

# MINUTES – Woodlawn United Church Council November 25<sup>th</sup>, 2020

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**CALL TO ORDER:** Cathy Kay, Rotating Chair, called the meeting to order at 7:00 p.m.

In light of the COVID-19 pandemic and ensuring WUC follows the recommendations of our federal, provincial and municipal leadership to refrain from public gatherings and meetings, Peter Woods coordinated a video conference so we may continue the work of Woodlawn United Church.

**IN ATTENDANCE VIA VIDEO:** Barry Zwicker, Bob Watt, Brian Moors, Cathy Kay, Helen Dixon, Jim Allen, Kelly MacNeil, Kerri Graham, Rev Mary Lynne Whyte, Paul Whyte.

**GUESTS** – David Hewitt, Rev. Dr. Linda Yates, Fay Gunter, Jerry Jackson, Maarten Kramers, Stephanie Bennett, Jamie Masse, Fred Evans

**OPENING PRAYER:** Mary Lynne led the meeting in an opening prayer.

**WELCOME:** Cathy welcomed guests David Hewitt, Rev. Dr, Yates and the members of the CoFP Team.

**TIME OF ADJOURNMENT** – It was agreed that 9:00 p.m. be the hour of adjournment.

## **ORDER OF BUSINESS:**

Cathy indicated the purpose of the meeting was to receive the reports (Goals and Job Description for a Transition Minister and the CoFP Report and Recommendations) from the CoFP Team. Cathy turned the meeting over to Barry, Chair of the CoFP Team.

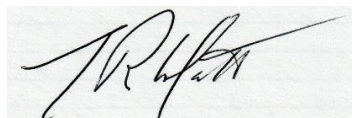
- 1) Barry indicated that the Goals and Job Description for a Transition Minister would be the item that he would like to present first. Barry gave an overview of how the CoFP Team were tasked with the responsibility of developing the goals and position description, then referred everyone to the documents circulated previously. Barry invited David Hewitt to comment and opened the floor to discussion. After a few suggested editorial changes and the recommendation that the document be considered a 'living document', Barry made the following motion, seconded by Paul Whyte: **Motion - That Council accept and approve the Goals and Transition Minister Position Description as modified. Motion carried unanimously.** (Document as approved is attached)
- 2) Barry reminded the meeting that the CoFP Team had presented the 'Report' to Council on October 20<sup>th</sup>, that the team had taken into consideration suggested changes and the report circulated before this meeting has incorporated the recommended changes. Barry provided an explanation of the time frame and process the CoFP Team followed in arriving at the report being presented. After discussion Barry, seconded by Jim Allen, made the following motion: **Motion- Council accept and recommend the report, as presented, to the congregation. Motion carried unanimously.** (Document as approved is attached)
- 3) Discussion followed on who and when the congregation is informed of the action of Council. Brian Moors, seconded by Helen Dixon made the following motion: **Motion - That Council get information about the Transitional Ministry out to the congregation as soon as possible indicating it has been approved by Council, then in late January set a Congregational Meeting. Motion carried unanimously.**

**CLOSING PRAYER** – Rev. Mary Lynne offered a closing prayer.

**ADJOURNMENT** – Cathy adjourned the meeting at 8:35pm.

*Cathy Kay*

Chair of Meeting – Catherine Kay



Submitted by – J. Robert Watt

**POSITION DESCRIPTION**  
**Woodlawn United Church**  
**TRANSITION MINISTER**

**ACCOUNTABLE TO:**

All members of the Ministry Team are accountable to Woodlawn United Church, Dartmouth, NS, through the Church Council and the Ministry and Personnel Committee for the fulfillment of the job functions described in this position description. All Ministry Team members are accountable to Region 15 for support, collegiality, oversight, and discipline.

**PRIMARY ROLE:**

The Transition Minister is an integral member of Woodlawn's Team Ministry. While fulfilling the roles as outlined below the intent of this position is to help pave the way for Woodlawn's Future Team Ministry who are expected to be called or appointed within the next 12-18 months. This position will work closely with the Minister of Pastoral Care in developing and leading worship at Woodlawn, and when necessary assist in the Pastoral Care Ministry.

The CoFP Team have made many recommendations with respect to the future direction of Woodlawn United. A key role of this position will be to work with the Transition Team to develop a strategy for the orderly and timely role out of the recommendations.

Woodlawn has had its current governance system/model in place for 15 years and are seeking a review and potentially significant changes to the model. This position will play a key role in this Governance Review.

This position in conjunction with the Worship Team plans and leads in worship and sacramental leadership. Woodlawn is moving into alternative forms of worship including a more contemporary approach, while maintaining our traditional style of worship. This position will be expected to provide leadership and assist a team of lay volunteers in developing and delivering the alternative approaches.

Given the experiences during the COVID 19 lockdown and restrictions this position must demonstrate knowledge and willingness to develop on-line programming as part of our worship and program offerings.

The Transition Minister in the course of his/her normal duties, and as the opportunities present themselves is to develop a relationship with the congregation by participating in structured and unstructured fellowship opportunities. Given Public Health restrictions on gatherings this will require creativity and a willingness to develop and work within new paradigms.

This position will provide spiritual mentorship and supervision of the Youth Coordinator position and the Office Administrator position.

**SECONDARY ROLE:**

The Transition Minister works collegially with the Ministry Team and lay members of the congregation to build a strong, responsive, and compassionate pastoral ministry.

Pastoral Care is a priority at Woodlawn for all segments of our congregation. The Minister of Pastoral Care will have the primary responsibility for this aspect of Woodlawn's Ministry. This includes coordinating leadership around this Ministry for the Ministry Team and lay members of the pastoral care committee. Each member of the ministerial team is expected to participate and share in this important ministry.

In close cooperation with the other members of the Ministry Team develop and offer programs and activities that help Woodlawn process some history by identifying strengths and challenges with a view to maintaining and enhancing congregational health and vitality. The Transition Minister working with the Church Council, will help develop new approaches to improving communication, interacting, strategic planning and visioning, particularly as they relate to the new programs and changes as recommended by the CoFP Team report. The Minister will develop and offer activities and services that nurture and promote spiritual growth within the congregation.

The Transition Minister participates and coordinates with other staff members and lay volunteers through participation in staff meetings. All Ministry Personnel are entitled to participate in Church Council meetings. This position will be the designated link with the Church Council.

**RESPONSIBILITIES:****Administration:**

The Transition Minister will:

- Communicate well with the Office Administrator, the Music Director, the Council, the M&P Committee, and the Congregation on a regular basis through a variety of means (personal conversations, phone, social media, email, newsletter articles, newspaper articles, etc.)
- Keep track of appointments and events and communicate these to the Office Administrator
  - Assist the Office Administrator in compiling statistics for our pastoral charge for the United Church Yearbook
- Remain current on the United Church of Canada's policies, procedures, and requirements, as well as our own congregation's policies and procedures.
- Attend all Church Council meetings (or arrange for another member of the Ministry team to attend)
- Respond in a timely manner to correspondence and telephone inquiries that cannot be handled by the Office Administrator or are better handled by the Ministry Team.
- Provide oversight for the planning and operation of the work, mission, and ministry of this church Community

**Outreach and Social Justice:**

The Transition Minister will:

- Support the congregation in its many congregational projects and activities
- Work with and offer encouragement to the outreach and social justice teams
- Assist the congregation to be aware of and to understand United Church policies and actions in the area of social justice

**Congregational Building:**

The Transition Minister will:

- Participates as a member of the Ministry Team in internal staff meetings
- Contributes to communications among staff and with the congregation and coordinates and presents regular reports to Council.
- Assists with conflict resolution within the congregation as required

- Actively represents Woodlawn United Church to the external community
- Works with the Council, Congregation and Transition Team on Transition goals

**Ministry of Word and Sacrament:**

The Transition Minister will:

- With a significant online and small group focus, plans services of worship, including alternative worship programs
- Trains and supports worship volunteers
- Prepares and delivers sermons
- Conducts, and participates in, the sacraments, weddings, and funerals
- Offers the program leading to the Sacrament of Baptism
- Oversees the marriage preparation process
- Works closely with lay volunteers in developing and delivering alternative/contemporary forms of worship

**Community building, program development, and teaching:**

The Transition Minister will:

- Supports the development of new member ministry programs
- Develops and leads adult Christian Education programs through creative use of time and space, maximizing all opportunities for fellowship
- Supports the development of small group ministries.
- Equips Lay Leaders to lead baptismal and confirmation preparation.
- Leads in marriage preparation.

**Pastoral Care:**

The Transition Minister will:

- Participates in hospital and home visitation as well as grief and spiritual counseling in consultation with the Minister of Pastoral Care

**Professional and spiritual growth:**

The Transition Minister will:

- Actively pursues personal spiritual growth and skill development through study leaves, and other continuing education opportunities.
- Maintain a healthy lifestyle physically, emotionally, spiritually, and professionally

**Commitment to the wider church:**

The Transition Minister will:

- Represents Woodlawn United Church at Region 15 through attendance and committee participation

**Other Required Knowledge, skills, and abilities:**

The Transition Minister will:

- Be experienced, especially in the areas of leadership and Worship.
- Be a good communicator who can relate to people of all ages.
- Have a liberal philosophy and is open minded.
- Be approachable, encouraging, collegial, and consultative.
- Be proficient with social media and technology.
- Recognize the importance of alternative spiritual practices such as the healing Ministry and Contemporary worship services.
- Possess good presentation skills
- Possess good time management skills
- Have the requisite skill sets for Transition Ministry.

Has particularly good listening skill.

**Other “Preferred” Assets:**

The Transition Minister will:

- Be energetic, with an engaging personality
- Be able to delegate where appropriate and have good management skills
- Be able to spark interest and involve the congregation in attracting new members
- Be able to relate to younger families
- Support the involvement and development of an active lay ministry
- Be able to provide non-anxious, principle-based leadership in a time of significant change

**General:**

The Transition Minister will focus all activities based upon the stated goals for this position. While all activities and tasks listed above are important, they must be approached from the perspective of “How does this relate to achieving the approved Goals?”

From time to time each member of the Ministry Team will be expected to attend to the duties and responsibilities of other members of the team who may be ill, on vacation, sick leave, study leave etc. This is fundamental to the successful implementation of Team Ministry.

The successful candidate will be eligible to apply for any of the positions being recommended by the CoFP report.

**Approved Goals for the Transition Ministry Position**

- 1) Woodlawn’s governance system has been in place for approximately 15 years. During this Transition time, we are seeking to review the current model with specific attention to its ongoing relevance and effectiveness. There are specific areas we hope to review and address:
  - a) Clarify the lines of authority/expectations and communications between Council and Ministry Team.
  - b) Clearly identify roles, responsibilities and relationships between lay leaders and the Ministry Team
  - c) The CoFP Team recommendations are proposing new approaches to worship, fellowship, youth ministry etc. How does the governance model fit into these proposed changes?
  - d) We have a long history at Woodlawn. What have we learned from our history that can help us into the future with respect to governance models?
- 2) The CoFP Team proposes new approaches and trying new, alternative approaches to programs and services. A strategy and timeline need to be developed to ensure an organized, timely roll out.
- 3) During this Transition period focus must be put on improving our understanding and working relationship with Region 15 and the wider church.
- 4) COVID 19 has caused many changes to how we develop and offer services and programs. One specific area that was highlighted during the CoFP Teams consultation process was developing more opportunities around Fellowship within our Woodlawn family. There has been little considered around how we do this with COVID restrictions and concerns. We need to spend time developing creative ways to get together, electronically, or via other creative means, for Bible study, Prayer Circles, Faith Formation, Virtual Crafts, Coffee Hours, etc. while respecting the health and safety of all.

# COMMUNITY OF FAITH PROFILE TEAM REPORT

## WOODLAWN UNITED CHURCH

October 26, 2020

To: Woodlawn United Church Pastoral Charge Council, Woodlawn United Church Pastoral Charge Congregation, Region 15

From: 2020 Community of Faith Profile Team (referred to as CoFP through the remainder of report)

Date: Oct 26, 2020

### **Context:**

The ministerial leadership at Woodlawn United Church has been impacted by staff changes during 2020.

Rev. Phillip Kennedy has accepted a call with another Community of Faith, our Minister of Pastoral Care Mary

Lynne Whyte is currently working on an appointment basis until Dec. 31st 2021, Shannon MacLean our Youth Minister has accepted a call to a full-time position in another Community of Faith and our Director of Music retired in the spring of 2019. Given these changes, Woodlawn United Church Congregation approved the request to Region 15 Council for the formation of a Community of Faith Profile (CoFP) to assess the congregational needs and wishes in terms of ministerial leadership. During the CoFP process Woodlawn Council hired Katie Logan on a summer employment appointment to maintain contact with our youth and assist in developing programs for the fall session. Since the successful summer session Council has appointed Katie to a part time position to continue her work with the Youth, working closely with the Youth Committee.

As part of the process, CoFP interviewed two of the current ministers, undertook extensive internal consultations with various groups and individuals, and had planned to undertake interviews with external organizations. The consultation with external organizations did not occur due to the COVID 19 pandemic, CoFP members met regularly as a large group and broke out into smaller working groups to complete specific tasks.

CoFP worked through the COVID isolation and restrictions using ZOOM conference calls. As summer approached and restrictions were lessened CoFP continued to work utilizing some face to face sessions coupled with ZOOM conference calls.

### Community of Faith Profile Committee Members

- Barry Zwicker (Chair)
- Fay Gunter
- Jerry Jackson
- Jane Cushing resigned due to family commitments May,2020
- Maarten Kramers
- Jamie Masse
- Don Trider resigned September 2020 due to health issues
- Stephanie Bennett, Joined in May 2020
- Rev. Linda Yates, Region 15 liaison representative

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## BACKGROUND

Woodlawn United Church Congregation approved the request to Region 15 Council for the formation of a CoFP to assess the congregational needs and wishes in terms of ministerial leadership.

The CoFP met regularly, setup an email address for the purposes of communication with the congregation, examined other church Community of Faith Review Committee reports for comparison purposes, and conducted an extensive consultation program that spanned three months. As a follow up to the fifteen (15) sessions held a summary report of what CoFP heard was prepared and circulated to all members on the congregational email distribution list (300+). The CoFP requested responses from the congregation to validate the findings addressed in the Summary Report. During normal times hard copy would have been made available but with the COVID 19 restrictions there were no church services or opportunities for those not on email to receive a copy.

Within the last two years a previous Joint Needs Assessment Committee surveyed the congregation and presented a thorough report to Council and the congregation outlining the need for continued dedicated Pastoral Care personnel. Also, the Church Council arranged for a visioning exercise; the results of both programs were reviewed and taken into consideration by the CoFP Team when developing the recommendations which follow.

## **WHERE WE ARE - OUR COMMUNITY**

Woodlawn United Church is in the heart of residential Dartmouth. The Dartmouth-Cole Harbour area has a population of 92,301 as of the 2016 census, representing nearly a quarter of the entire population of Halifax Regional Municipality (HRM). Dartmouth is on the eastern side of Halifax Harbour, with easy access to the many facilities and services found on the Halifax peninsula.

There are five other United Churches within a 5-10-minute drive, nearby, as well there are many other denominations including Roman Catholic, Anglican, Baptist, Presbyterian, Lutheran, and Pentecostal. This presents many opportunities for cooperation and shared outreach.

The surrounding neighbourhood of Woodlawn United comprises largely single-family residential housing, a mixture of apartments, duplexes, modular home parks and condominiums. There are elementary, junior, and senior high schools in the area as well as a francophone school and three private schools. Within a short driving distance there is a true hub of post-secondary education, including Saint Mary's University, Dalhousie University, Mount Saint Vincent University, University of Kings College, Nova Scotia School of Art and Design, Atlantic School of Theology and three Nova Scotia Community College campuses. The area is served by nearby hospitals, doctors, dentists, and other health-care providers.

Dartmouth and the Woodlawn Community within Halifax Regional Municipality supports a strong retail presence, including major drug stores and grocery chains, shopping malls, and Dartmouth Crossing (a large regional shopping area), including flagship stores such as Costco and Ikea. Residents enjoy a wide variety of restaurants, coffee shops, and pubs. Healthy lifestyles are encouraged through ready access to fitness centers, sports fields, ice arenas, and walking trails, as well as ocean beaches and lakes to enjoy swimming, paddling, surfing and sailing. Dartmouth itself has 26 lakes, several regional Parks, harbourfront trails and one of the worlds best natural aquatic (paddling) course in lake Banook.

The area enjoys a variety of entertainment throughout the year including Atlantic Jazz Festival, Busker Festival, Tall Ships Festival, Pride Week, Atlantic Fringe Festival, and Royal Nova Scotia International Tattoo. Cultural venues abound, including Symphony Nova Scotia, Neptune Theatre, Art Gallery of Nova Scotia, and several museums. Major sporting events and concerts take place at Scotiabank Centre, Rebecca Cohn Theatre and Halifax Commons.

The area is serviced by municipal police forces, fire services, and transit systems, as well as excellent water and power utilities. A state-of-the-art waste management system promotes recycling and composting. Dartmouth is known as The City of Lakes and can easily be described as a "nice place to live and raise a family".

## **WHO WE ARE – CHURCH PROFILE**

Woodlawn United Church was established as a Methodist charge in 1884. The facilities encompass 3 acres consisting of a large parking lot and two buildings:

The Heritage Centre was built in 1884 and is currently home to East Dartmouth Christian Foodbank and The Dun-Gen (used clothing outlet). The Heritage Centre also provides additional meeting space for various community services and church groups, including our youth center.

The Brick Church was built in 1959 and underwent significant renovation in 2013 to increase accessibility. The main floor of the brick building consists of a large sanctuary (500-person capacity),



meeting rooms, and staff offices. An elevator connects to the lower level which consists of a large church hall and stage, several meeting rooms, utility rooms and two kitchens, the larger of which is fully equipped for catering and meets provincial Health and Safety Regulations. Both levels have fully accessible washrooms. The full accessibility of

Woodlawn United Church is the result of significant renovations, and thanks to successful fundraising by the Friends of Accessibility Team via congregational pledge campaigns, many fish chowder luncheons and frequent musical concerts. The loan is now totally retired. This was a \$1.7million dollar project. In 2018 Woodlawn, lead by the Trustees completed a major solar installation providing sufficient renewable energy to offset the total energy consumed in previous years from Nova Scotia Power. This project was a \$139,000.00 expense of which there is less than \$25,000.00 remaining on the loan provided by HRM's Solar City. Woodlawn United Church is one of the largest churches in Region 15.

Looking into our community demographics and our church membership there is a close correlation. Generally, we are weighted towards an aging population. The 2016 Census indicates 25% of our population is 60 and over. Four years later that percentage grows to 32%. Within our congregation we have a higher percentage of seniors active and supporting, (active and supporting means showing up at services regularly and supporting means they are regular givers through envelopes or PAR offering more than \$50.00/year). Currently over 50% of the supporting members are 70 years old and over.

As of the 2019 statistical report presented to National Office our membership roll included 682 confirmed members adults. Of the 682 221 is made up of children( 0-11), Youth(12-16) and young adults(17-20). The active participating and supporting members number is approx. 250 households under Pastoral Care, totalling approximately 1000 individuals. Our internal data set does not offer current detail on the number of children, youth or young adults. The only source of data is from participation in church programs such as Sunday School and Youth Group. Prior to COVID we were seeing 10-12 children weekly at Sunday School and up to 15 attending Youth Group weekly. In 2019, Woodlawn United Church had 0 baptisms. 2 weddings and 32 funerals.

Woodlawn fits the model of a program church, whose community is made up of many circles of interest. As to enrolment demographics, approximately 39% come from a one-kilometer radius encompassing the immediate Woodlawn Area, 32% from Portland Estates, Manor Park, and Portland Hills, 24% from a 2-5 km radius including Colby Village, Forest Hills, Southdale, Crichton Park, Montebello, Port Wallis and North Dartmouth, and 5% are from outlying areas such as Eastern Passage. A lot of this data is aged and what is clear is that we are overdue for a census to update our data base.

There is currently one Sunday morning worship service at 10:00 am, with an average weekly attendance of less than 200, not including children and youth. Sunday School (ages 0 through to Grade 5) is held during the service, with approximately 20 participating and 8-10 adult leaders The Youth Group (Grade 6 and up) has been led by the Youth Minister and one parent volunteer, with approximately 25 registered youth and 12-18 regular participants. The congregation through our consultation sessions has acknowledged the need to focus on the church's children, youth, and young adults.

Woodlawn United Church has a large, but declining United Church Women's (UCW) group with seven units, and a total of less than 100 members. There is an active Couples Club that meets regularly for fellowship and is involved in outreach and various fundraising activities (approximately 15 active couples in 2019). Woodlawn also includes other groups with specific interests, including United Church Men, widow and widower groups, Spiritual Connection groups, and Time Out for Crafts. Adult Bible

Study occurs on various weekday mornings throughout the year, as well as regular “Thank God It’s Thursday” sessions led by ministers and congregation members.

One major conclusion with respect to our demographics is that most of our active/supporting members are in the 70+age range and the number of active Youth have continued to decline.

Music is very important to the people of Woodlawn. Sunday morning worship services are enhanced by the Director of Music leading the Woodlawn Choir in hymns and anthems, accompanied with piano and organ. Throughout the year, additional musical support is provided by smaller Woodlawn musical groups such as Polyphony, Mitzvah, Tapestry and Vocal Impact. The music program is a key component of worship and a positive influence in attracting worshippers and developing communities within the congregation.

The congregation supports outreach work in the community and beyond with monetary gifts to the Mission and Services Fund in the amount of \$63,000 in the past year, as well as the Benevolent Fund. Many programs benefit from this outreach, including Missions to Seafarers, Metro Non-Profit Housing, Brunswick Street Mission, Margaret’s House, and Phoenix House. Woodlawn also serves the community by hosting programs such as the East Dartmouth Christian Food Bank and the Woodlawn Coffee House for youth and young adults with intellectual disabilities.

Woodlawn United Church is a community church in the truest sense, hosting and sometimes financially supporting functions such as Scouts and Guides, Blood Donor Clinics, community support groups, service groups, activities for seniors, and learning activities. In addition, Woodlawn United Church supports Dartmouth Community Concerts as well as numerous church activities. The facilities are in regular use days and evenings.

Woodlawn United Church is active on social media. The website ([www.woodlawnunited.ca](http://www.woodlawnunited.ca)) receives approximately 1100 hits each month; the Facebook page currently has 589 followers, and Instagram has 167 followers.

A monthly calendar of events is handed out with bulletins on Sunday mornings and is also emailed to the congregation. Regular communication is maintained through the community email system with weekly or more emails being sent to over 640 members who subscribe to our service. Worship services are enhanced by the Audio-Visual Team: PowerPoints are displayed on the screen during service, and recordings of the weekly services are posted on our website and are delivered on CD to members unable to attend in person.

The congregation of Woodlawn United Church is theologically diverse and respectful of the differing views within the community. The mission statement as affirmed in 1998 is: *Kindling, strengthening, and renewing the spiritual life in Jesus Christ.*

We seek to do this by:

- Joining together in worship, prayer, and music
- Reading and studying the Bible
- Nurturing young and old
- Seeking justice for all
- Living a Christian example
- Sharing our faith, time, talent, and treasure with our church community and beyond into the greater world.

The Woodlawn United Church Council is the senior policy and governance body of the charge, mandated by the congregation to provide leadership and management of temporal and spiritual responsibilities at a strategic oversight level. The Woodlawn Ministerial Team has included two full time ordained ministers, one youth minister, one office administrator position (shared by two people) a Music Director and a Accompanist/Organist.

In working to determine Woodlawn United Church's congregational needs in terms of ministerial leadership, the CoFP conducted a series of consultation sessions with members of the congregation. The sessions ran over three months with over 100 people participating. The CoFP developed four questions to facilitate discussion and seek help in discerning the future interests, needs and wants of the congregation. The consultation sessions began in December and ran until mid March when it was shut down because of the Corona Virus.

CoFP consultations were highly successful and a lot of very positive feedback from those who attended was received. Each consultation session was an excellent forum to enable open and friendly dialogue and with a set of holy manners to guide the sessions everybody had a chance to talk, ask questions and dialogue without interruption or fear of being challenged. Each session was limited to twelve participants to keep the session a comfortable and welcoming experience. The sessions covered current programs and services but focused mostly on what Woodlawn would or could look like in five to ten years.

## **WHAT WE WANT – CONSULTATION RESULTS**

Summary of What You Told Us: (This summary was circulated to the full membership utilizing the Woodlawn email system)

COFP held consultation sessions beginning in December 2019. We invited participation from the congregation by email, announcements during service and through direct requests to all of Woodlawn's standing committees.

We held 15 different sessions with well over one hundred different people participating. We offered a secure email for direct input, which was used by some. Overall, The CoFP Team are incredibly pleased with the number of people who have contributed their thoughts and ideas. This illustrates how committed the Woodlawn community is to our church and demonstrates a desire to make our church relevant and meaningful to its members and the greater community.

There were many responses to the questions we asked. Here is what we heard you say: (the following is a direct copy of the summary report circulated to the congregation seeking ratification that we did indeed hear them correctly)

*It is clear to the Community of Faith Committee that congregants feel very connected to existing and traditional programs, and to the staff and ministerial team. In fact, we heard so many stories and anecdotes of connections, conversations, inspirations and hugs from the current team and past ones. Existing in the mix of comments were expressions of appreciation for our current and previous staff. Comments were made relative to the ability of the current membership to support the current staff complement.*

*We also explored areas in which there exists some opportunity for us to continue to fulfill God's will for our congregation, the United Church, and the Woodlawn community at large. What is also clear is that congregants both possess unique ideas and are open to creative programs and changes to any number of ministries from music to fellowship to youth.*

*We have been encouraged by our conversations and the insights we heard, but We are also humbled that we are working on what the Woodlawn United Church can be in the next 5, 10 years. We acknowledge that we must keep future members of our evolving community of faith in mind as we proceed.*

*This report is focused on what we gathered from current members who shared their thoughts and ideas with us.*

*From our conversations, the following ministries, in no particular order, were seen as top priorities, and should be top of mind when taking our next steps:*

### **Worship, Pastoral Care, Fellowship, Music, Outreach, Youth**

#### **Worship.**

*There were numerous comments focused on expanding the types of worship experience to be more relevant to a broader range demographic. Maintaining the current traditional approach to Worship was also seen as a must.*

#### **Pastoral Care.**

*It is clear from the consultations that personal ministerial relationships are an important element of spiritual well-being for many. While there was great praise for our current programs and offering, it was also stated that there is always room to grow and new interesting ideas to build from for future leadership.*

#### **Fellowship**

*Our church revolves around the need for Fellowship. Next to the relationships with our Ministry Team, a relationship with fellow congregants – friends who become family – is essential to the Woodlawn experience. Many participants reflected on the need for more fellowship opportunities – and often, not just for their own age group. Activities such as Fish Chowders were mentioned as an opportunity for Fellowship, as well as a fundraiser. Couples Club was a flagship program to be expanded. Home Church, arts and sharing programming and TGIT were mentioned with great love. There were references to past programs lost and missed, as well as new ideas for connecting with one another.*

*The desire for the facilitation of intergenerational and interfamilial relationships was a sentiment that resonated with us.*

#### **Music**

*The Music Ministry is something in which many people demonstrated great pride, while others articulated appreciation. Sharing our faith through music is important to a wide cross-section of the congregation. Some commented on the fact that the organ, traditional hymns, and anthems are important to them. Others felt a diversity of music offerings, from traditional to contemporary, is an important shift. Perhaps the most consistent sentiment shared amongst different groups, was the need to re-engage youth in Woodlawn's Music Ministry, an effort which would certainly require an intentional program and leadership to champion it.*

## **Outreach**

*Our congregation understands their Christian responsibility for their neighbours and the community outside of the church walls. With pride for the existing Outreach ministries such as the Food Bank and the DunGen, congregants believe that it is Woodlawn United Church's responsibility to advocate for social justice in Dartmouth, in Nova Scotia and around the world, and to identify meaningful and intentional contributions for the community. This was an area where many specific and creative programming ideas were shared, and which must be explored by new staff leadership in the future.*

## **Youth**

*Finally, it was abundantly clear that the Woodlawn congregation has a tremendous amount of pride, love and commitment to children, youth, young adults, and young families; it was a sentiment repeated throughout every meeting held. Future leadership in the Youth Ministry will be expected to prioritize the maintenance and enhancement of close meaningful relationships with our youth and provide to them an intentional Christ centered place for their growth and development. A desire for a strong Sunday School program, youth group, and youth choir were all mentioned on multiple occasions.*

*These were the consistent sentiments shared. There were many more nuanced anecdotes and statements offered, however we believe they are generally reflected above.*

*It is with great humility and anticipation that the CoFP shares these reflections with the larger Woodlawn United community. This experience has been an uplifting one. As we read and tried to interpret the comments from our Community of Faith, we can see how much inspiration and hope for improving Woodlawn there is. There is a love for the church, the programs and the services that has been woven throughout each of the sessions and a real desire to offer more for our community.*

*During the consultation sessions a lot of folks indicated that we may need to change how we deliver our programs, services, even outreach to meet the needs of others. This is so true now that we are all experiencing the impacts of COVID 19. The virus was not rampant during our consultations but clearly, we are looking at a changing normal going forward. We will be considering what we have experienced and learned from this difficult time and attempting to incorporate specific recommendations in our final report that address this situation.*

## **Next Steps**

- 1) Once we have your responses and a level of comfort we have heard you accurately we plan to look into our existing programs and services to evaluate how well they are meeting the desired outcomes or are headed in the right direction.*
- 2) As part of the strong outreach interest we have heard we will try and come up with an effective way of communicating with outside community groups. We would normally seek face to face meetings but that may not be possible in the near future.*
- 3) We will be looking into new or alternative ways of achieving the interests put forward by you. This will involve understanding the impacts on all resources including staffing and financial impacts*
- 4) Once we have all of the above organized and ready for presentation, we will develop an open process to present, discuss and ultimately present specific recommendations to Council and you the Congregation.*

*Respectively Submitted for your review and consideration.*

*Your Community of Faith Profile Team*

# **CoFP CONCLUSIONS AND RECOMMENDATIONS:**

## **PASTORAL CARE**

Pastoral Care can be defined in several ways and from a range of perspectives. For Woodlawn to plan properly we need to settle on a shared definition or our role in the overall concept of Pastoral Care.

Pastoral care provided by any church has a meaningful spiritual component. This component is normally lead by or provided by Ministry Personnel (Ministry Personnel includes a Ordained Minister, a Diaconal Minister, a Designated Lay Minister and a Congregational Designated Minister) who has received specific training in this field along with their spiritual training and development. Utilizing the analogy of a shepherd taking care of his flock.

Pastoral Care involves a level of protection, tending to specific needs, helping, and aiding the sick, encouraging those in need, even restoring hope. In addition, leading by example teaching others how to care for others needs and sometimes providing guidance.

We do know we cannot be everything for everybody, but we do need to determine priority areas and provide the resources to accomplish the priority objectives.

Successful Pastoral Care programs/support are most successful when there is a team of dedicated folks who first and foremost love helping and supporting those in times of need. A Pastoral Care team needs strong, loving and committed leadership. Woodlawn has been blessed over the years with committed staff and a core team of volunteers. As time progresses this team needs to be bolstered with new members and lead by the spirit of God through committed staff.

Woodlawn has been undertaking several specific pastoral care programs that not all our members maybe aware of. The Prayer Shawl ministry is one example. Through the volunteer leadership of Vivian Hill, with strong support from our Pastoral Care ministry team, hundreds of prayer shawls have been knit and shared with those in need, in times of poor health, or crisis in their lives. The Funeral Ministry we offer has been lead by three or four volunteers under the direction of our ministry team and provides an invaluable coordination of family funerals, receptions etc. at a time when those directly impacted by the death of a loved one needs to know there are folks who care and who can get things organized, and hopefully lessen the burden on family members. These are but two of an ever-growing list of needed support programs. They are successful because of the combination of Ministerial leadership and a strong bank of volunteers. Without the volunteer component these programs would not be successful. A strong volunteer team looks for and needs the strong committed leadership our Ministerial team has been giving and must continue to give. One of the interesting things the CoFP Team has come to appreciate is the close link between fellowship and pastoral care. Where strong fellowship opportunities exist, and people participate more the folks participate in gatherings whether small groups over coffee or large groups sharing a meal the better we all get to know each other. The better we know each other the better equipped we are to notice and act when the need arises. Staying in touch, socializing, sharing your time and talents all create opportunities for fellowship and Pastoral Care.

### **POSITION DESCRIPTION ELEMENTS FOR INCLUSION IN THE PASTORAL CARE**

In consideration of staffing needs in the future it is clear to the CoFP Team that Woodlawn must have a committed, faithful, loving, and caring person to lead the Pastoral Care program and Team. This person must have excellent communication skills, understand when to call in support, be a community minded and caring individual. Given the close link to various forms of fellowship this person must be comfortable in crowds, small and large. This successful candidate should be outgoing and compassionate to encourage and enable more open and free interaction.

While the CoFP Team is recommending a staff member be hired or called, whose primary focus is to fulfill the above it is understood that all members of the Woodlawn Ministry Team would be expected to be involved with Pastoral Care, but not as their primary focus.

Another area of Pastoral Care can be described as providing counselling services in cases or situations such as job loss, depression, life skills, nutrition, financial sustainability etc. These are specialized area of support that are not normally associated with services provided by a church or trained Ministerial personnel. The CoFP does not see this area as a role for our Ministry team. However, what could and should occur is that those involved in Pastoral Care must have access to the appropriate professionals who can help and provide direct support to those who may need it. In this case our team needs to develop relationships with the appropriate professionals, maintain up to date contact information and when appropriate consider specific training in being able to detect signs of mental stress, depression etc. and help coordinate where appropriate with those in need. Consideration should be given to seeking training sessions through Region 15 or our health care system such that study leave sessions could be built around this type of training.

### **Recommendations:**

- 1) A full time equivalent (FTE) position be established where the primary function of this position is to develop, lead, and facilitate a program of Pastoral Care. The Pastoral Care component of this position should consume approximately 60% of the full-time equivalency.
- 2) Woodlawn through cooperation with Region 15, Municipal and Provincial agencies, develop a relationship with specialized forms of Pastoral Care such that Woodlawn can maintain current contacts of specialized support teams and professionals to assist our Pastoral care Team in meeting Community needs.
- 3) This is considered a full-time equivalent position (FTE). The intent is to have a Ministry Team at Woodlawn where we are able to include all the skills and experience needed for a successful Ministry. This position may be filled by one full time person or a number of part time folks together totalling one FTE.

## **WORSHIP**

For every church, no matter what denomination, worship services are integral to our beliefs and values in recognising our God, the Creator, and Jesus Christ our saviour put on earth by God to forgive our sins and live amongst us teaching and living life the way God intended. Worship services are our opportunities to acknowledge and praise God and Jesus through prayer, song, declaration of our beliefs and spreading the word of God through sermons, meditations, presentations, etc.

Worship services can be labelled or categorized in numerous ways. For this report we are considering two basic types of worship. The first is called traditional and the second we are calling contemporary.

Traditional worship services are basically structured programs that include all the elements we have experienced at Woodlawn at our regular Sunday Services. It has been said through the consultation sessions that the order of worship at Woodlawn has not changed for over 50 years. That is an interesting observation and is generally a true statement. So, one question to consider is, Is this a bad thing? Well, we will get many positions and discussions on both sides of that question. To discuss it to any great degree is somewhat counter productive. We have at Woodlawn a significant percentage of our congregation who firmly support the approach to worship which we call traditional. This approach to worship fits their needs, their beliefs and provides spiritual revitalization that they need weekly. So, we had better not make too many changes to this wanted, loved, and needed form of worship. And we are not. The CoFP research and findings clearly indicate a need for the

Traditional Worship Service we currently have. So why try to fix it if it is not broken. On the other hand we have heard through almost every consultation session held, that we need to do something different to be more relevant to a younger age group or we will very quickly become unsustainable, as our population ages with very few younger folks coming in to bolster our church. So how do we work towards achieving this. How do we move to a more contemporary type of service?

Many other churches across Canada and into the US have been experiencing declines in active participating worshippers. An ever-increasing number have been trying to find solutions or develop options broaden the appeal factor or relevance factor of their services in order to be able to provide a different approach to worship and church participation in general.

There have been many articles published and books written on this topic. One such book “Why Nobody Wants to go to Church Anymore” is one such book which has been read by several of the CoFP Team. This book reviews the facts, discusses why, and comes up with a strategy. There are a number of good suggestions contained within the book. Another approach comes from a United Church in Milton Ontario. They developed an alternative approach to worship that involved a more casual environment, more contemporary style music, involved all members of the family. Worship of course is based upon teaching and open discussions related to the bible and current social issues and conditions we all currently live in and experience. The CoFP Team has been blessed with a new member who has direct experience with this program and has shared how “The Annex” program got started in Milton, how it is organized, and samples of the music utilized. The CoFP Team believes this type of approach is worthy of developing a Woodlawn version tailored to our needs and interest. With the help of several volunteers on our team a proposed program will be developed and presented to the Worship Committee as well as Council. This program and others that may come forward will require well grounded spiritual support from our Ministry Personnel. The Ministry Team will need to be open minded, ready to facilitate change and providing options or alternatives to our worship styles, in addition to being part of the traditional services discussed above.

Over the last few years Woodlawn has offered different approaches to worship. One is called “Home Church”. This is a program introduced by our previous ministry team that involved a small group of folks meeting in their home over a meal and through prayer and discussion became a form of worship. These small group experiences can be valuable in so many ways. Not just exposing the group to Christian study and ways but also in developing long term church fellowship mediums. As discussed earlier “Fellowship” is one of the mainstays of Woodlawn and when we can combine Worship and Fellowship it is a win-win situation. Clearly in these sorts of programs spiritual as well as life leadership is mandatory and will form part of our ministerial teams’ position description components.

All such alternative/new programs introduced need time to evolve, but also need to be reviewed on a regular basis to determine if they are meeting our goals and needs. A review should be held annually with members of the Worship and Stewardship teams to provide a review structure and a reporting structure back to Council and the congregation.

## **COVID 19, IMPACT ON WORSHIP**

COVID 19 was not an issue during our consultation process but has clearly made an impact on our ability to conduct not only our worship services, but all programs and services at Woodlawn. Out of crisis often comes positive lessons and experiences. Since we had to discontinue worship in the sanctuary as a congregation, Woodlawn, like many other churches has turned to offering online services or worship moments. Since we started, we have had as many as 300 log into a service. This demonstrates a strong need for some form of worship and a willingness to try new approaches. How does this impact the work of CoFP? Well, it is suggesting maybe we can provide an ongoing online service experience as part of our regular programming. We can



provide live streaming of services and other programs like TGIT to offer a broader range of services to the community. We may even consider providing Woodlawn tablets, setup for easy access to our online programming. To consider such programming in the future, a knowledgeable team of volunteers would be required as well as a staff team versed in and comfortable with such technology. Consideration needs to be given to including such skills in the position descriptions.

### **Worship Recommendations:**

- 1) To work towards a broader appeal, the Worship services at Woodlawn need to offer alternatives to the Traditional style we currently offer.
- 2) We also must continue to meet the current needs and desires of our congregation Woodlawn will continue to offer the Traditional approach to worship.
- 3) In considering staffing requirements Woodlawn needs to be open to calling either an Ordained Minister, a Diaconal Minister or a Lay Pastoral Minister. The primary role will be to lead the congregation through word and by example to continue to grow our Christian based faith at Woodlawn and the greater community. It is recommended that this position description would indicate up to 75% of time allocation would be focused on Worship, all forms.
- 4) Innovative or alternative approaches to worship must involve a strong volunteer component and must involve a setting of goals and a method, through review to determine if the intended goals or purposes are being achieved.
- 5) This is proposed as a full-time equivalent position (FTE). The intent is to have a Ministry Team at Woodlawn where we are able to include all the skills and experience needed for a successful Ministry. This may involve one full time person or two or more part time folks together totalling one FTE.

## **YOUTH MINISTRY**

Woodlawn has been blessed over the years with a highly active Youth Ministry. Youth Ministry covers a wide age range and as a result a variety of programs and services focused on various age groups. In our history Woodlawn has had the benefit of dedicated leadership. Leadership has ranged from Parents and Young adults offering their skills as Sunday School teachers and leaders, trained Youth leaders, lay Pastoral leadership, ordained ministry leaders and most recently a Youth Minister who has successfully become an ordained minister during her ten years with Woodlawn. The leadership has been varied, but the commitment has always been solid, with the best interest of the Youth as a priority. Currently there is a relatively small Sunday School the operates during Sunday weekly services and offers interactive and interesting experiences for the younger Youth to learn about the ways of Jesus and God's intended lifestyle for all of us.

The older Youth also meet primarily on Sunday during service times but are also involved with Social Issues such as the Woodlawn Justice League. During our consultation sessions CoFP learned many things from our time with the older youth. As an example, they are looking for more opportunities to volunteer and participate in the life of the church in a meaningful way. In addition, they are seeking more opportunities for fellowship with the adult portion of the congregation and work with them in various programs. This was extremely exciting and sets up huge opportunities for further relevant involvement. We learned about their interest in participating in more physical activities such as coed/age mixed sports such as volleyball, badminton etc. in a church environment. The bottom line is they want to be more involved.

Music has always been a big part of younger folks as they grow up. Developing that interest in the context of Church is where we need to head.

We require leadership that can relate to the younger age group, provide Christ based support and be there in times of need. Growing up these days is no easy feat. Young people need to know there are dedicated people who love and care about them. They need to know there is someone they can call. They need to feel comfortable in knowing the church is a safe and welcoming home.

Approximately 15 years ago the Church Council of the day made a long-term commitment to hire a Youth director/minister to be the type of person described above. The congregation supported that direction by annually funding the position. The position grew from a 20 hour a week position to a 30+ hour position over the last 15 years. During this same time while there have been many positive activities and programs for the Youth the numbers of active participants have declined. This has led to many discussions related to the ongoing support for such a position. There is also a strong feeling that we need to do more in Youth Ministry. We cannot ignore the youth we must pay more attention to their interests, needs, and required support.

Through the consultation process it is clear that the congregation believes that Youth Ministry is as important as every other area of ministry we endeavor to provide. The key here is what is the best way of approaching it. To support the strong congregational interest a staff position needs to be retained where the entire focus of this position is youth related. This will involve not only youth programming and support but interaction with all other forms of ministry offered by Woodlawn. It means all members of the ministry team as well as the volunteer teams must have a part of their programs, services and activities focusing on the development of our youth and their involvement in our church. CoFP is suggesting we begin this next phase of youth ministry with a Christian trained youth coordinator working on a half time basis, (20 hr/week). As the programs grow so must the time allocation. This position will require major leadership, caring in the sense of pastoral care focused on youth, be very capable with all forms of social media and have a love for music.

Cooperation with other churches in the region regardless of denomination will provide more opportunities for our youth versus attempting to do it alone.

### **Youth Recommendations:**

The youth are more than our future; they are the present and deserve specific programming and attention.

- 1) CoFP is proposing a part time position focused 100% on Youth programming, support, and services
- 2) This position may be filled by any of the ministries included within the definition of "Ministry Personnel" The key is trained in youth programming, experience in dealing with a full age range of youth and young adults
- 3) Programming for the Sunday School age children should be delivered by experienced, committed volunteers with the support and assistance of one of the ministerial team members not necessarily the Youth Coordinator.
- 4) The key to success we believe is to have an individual dedicated and focused on Youth programming, services, and support. With this focus we believe a part time position will be able to handle the anticipated work program.

### **YOUNG ADULTS AND YOUNG FAMILIES MINISTRY**

Woodlawn, for at least twenty years has experienced a decline in young adults (18-40) and young families (25-45) actively participating in or even attending worship services. The demographics of our congregation have changed contributing in part to this decline. However, when asked why they are not involved or attending the younger members of our population reply with a variety of responses:

- 1) There are many other competing activities and functions that I cannot find the time
- 2) We are involved with sports and our family is too busy or committed to take the time for church
- 3) Church is not relevant to what is going on in our lives and the world

- 4) Organized religion has been involved with too many bad non loving activities in its past and I do not want to be part of such an organization (Residential Schools was the main example) 5) The music is too old and slow.

The issue or challenge for Woodlawn and all churches for that matter is how do we turn this trend around? Trends such as this one do not change over night and require considerable time and effort to attract or bring back into the fold a younger segment of our population.

There are many churches trying different approaches to broaden their reach and be relevant to the younger segment. As mentioned, this situation is not unique to Woodlawn or the United Church. One example within the United Church is at St. Paul's United in Milton Ont. They have put in place a more contemporary approach to worship that involves a more casual environment, more upbeat music, encourages family participation, often includes food or snacks and of course coffee or cold drinks. Their service is referred to as the "Annex Program" simply because it is held in a part of their building called The Annex. They have had great success involving young adults, but in particular young families. The program has been running for more than five years and all reports suggest it will continue. We know about this program because one of the recent additions to our church, and more recently the CoFP was directly involved in the Annex program with her young family. The CoFP is recommending that Woodlawn, using the St Paul Annex Program as a model develop a Woodlawn version and promote and offer it as an alternative/more contemporary approach to worship. Members of the CoFP are offering to lead this program with the support and involvement of our ministry team.

Beyond the scope of Worship there is a need to generally make CHURCH more relevant to the younger segment of our population. There are many younger members of the population concerned and involved with the big picture issues of the world and our communities. Everything from climate change through to social issues are areas where the younger folk are looking to make a difference and, in many cases, try to right the wrongs that ours and earlier generations have made or ignored. This is a ministry waiting to happen. How can the CHURCH and in particular Woodlawn be a positive conduit to first open the doors to discussion and enlightenment and secondly assist or organize methods to improve/change how society is dealing or not dealing appropriately with the issues of the day. Over the last year we at Woodlawn through the TGIT (Thank Goodness it is Thursday) program have taken steps to do just that. There have been many very topical sessions where informed and caring folks have led us in a discussion or presentation on many social, political, and environmental issues. We need to continue this program and expand it where feasible. In addition to programs such as TGIT we need to consider other opportunities to offer and lead in these

important/relevant topics. In a book released a couple of years ago entitled "Why Does Nobody Want to Go to Church Anymore" the authors offered many possibilities, but the key finding was relevance. The authors are suggesting religion/churches need to rethink how they are getting the message out and develop opportunities for more social interaction focused around topical issues all of which focusses on one of the main principles of our faith "LOVE". Offer opportunities to meet in an organized manner, respect each other views and enjoy an element of fellowship all at the same time. They have come up with a program entitled "Life Tree Café". In this casual environment folks from the community are invited to meet in small groups around a cup of coffee (or tea) and through an organized program that lasts about an hour discuss and share views of many issues of the day. Since starting this approach, the Life Tree Café has spread across the US and into Canada. We do not have to reinvent the wheel here. Programs are available at a minimal cost to get us started and then we will be able to develop new and different topics that may be more relevant to our community.

Like all programs there will be a need for resources including, space, volunteers, and a dedicated/supporting ministry team. The CoFP recommending Woodlawn utilize the Life Tree Café format and a set of their prepared programs to get this initiative started.

Fellowship at every age is important and valuable to developing lifelong friends who are of like mind and actions. What better place to develop these opportunities than the church? Woodlawn has great facilities, perfectly located in the community to offer opportunities for wholesome Christian fellowship. We need to consider

morning, afternoon, and evening opportunities for such casual unstructured fellowship times. Everything from a coffee house, dances, dinners, and outreach programs that can help others are all great examples. We need strong leadership and a willingness to step outside our comfort zone from time to time to let the younger world know we are here, and we want/need their participation.

#### **Recommendations:**

- 1) Develop a Woodlawn Version of the Annex Program through volunteer and Ministry Team cooperation and seed funding through United Church programs
- 2) Develop a Woodlawn Version of the "Life Tree Café" through volunteer and Ministry Team cooperation and seed funding through United Church programs
- 3) Encourage current groups such as UCW, UCM, Couples Club, Time out for Crafts etc. to consider developing and holding opportunities to encourage our younger folks and families to participate
- 4) Get more involved politically and socially in areas that matter to us all and demonstrate to the world we care and will not sit back when action is needed.
- 5) In considering new Ministry Team members seek to encourage the hiring of staff that are not afraid to step into issues, not afraid to work outside the traditional approach to worship.
- 6) The Ministry team must be a source of spiritual leadership as well as a strong social activist to assist in encouraging a greater participation by younger folks in our church.

## **MUSIC MINISTRY**

The ministry of Music at Woodlawn has always been a large part of who we are. Woodlawn has been blessed over the years with great musical groups and choirs. At one point in our history we had a Chancel, Gospel, Girls, youth/Sunday School and several smaller groups that sprung out of our Choirs. In all there have been hundreds of folks who have been an active part of our music history.

During the consultation sessions held between Dec. 2019 and March 2020 the music ministry at Woodlawn was one of the top four or five needs and wants that was raised across all groups. It was apparent that music ministry is top of mind with the congregation and it continues to be a priority.

While opinions vary on the type of music that is offered, it is clear that without music we would be missing a very big part of our spiritual and fellowship life at Woodlawn. It does not seem to matter if you are a singer, or if you play an instrument music is a key to all of us.

Many commented on the fact that the Organ and traditional hymns and anthems are important to them. While at the same time, there were many who felt a diversity in our music ministry would serve us best and maybe attractive to a broader age range. As covered in the Worship section of this report there were a lot of suggestions to offer two different types of services and music experiences. Some spoke of the possibility for alternative services that would be less traditional in both their musical make up and their general format. Many commented on the lack of, and need for, musical leadership and participation from our youth and young adults. The Youth Ministry section of this report contains recommendations to further develop a dedicated music ministry for our youth. Many commented on the fact that, if we do not engage musically with our youth, we may forever lose them. Singing, band, plays/musicals were seen as ways to engage and encourage our youth and adult participation. But it was clear that they require leadership they are comfortable with and can communicate with. We need either a youth leader who is strong musically and/or a Music Leader who is comfortable and excited about multigenerational Music Ministry.

Staffing for musical ministry at Woodlawn is a priority. Currently within the operating budget for Woodlawn there is provision for two part time positions. One position is a Music choral director and the second is a accompanist/organist Together these two positions working closely with the Ministerial Team will form the Music Ministry team leaders. Funding will need to stay at the current level to build on this ministry.

A common theme during the consultation sessions was the need to prepare for, plan and implement change where change is warranted. In the case of the Music Ministry people were suggesting Woodlawn needs to experiment with our musical options. Alternative services or alternative/contemporary music on a regular basis. Inviting a band to our services, offering evening services where new music is presented are all excellent ways of introducing more options. In the Worship section of this report reference is made to alternative types of worship designed initially for younger members and families. These services offer excellent opportunities to introduce variations in music style and content.

Currently Woodlawn hosts a community band in the Heritage Center. We need to consider working with that group to see it grow, become available to our youth, and have the band become part of our regular or alternative worship services. Developing a venue where it becomes possible to offer drop-in jam sessions for all ages. Even Karaoke nights to encourage the want to be shower singers to get together for a fun night of music within a church context. The options are endless.

While many of these suggestions may address youth participation, we also need to consider variety in our adult musical offerings. Bach & the Beatles. Choral & Contemporary & Country. Choir & small groups & solos. All of this requires leadership, experience, a love for all genres of music. Musical leadership with the desire, drive, and ability to deliver is key. A church culture that is open and inviting will enable this to happen. From paid staff to part timers to volunteers we need a plan, we need passion, we need cooperation & coordination, we need a multigenerational perspective, we need those willing to try something new and not be afraid to fail. We need to put these musical leaders in place, empower them and give them the freedom to lead us musically, in consultation with our Ministry Staff.

### **Recommendations.**

Woodlawn must maintain funding within its operating budget for two part time (20 hour per week) positions. An Accompanist /Organist and a Choral Director.

- 1) Woodlawn needs to ensure any new hires take into consideration people's musical aptitude, appetite, appreciation, or at a minimum, their acknowledgement of the necessity for a vibrant, diverse, multigenerational music ministry at Woodlawn.
- 2) All new positions/hires must understand Woodlawn operates within a team environment and no one staff member stands on their own.
- 3) A primary objective of the Music Ministry will be to create multiple opportunities to grow the number of choirs and choral groups offering a broader range of music genres as well as catering to a broad range of music talents and interests

Regrettably, due to the COVID-19 pandemic, we will be sometime before we have live choral singing & large groups in our church. As a result of this we will need to rely on technology and/solo's or small groups to lead our musical ministry in the short term. We have learned, through these challenging times, technology in the form of social media can play a big role in offering up musical offerings in a safe and accessible way. It will therefore be important, going forward, that we hire someone who is comfortable with technology, willing to embrace and experiment with new forms of delivering music to our congregation and beyond.

We may need to invest in our technical equipment... cameras, mikes, lighting to deliver our musical and ministerial messages through this new medium. We will need to invest in training for volunteers to ensure they have the knowledge and confidence to deliver our ministry using a variety of technology.

COVID has created an environment that requires Woodlawn to consider how various programs and services are delivered. With respect to position descriptions, and filling these positions, a medium- and long-term perspective will be necessary. Therefore, having an interim plan utilizing some of our very talented members to assist and lead in our music program on a one-year basis may be wise versus seeking a person on a longer-term contract or hire.

## **FELLOWSHIP**

One very certain observation drawn from the consultation sessions and the general life of the congregation is that we thrive on fellowship. Not only do we thrive on it, fellowship is a mainstay of why Woodlawn has developed and has maintained a highly active member of the Dartmouth community.

Developing lifelong relationships with each other is a gift as well as a requirement for all churches to build their future and make an impact on the present. Many folks have told us how they met some of their best friends through church. Some met their spouses and partners through church activities. The key is we must make sure those relationships are maintained and encouraged to grow.

Throughout the Bible and any other religious teaching, the core message is “LOVE” it makes the world a better place to live and function. Of all the commandments the scriptures and sermons presented we have learned the number one key element is love. So how do we nurture love and develop a culture centered on love? Well in order to love somebody you have to get to know them. You must spend time together. You have to understand the others beliefs, desires and wants. What are they interested in? What do you have in common? The list goes on and on, but a key to this can develop and be nurtured through fellowship. So how do we define fellowship? It is pretty simple at its core: Fellowship is friendly association, with people who share common Christian interests and values. In essence they enjoy being together and share life and learning experiences in a Christian environment.

Woodlawn has been that conduit since it's existence and continues today. We learned through the consultation sessions that some of our folks met playing badminton in the long hall in the Heritage Center. Many of the friends within the congregation started through participating in Couples Club, UCW, UCM. Choir, Time out for Crafts, participating in Chowder Luncheons etc. More recently new friends were made by those participating in Home Church. We learned that the Youth Group has been a major catalyst for long term friendships even leading to future marriages. It is totally amazing the impact our programming and services have had on all of us. Fellowship after worship services has provided an opportunity for folks to meet, talk, discuss world and local issues.

While fellowship is not something you normally see included in a position description, how do we include it in our Ministry team culture? We must take conscious and intentional actions to maintain and build on the fellowship opportunities, if not we will lose the life blood of our church. One of the main reasons given to us for even participating or coming to church is for the fellowship. Without fellowship we make developing the LOVE factor more difficult and without love we have nothing. So, everything we do, plan for even fund needs to answer the question “How does this foster and support further Fellowship?”

We need to make sure we support, develop new opportunities, and seek out leadership that is of like mind. This leadership will primarily be volunteers from within the congregation. However, it is considered vitally important that the new Ministry Team being considered share this strong belief in the power and benefit in nurturing and participating in fellowship opportunities. The congregation needs and expects to see their Ministers participating and sometimes taking the lead in such events. This is a trait that is difficult to include in a position description but speaks loudly to the need to know your people, get to know what makes them tick, what are they afraid of, what turns their tank. All the things that make us unique but the same all at the same time.

## **OUTREACH**

Woodlawn has been a very generous and caring congregation over its exceptionally long history. Woodlawn has historically been one of the larger contributors to the United Church's Mission and Service Funds. Annually we contribute between \$60-70,000.00 to M&S. In addition, through our Outreach team we support many families during the Christmas season with family gifts as well as full Christmas dinners. Our dedication to the East Dartmouth District Foodbank continues to be strong with many dedicated volunteers. The foodbank is physically located in our heritage Center and serves over 2000 families annually. The UCW have been offering a second-hand clothing service for many years out of the Heritage Center basement providing needed clothing and other family/household items to those in need.

The list is extensive in terms of direct services and also includes indirect support for groups such as AA who need a secure place to meet weekly. Social justice has been on our agenda for many years. The Outreach team through Lay Leaders has been strong proponents working with many agencies within HRM to help improve how those found to be marginalized are treated in an otherwise insensitive system. While Outreach may appear to be a one-way street the joy and fulfillment of all those involved is very satisfying and provides a strong sense of purpose for those volunteers.

While we have been very busy and dedicated over the years there is an ever-growing need for more help and support. Demands on the foodbank for example have grown steadily. While our Christmas Family support and White Gift givings have been well received there is a growing need to extend these programs beyond the Christmas season.

Social Justice and racial discrimination are still areas of great concern that require more dedicated support and participation from our community, region, province, and our Country. Woodlawn needs to become more involved and position itself as a leader and go to organization for those needing help.

The majority of the service/work provided by Woodlawn is from our congregation volunteers. Much like all churches and charitable organization we need more volunteers who have a passion for a particular service or program to come forward and take an active role. Our Ministry team need to be there providing leadership, support and where possible training and education. It is vitally important to have our leadership team engaged in local outreach programs as well as supporting the worldwide needs. Our Ministry team through the Benevolent Fund have been helping folks with short term, emergency situations for years. The funds to offer this service comes from the members of the congregation through their dedicated givings and caring hearts.

The support of our Ministry team is vital in everything we do. This is even more pronounced when it comes to Outreach. The Ministry team are our faces in the world and participating in programs such as the foodbank, The Dun-Gen etc. not only demonstrates care and concern, it offers the clients we are helping a direct link to our ministry and Mission at Woodlawn.

### **Recommendations:**

- 1) Woodlawn must continue to develop and nurture its Outreach efforts primarily through our dedicated volunteers.
- 2) The congregation members must come forward and offer their time talent and treasure in support of developing a better more loving and caring community/world.
- 3) Our ministerial team members must be prepared to work with, support, encourage and participate in developing this caring environment and assist by participating directly in our outreach programs.

## **FINANCIAL CONSIDERATIONS**

Like every church family financial consideration is an important component in planning for the future. It is not always obvious or easy to discern what the financial situation or attitude of a congregation is by reviewing annual financial statements. Most churches operate with small manageable deficits or surpluses. Woodlawn is no different from that perspective. Where it appears, we are different is when a financial need is identified our members step up. We have projected deficits that have developed for a variety of reasons. In every situation of the last 20 years or more the projected deficit never materialized. Our caring and giving congregation have year after year come to the table such that any deficit has either been very modest or nonexistent. One particular year a fundraising program entitled "Slay the Deficit" proved to be a fun and very successful way of dealing with a projected \$50,000.00 deficit. Woodlawn has a substantial number of our regular givers utilizing PAR which helps greatly in cash management during summer months and now in times of crisis such as COVID 19.

Financial ups and downs create headaches for the budget coordinators and members of the Administration and management team. However, during the last ten years Woodlawn has been able to add a \$1.7mil accessibility focus to our facilities and pay it off in full. In addition, a \$139,000.00 solar project to reduce future annual operating costs was installed and almost fully paid off.

During the consultation sessions there were concerns expressed about the ability of Woodlawn to continue to support the staffing structure that has been in place for the last 10-12 years. During the sessions we also heard the need for alternative approaches to worship, an expanded Pastoral care program, more focus on youth and young Adults and Young families. Clearly it is not possible to reduce the staffing and develop new programming without a major volunteer injection. The recommendations of the CoFP Team include three ministry related positions, similar to the earlier structure. However, the CoFP Team are focusing on a part time Youth Coordinator and the flexibility to attract lay pastoral candidates. It is the belief of the CoFP Team that a further investment in a strong staff team is necessary to attract more volunteers and help us all grow our congregation by offering programs and services to a younger demographic by being more relevant and offering alternative approaches to worship, music and fellowship programs.

Copies of the last three years financial statements are available for reference purposes.

## **RECOMMENDATION SUMMARY**

The following summarizes and consolidates the recommendations provided above.

- 1) The CoFP is recommending three positions, exclusive of the music related tasks.
  - A) Position one is a full-time equivalent position, with 60% of the time focused around the planning, organization, and delivery of a multifaceted Pastoral Care program (s). Position Description attached as Appendix "B"
  - B) Position two is a full-time equivalent position, with 75% of the time focused on planning, developing, and delivering worship models that are offering traditional worship experiences as well as more contemporary approaches to worship. Position Description attached as Appendix "A"
  - C) Position three is a half time equivalent position totally focused on youth programming. Position Description attached as Appendix "C"
  - D) The CoFP supports a team ministry approach and is suggesting flexibility in considering how the team is assembled in its final format. Each of the full-time equivalent positions could be filled by more than one individual. The key is finding and hiring individuals who have the talent and skills necessary to achieve the position objectives.



2) The CoFP are recommending the continued funding of two music positions. One to provide Choral Direction and support to the development of choirs and a second position focused on a quality Accompanist/Organist.

3) Woodlawn exists because of dedicated members/volunteers, past and present. This will never change and must be enhanced in order to continue our mission on the corner. The involvement of volunteers is directly related to the leadership provided by the Ministerial team. There must be an atmosphere of mutual respect and love to continue the work God and Jesus intended for all of us. We are a team, and we need to become an even stronger team.

**We will do it!**

**Respectively Submitted**

*Fay Gunter*

*Jerry Jackson*

*Maarten Kramers*

*Jamie Masse*

*Stephanie Bennett*

*Barry Zwicker*

## Appendix “A”

### POSITION DESCRIPTION

#### **MINISTER OF, WORSHIP AND SACRAMENTS and COMMUNITY BUILDING**

##### **ACCOUNTABLE TO:**

All members of the Ministry Team are accountable to Woodlawn United Church, Dartmouth, NS, through the Church Council and the Ministry and Personnel Committee for the fulfillment of the job functions described in this position description. All Ministry team members are accountable to Region 15 for support, collegiality, oversight and discipline.

##### **PRIMARY ROLE:**

The Minister of Worship and Sacraments and Community Building (Minister of Worship) is a full-time equivalent position. While this is a team ministry clear leadership is required and this position is expected to provide that leadership within the Woodlawn Ministry team. The Minister of Worship will work closely with the Minister of Pastoral Care in developing and leading worship at Woodlawn. Leading Worship will be a shared responsibility between these two positions, 75/25.

This position in conjunction with the Worship Team plans and leads in worship and sacramental leadership. Woodlawn is moving into alternative forms of worship including a more contemporary approach, while maintaining our traditional style of worship. This position will be expected to provide leaders and assist the team of lay volunteers in developing and delivering the alternative approaches. Given the experiences during the COVID 19 lockdown and restrictions this position must demonstrate knowledge and willingness to develop on-line programming as part of our worship offerings.

The Minister of Worship in the course of their normal duties, and as the opportunities present themselves is to develop a relationship with the congregation by participating in structured and unstructured fellowship opportunities. Given Public Health restrictions on gatherings this will require creativity and a willingness to develop and work within new paradigms.

##### **SECONDARY ROLE:**

The Minister of Worship works collegially with the Ministry team and lay members of the congregation to build a strong, responsive, and compassionate pastoral ministry.

Pastoral Care is a priority at Woodlawn for all segments of our congregation. While the Minister of Pastoral Care will have the primary responsibility for this aspect of Woodlawn’s Ministry, and for coordinating leadership around this Ministry for the Ministry Team and lay members of the pastoral care committee each member of the ministerial team is expected to participate and share in this important ministry.

In close cooperation with the other members of the Ministry Team develop and offer programs, activities and services that nurture and promote spiritual growth within the congregation. It is a goal of Woodlawn to develop and deliver programs that will be focused on Young Adult and Young families.

The Minister of Worship participates and coordinates with other staff members and lay volunteers through participation in staff meetings. All Ministry Personnel are entitled to participate in Church Council meetings. This position will be the designated link with the Church Council.

The Minister of Worship works as part of the Ministry Team in the development of the pastoral charge in its visioning, goal setting, and strategic planning.

##### **RESPONSIBILITIES:**

**Administration:** (5%)

The Minister will:

- Communicate well with the Office Administrator, the Music Director, the Council, the M&P Committee, and the Congregation on a regular basis through a variety of means (personal conversations, phone, social media, email, newsletter articles, newspaper articles, etc.) • Keep track of appointments and events and communicate these to the Office Coordinator
- Assist the Office Coordinator in compiling statistics for our pastoral charge for the United Church Yearbook
- Remain current on the United Church of Canada's policies, procedures, and requirements, as well as our own congregation's policies and procedures, and working with the board to ensure that the congregation is in compliance
- Attend all Church Council meetings (or arrange for another member of the Ministry team to attend)
- Respond in a timely manner to correspondence and telephone inquiries that cannot be handled by the Office Coordinator, or are better handled by the minister
- Provide oversight for the planning and operation of the work, mission and ministry of this church Community

#### **Outreach and Social Justice: (5%)**

The minister will:

- Support the congregation in its many congregational projects and activities Work with and offer encouragement to the outreach and social justice teams
- Be actively involved with social justice initiatives in the community.
- Assist the congregation to be aware of and to understand United Church policies and actions in the area of social justice

#### **Congregational Building (15%)**

The minister will:

- Participates as a member of the Ministry Team in internal staff meetings
- Contributes to communications among staff and with the congregation and coordinates and presents regular reports to Council.
- Assists with conflict resolution within the congregation as required
- Actively represents Woodlawn United Church to the external community

#### **Ministry of Word and Sacrament (40%)**

The Minister will:

- With a significant online and small group focus, plans services of worship, including alternative worship programs
  - Trains and supports worship volunteers
  - Prepares and delivers sermons
  - Conducts, and participates in, the sacraments, weddings, and funerals
  - Offers the program leading to the Sacrament of Baptism
  - Oversees the marriage preparation process
  - Works closely with lay volunteers in developing and delivering alternative/contemporary forms of worship

## **Community building, program development, and teaching (20%)**

The minister will:

- Develops new member ministry programs
- Develops and leads adult Christian Education programs through creative use of time and space maximizing all opportunities for fellowship
- Develops small group ministries
- Leads in baptismal, marriage, and confirmation preparation

## **Pastoral Care (5%)**

The Minister will:

- Participates in hospital and home visitation as well as grief and spiritual counseling in consultation with the Minister of Pastoral Care

## **Professional and spiritual growth (5%)**

The Minister will:

- Actively pursues personal spiritual growth and skill development through study leaves, sabbatical leaves, and other continuing education opportunities
- Maintain a healthy lifestyle physically, emotionally, spiritually, and professionally

## **Commitment to the wider church (5%)**

- Represents Woodlawn United Church at Region 15 through attendance and committee participation

## **Other Required Knowledge, skills, and abilities**

The Minister will:

- Be experienced, especially in the areas of leadership and Worship
- Be a good communicator who is able to relate to people of all ages
- Have a liberal philosophy and be open minded
- Be approachable, encouraging, collegial, and consultative
- Be proficient with social media and technology
- Recognize the importance of alternative spiritual practices such as the healing Ministry and Contemporary worship services Possess good presentation skills
- Possess good time management skills

## **Other “Preferred” Assets**

The Minister will:

- Be energetic, with an engaging personality
- Be able to delegate where appropriate and have good management skills
- Be able to spark interest and involve the congregation in attracting new members
- Be able to relate to younger families
- Support the involvement and development of an active lay ministry

## **General**

This position may be called upon to provide spiritual leadership and supervision of the Youth Coordinator position.

From time to time each member of the Ministerial Team will be expected to attend to the duties and responsibilities of other members of the team who may be ill, on vacation, sick leave, study leave etc. This is fundamental to the successful implementation of Team Ministry

*Built into the assumptions is that not every week will be the same distribution but over the course of a normal year the distribution should reflect the above distribution.*

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## Appendix “B”

### POSITION DESCRIPTION

#### MINISTER OF PASTORAL CARE, SPIRITUAL DEVELOPMENT, WORSHIP AND SACRAMENTS

##### PRIMARY ROLE

The Minister of Pastoral Care, Spiritual Development, Worship and Sacraments, (Minister of Pastoral Care) is a full-time equivalent position. This position has the primary responsibility for the pastoral care ministries of the congregation through various pastoral teams including the Community of Care committee.

The Minister of Pastoral Care is part of the Team Ministry working collaboratively with the other professional staff team and lay members of the congregation to build a strong, responsive, and compassionate pastoral ministry.

The Minister of Pastoral Care has oversight for all aspects of Pastoral Care including to the Youth and Young adults in the congregation. This requires close cooperation with the Youth Coordinator to enable the best and most appropriate use of resources.

All United Church ministers are entitled to attend and participate in Woodlawn Council meetings. All ministerial team members are welcome to participate in Church Council. The primary link between staff and the Council will be through the Ministry of Worship.

##### SECONDARY ROLE

The Minister of Pastoral Care is expected to participate/lead in worship and sacramental leadership on a regular basis but not as a primary role.

The Minister of Pastoral Care works as part of the Ministry Team in the development of the pastoral charge in its visioning, goal setting, and strategic planning.

The Minister of Pastoral Care actively pursues personal spiritual growth and skill enhancement through study and sabbatical leaves as described within the call/appointment contract and the United Church manual.

The Minister of Pastoral Care participates with the Ministry team to develop programs and activities that nurture and promote spiritual growth within the congregation.

##### RESPONSIBILITIES

###### Administration: (5%)

The minister will:

- Communicate well with other members of the Ministry team, the Office Administrator, the Music Director, the Council, the M&P Committee, and the Congregation on a regular basis through a variety of means (personal conversations, phone, social media, email, newsletter articles, newspaper articles, etc.)
- Keep track of appointments and events and communicate these to the Office Coordinator

- Assist the Office Coordinator in compiling statistics for our pastoral charge for the United Church Yearbook
- Remain current on the United Church of Canada's policies, procedures, and requirements, as well as our own congregation's policies and procedures, and working with the board to ensure that the congregation is in compliance
- Respond in a timely manner to correspondence and telephone inquiries that cannot be handled by the Office Administrator, or are better handled by the minister

### **Outreach and Social Justice: (5%)**

The minister will:

- Support the congregation in its many congregational projects and activities Work with and offer encouragement to the outreach and social justice teams • Be actively involved with social justice initiatives in the community.
- Assist the congregation to be aware of and to understand United Church policies and actions in the area of social justice

### **Pastoral Care (45%)**

The Minister will:

- Develops and coordinates the work of the **Community of Care** team
  - Responds to requests for hospital and home visitations, grief counselling, and spiritual counseling
  - Undertakes regular hospital and home visitations
  - Plans and presides at funerals as requested
  - Given Fellowship is a big component to successful Pastoral Care programming supporting and participating in fellowship events, when possible, is key to developing relationships within and beyond the congregation

### **Ministry of Word and Sacrament (25%)**

The Minister will:

- Participates in planning services of worship including alternative approaches to worship
- Trains and supports pastoral care team volunteers
- Prepares and delivers sermons
- Conducts, and participates in, the sacraments, weddings, and funerals
- Music is a big component of Woodlawn and it is desirable that participation and in some cases leadership in music offerings and programs will be an asset

### **Governance and Congregational Development (5%)**

The Minister will:

- Actively participates as a member of the ministry team at staff meetings, Worship Committee and Community of Care Team meetings
- Contributes to positive communications among staff and with the congregation

### **Spiritual Development (5%)**

The Minister will:

- Develops and implements programs to promote spiritual growth throughout our Woodlawn family.

- Develops and implements new or alternative programs throughout our Woodlawn Family.
- Actively pursues personal spiritual growth and skill development through study leaves, sabbatical leaves, and other continuing education opportunities

### **Commitment to the wider church (5%)**

The Minister will:

- Represents Woodlawn United Church at Region 15 through attendance and committee participation

### **Other Required Knowledge, skills, and abilities**

The Minister will:

- Be experienced, especially in the areas of Pastoral care, leadership and Worship
- Be a good communicator who is able to relate to people of all ages
- Have a liberal philosophy and be open minded
- Be approachable, encouraging, collegial, and consultative
- Be proficient with social media and technology
- Recognize the importance of alternative spiritual practices such as the healing Ministry and Contemporary worship services
- Possess good presentation skills
- Possess good time management skills

### **Other “Preferred” Assets •**

The Minister will:

- Be energetic, with an engaging personality
- Be able to delegate where appropriate and have good management skills
- Be able to spark interest and involve the congregation in attracting new members
- Be able to relate to younger families
- Support the involvement and development of an active lay ministry

### **General**

From time to time each member of the Ministerial Team will be expected to attend to the duties and responsibilities of other members of the team who may be ill, on vacation, sick leave, study leave etc. This is fundamental to the successful implementation of Team Ministry.

*Built into the assumptions is that not every week will be the same distribution but over the course of a normal year the distribution should reflect the above distribution.*

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## Appendix “C”

### **POSITION DESCRIPTION**

#### **YOUTH COORDINATOR**

##### **PRIMARY ROLE**

The Youth Coordinator plans and implements elements of a ministry that seeks to help the youth of Woodlawn United Church (WUC) make positive Christian steps on their life journey.

The Youth Coordinator organizes and oversees the implementation of program activities that are designed to guide the youth through various life and spiritual issues facing them.

The Youth Coordinator establishes and fosters relationships with the young people in the congregation as well as between young people and the rest of the congregation.

The Youth Coordinator encourages the youth to continue building their relationship with God, using Jesus as the lens through which Christians know God best.

The Youth Coordinator helps to establish an environment that provides a safe, nurturing, and fun place for our young people to grow in self, friendship, faith, and community.

The Youth Coordinator will have direct and frequent interaction with the other members of the ministry team who will assist and where appropriate provide leadership and supervision to the Youth Coordinator

##### **SECONDARY ROLE**

The Youth Coordinator works as part of the Ministry Team in the development of the pastoral charge with a focus on Youth and Young Adults.

The Youth Coordinator participates with the Ministry team to develop programs and activities that nurture and promote spiritual growth with an emphasis on Youth.

The Youth Coordinator participates and coordinates activities with the ministry team through regular consultations with the Youth Team and through staff meetings.

The Youth Coordinator participates with the Music Ministry of Woodlawn in developing programs and age appropriate music experiences.

The Youth Coordinator works as part of the Ministry Team in the development of the pastoral charge in its visioning, goal setting, and strategic planning.

## **RESPONSIBILITIES**

### **Administration & Committee Work (15 %)**

- Assists the Christian Development (CD) and Youth Team, Sunday School, Youth and Young Adult programming and on occasion may be asked to participate in Council meetings to assist and or report on Youth activities and program development.
- Sits on the Volunteer Screening Policy Implementation Committee (VSPIC) to ensure the proper policies are in place and followed to protect our most vulnerable populations. Participates in the ongoing recruitment of volunteers and formation of leadership teams as it relates to Youth Programming.
- Keep track of appointments and events and communicate these to the Office Coordinator
- Assist the Office Coordinator in compiling statistics for our pastoral charge for the United Church Yearbook

### **Development, direction, and implementation of the Sunday School program (10 %)**

- Provides input to the CD committee and the superintendent in terms of recruitment needs for volunteers and Sunday School teachers
- Develops and coordinates with Sunday School superintendent the Sunday School program to ensure theological content is strong, age appropriate and keeping within the United Church Theology
- Stays current with emerging models and experiences of other churches
- Reviews materials and supplies and purchasing new supplies as they are needed.

### **Development and implementation of programs for youth (50 %)**

- Stays current with latest models of youth ministry
- Leads regular gatherings of youth through face to face sessions or online sessions as the rules for group gatherings are dictated by public health regulations
- Provides spiritual formation in creative and cooperative ways
- Develops and maintains regular contact and support for all youth
- Develops and delivers age appropriate programs for young teens and young adults
- Champions our young people's ministry to the congregation.
- Updates members of the congregation on youth programs and needs through bulletins, Emails, and announcements at Sunday worship services
- Develops and plans spiritual events in addition to Sunday AM Youth group

**Participates with other members of the Ministry team in the developing and offering of programs and services for Young Adults and Young Families (15%)**

- Works closely with those developing alternative worship models
- Assists the music director in developing relevant contemporary music.
- Participates in the Young Adult/Young family's activities

**Facilitating the involvement of children, youth, and young adults in the Sunday worship services (10 %)**

- Supports and encourages the young people to share their talents with the wider congregation i.e. singing, lay readers, collecting the offering.
- Develops worship services for participation and leadership by the Sunday School (i.e. White Gift, Christmas Eve, and Children's Day).

*The assumptions above do not assume every week will be the same and as such the distribution will vary from week to week. However, it is expected over the term the distribution should be close to the allocations shown.*

**Knowledge, Abilities, Skills and Personal Suitability**

- Knowledge of UCC doctrine and theology
  - Strong spiritual, Christian faith
  - Skilled in the use of social media (Facebook, twitter, and other emerging tools)
  - Good communicator
  - Have a strong musical background
  - Open and inclusive
  - Relatable and Reliable
  - Fun to be with
  - Open to new ideas and concepts
-