ▲ Clean toilet bowls and sinks and keep a supply of paper towels and toilet paper in dispensers

### **Upstairs Area:**

- ▲ Vacuum carpets in sanctuary, offices, entrance and nursery
- ▲ mop linoleum floors
- ▲ Remove old bulletins and scrap paper from pews and arrange hymn books neatly in holders
- ▲ Dust and polish pews, communion table and other furniture
- ▲ Empty garbage from all rooms

### **Note**

: Cleaning in church and basement to be done at least once a week as well as before and after weddings, funerals and other events as needed