



# LIVING FAITH STORY

**St. Andrew's Pastoral Charge**  
Truro, NS

Approved May 27, 2019

Approved by District 15: June 27, 2019

Working together as a community  
Devoted to carrying out God's will through total  
commitment and service  
And  
Proclaiming the Gospel of Jesus Christ



**Profile #1: Our Community**

Truro is the urban centre of Central Nova Scotia with a population of just under 13,000 within its boundaries. There is an additional population of in excess of 50,000 in the adjacent surrounding communities. In the Town of Truro, 25% of the population is in the age category 65 years + (Statistics Canada 2016 Census data). Median population age is 46.9 years; average age is 45.6 years.

The Truro area has had the second highest urban growth in the province, second only to Halifax. It has close to 300 businesses and services offered in the downtown area and two modern shopping malls. Citizens take much pride in the preservation of Truro's natural and built heritage.

Truro is an important service centre for the transportation, manufacturing, agriculture, and financial industries. It is the hub of a network of highways and roads to all parts of the province, including four-lane highways to the city of Halifax and eastward to the New Glasgow urban area, Antigonish, and Cape Breton Island. Halifax International Airport is a forty-five minute drive away.

The Truro area contains the Agricultural Campus of Dalhousie University, Truro Campus of the Nova Scotia Community College and the modern public schools of the Chignecto Regional Central Centre for Education and the *Conseil scolaire acadienne provinciale*.

Additional information about Truro and the surrounding area can be found by accessing the following web sites.

**Statistics Canada Community Profile of Truro:**

<https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=1210006&Geo2=CD&Code2=1210&Data=Count&SearchText=Truro&SearchType=Begin&SearchPR=01&B1=All&TABID=1>

Please note that although the Town of Truro encompasses Millbrook First Nation, StatsCan maintains Millbrook as a separate census area.

Both Millbrook and Colchester County can be searched separately at the site.

**Website of the Town of Truro:** <http://truro.ca/>

**County of Colchester:**

[http://www.colchester.ca/component/option,com\\_xmap/Itemid,26/](http://www.colchester.ca/component/option,com_xmap/Itemid,26/)

**Millbrook First Nation:** <http://www.millbrookfirstnation.net/>

**Glooscap Heritage Centre:** <http://www.glooscapheritagecentre.com/>

**Truro Power Centre:** <http://truropowercentre.ca/>

## **PROFILE # 2            The PASTORAL CHARGE**

St Andrews uses the United Church of Canada's "Church Council" model for its governing body. The Council operates with an elected Chair and secretary and is comprised of two representatives from each of the committees and groups within the church including members from:

- The Music and Worship Committee
- The Board of Stewards and Trustees
- The United Church Women
- The Ministry and Personnel Committee (M&P)
- The Nominating Committee
- The Christian Development Committee
- The Pastoral Care Committee

### The Council

- operates as the Official Board at St. Andrew's and carries out the duties of the Official Board as outlined in the manual of the United Church
- approves the budget and all major expenditures and financial commitments of the Church
- is responsible to the congregation and conducts a general meeting of and for the church members annually
- oversees the preparation and production of the annual report
- schedules meetings of its members approximately five times per year or as needed

The Ministry personnel or an appointed Region 15 representative is a member of the Council.

## **THE ZONE TEN SUBCOMMITTEE**

The former Executive Council, in 2014 (the previous governing body to the current Church Council) mandated a Zone Ten (Ten Years Hence) Sub Committee to discuss and bring forward a series of recommendation for the “Long Term Financial Planning” of congregational life at St Andrew’s. The Committee was comprised of 7 members from the congregation, representing a range of age and gender distribution of the congregation at that time. A report and a list of recommendations were presented to the Executive, now Church Council. The Church Council unanimously accepted the recommendations as goals/targets for the council to works towards in its future endeavours. No time limit was attached to the completion of the recommendations. The recommendations follow.

### **RECOMMENDATIONS**

The recommendations listed below may seem wide-ranging and not all related to the financial sustainability of the Church. The Zone 10 Committee contends however, that the recommendations have to do with the overall sustainability of St. Andrew’s and do have an impact on finances. If programs attract new members and encourage existing givers to continue, then the overall sustainability of St Andrew’s would be more assured.

It is recommended that:

1. The Executive Council report to the congregation on a quarterly basis, the financial situation of St Andrew’s. The quarterly presentation should include a call for givers to consider PAR for those not already on the system. All givers would be asked to increase givings by 1.25% annually.
2. The Executive Council address issues with regard to projects such as upgrading the heating system (completed), renewing windows and installation of a projection system in order that the St. Andrew’s facility continue to be effective and efficient.
3. The congregation arrange for three major fund-raisers during the year, each with a financial target of \$2000 profit for the operating fund.
4. The congregation, through the Executive Council consider a comprehensive, every household non-financial visitation to sound out the needs of the congregation.
5. The Executive Council either seek a volunteer -or hire IT- expertise to revitalize and expand the capacity of our web site to include a donate button and to train individuals in the congregation/office to add /delete information for the Web site. (Refer to the technology section, page 11 for further clarification.)

6. The mandate of the Christian Development Committee, and its numbers, be expanded to include but not limited to:

- A) Encourage and expand our Sunday School program and youth activities to ensure sustainability and further growth of St. Andrew's.
- B) Identify the needs of our seniors and other demographic groups and organise activities and/or outreach programs for them.
- C) Identify the interest in social education groups in the fields of environmental and/or global warming sciences.
- D) Make an effort to provide a spiritual home away from home for the local university and college student population.

Website: St. Andrew's has developed its own website; it is accessible for viewing at: [www.standrewstruro.ca](http://www.standrewstruro.ca).

Coffee and Conversations held monthly and are hosted by the various committees of the church.

Quilters: There is a very active Quilter's group that operates out of St. Andrew's who contribute to special requests and donate funds to the church.



## **ST. ANDREW'S UNITED CHURCH**

A very brief history!

### **SOME FACTS, SOME DATES**

(A more detailed list of events can be provided if requested)

- Pre 1925      Discussions around church union
- 31 May 1925   Congregations of Pleasant Street Methodist and St. Andrew's  
Presbyterian worshipped together at St. Andrew's
- 14 June 1925   Inaugural Service of St. Andrew's United Church. Rev. L.E.G. David  
was installed as the first minister of the new congregation
- 1-6 Sept 1925   First meeting of Maritime Conference - Frank A. Doane represented St.  
Andrew's
- 1946            Wilena Brown became a candidate for Ordered Ministry. She was  
ordained in 1953
- 1955            75<sup>th</sup> Anniversary and cornerstone was laid for the church hall. It was  
opened April 23, 1956 and dedicated by Rev. J.D.N. MacDonald
- 1968            Hilda Wright was elected the first woman Elder in a Truro congregation.  
Ron Dempsey was minister at that time

### **TIME TO GROW!**

- 1979            The old church was demolished and the hall was renovated and  
enlarged
- 1980            The new St. Andrew's was dedicated on May 4<sup>th</sup>. (It was considered  
very modern because of the multi use sanctuary)
- 1980            Sponsored two male refugees from Viet Nam
- 1980            Catherine MacLean became a candidate for Ordered Ministry. She was  
ordained in 1985
- 1988            Sponsored Simao Ferreira, a refugee from Angola, Africa

- 1989 St. Andrew's became an Intern Learning site under the supervision of Rev. Boyd Vincent. Those who have received their supervised Internship at St. Andrew's:
- |      |                   |
|------|-------------------|
| 1989 | Susan Estabrookes |
| 1990 | Leslie Johnson    |
| 1993 | Beverly Matthews  |
| 1998 | Angela Cory       |
| 2003 | Linda Winton      |
- 1991 Joseph Wynn became a candidate for ordered ministry. He was ordained in 1994
- 1992 St. Andrew's Purpose statement was developed.
- 1995 Welcomed the Vidovic Family from the former Yugoslavia and acted as their sponsors
- 1997 Carolyn Wilson Wynn was accepted as an Inquirer for Diaconal Ministry
- 2005 First same sex marriage performed at St. Andrew's by Rev. Margaret Sagar.
- 2006 Website for St. Andrew's ([www.standrewstruro.ca](http://www.standrewstruro.ca))
- 2007 The Affirming United process began under the guidance of Rev. Jay Ettinger.
- Church Photo Directory updated
- The St Andrew's UCW began making and sending knitted dolls for children of Africa. The dolls are used as packing for shipments of medical supplies and are distributed to children when the supplies arrive in Africa.
- 2009 Sold the pipe organ console  
Purchased a Rogers 678E Electronic Organ
- Our congregation approved by a favourable vote of 94% the proposal to become an Affirming Ministry on May 10
- In September, St Andrew's began to provide a free community dinner once a month on Sunday afternoons. Initially approximately 60 clients were served, per Sunday.
- 2010 Along with three other local churches, St Andrew's organised and began conducting an Out of the Cold Shelter for the winter months(1 January to March) 7 nights a week from 8:00 PM to 7:00 AM.

- 2014 St Andrew's along with 3 other local churches sponsored a refugee family of 4 from Columbia. The Family arrived in November 27, 2014. Our contribution was personal support and \$3000.
- 2015 Rev Robert Latimer(retired) produced a partial history of St Andrew's entitled "Draw the Circle Wide - Historical Overview of St Andrew's Church Truro, NS".
- Celebrated the 90<sup>th</sup> anniversary of the United Church of Canada.
- 2016 Zone 10 Committee submitted their final report to the Executive Council on January 10.
- 2017 At its annual meeting on Feb 26, by motion, St Andrew's adopted the Church Council as Its form of Governance. The Session was officially discontinued.





**PROFILE # 3 RESOURCES****DEMOGRAPHICS AND FINANCIAL SUMMARY**

According to the 2018 Annual Report, St Andrew's is a community of approximately 215 active members and adherents (Active and inactive, minus non-resident). Approximately 40 students were enrolled in Sunday School (Spirit Quest).

**NUMBER OF IDENTIFIABLE FINANCIAL CONTRIBUTORS BY YEAR****INCLUDES ENVELOPE AND PAR**

2018	2017	2016	2015	2014
129	148	164	169	172

**CONTRIBUTORS AND GIVINGS**

Amount	2018	2017	2016	2015	2014
\$0-100	16	17	13	20	17
\$101-200	12	13	16	14	18
\$201-500	21	27	32	30	33
\$500-1000	26	33	43	35	46
\$1000 +54	58	60	70	58	

**REVENUE/EXPENSES TABLE**

**2015-2018**

Year	Revenues	Amount Given By Envelope and PAR	Expenses	Balance Revenue/ Expenses*
2018	\$174,954	\$124,158	\$185,063	-\$10,109
2017	\$214,176	\$139,178	\$178,817	+\$35,359**
2016	\$242,934	\$147,349	\$204,527	+\$38,407***
2015	\$229,186	\$164,704	\$246,406	-\$17,220

\* Deficits have been covered by memorial donations and investment incomes.

\*\* Ministry expenses reduced

\*\*\*Special plea made to congregation re donations. Plea was made by the Zone 10 Group.

**COST OF PAYROLL**

<b>Current (2018)</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
\$122,036(66%)	\$109,631(61%)	\$133,895(65%)	\$146,954	\$145,481

Figures shown above are taken from financial reports and include all paid staff, including the Organist and other honorariums. Figures also include all government contributions for pensions, insurance etc, travel allowance and continuing education costs. Percentages represent total payroll as a portion of total budget.

## Historical data:

<b>St. Andrew's United Church</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Church Households	220	235	258
Contributors, Local	\$139,178.56	\$147,349.22	\$164,704.92
*Contributors, M&S	\$23,635.22	\$25,617.77	\$25,766.09
# of people with envelopes and PAR	127	149	169
# of people on PAR	71	79	86
**Fund raising	\$3,642.00	\$5,771.50	\$12,126.90
Baptisms	3	0	4
Funerals	12	6	8
Marriages	0	4	2

\*M & S donations total approximately \$23 000 for the past year(2017) at St. Andrew's. This is achieved by regular M & S weekly givings.

St. Andrew's holds five Memorial Investments that are specific in that the Principal must be maintained. The interest from each investment is distributed as directed, either to General Funds, Christian Development, M & S, UCW or the Group Committee. There are several general investments, restrictions apply to some, and others may be used as required. (See attached Annual Report for 2017 for information)

Many forms of Stewardship take place at St. Andrew's, from supporting "Sleeping Children around the World" to offering Community dinners to the less fortunate.

\*\*Fund Raising at St. Andrew's has normally been taken on by various groups, committees or individuals.

## Physical Assets/Resources

Church building is located on lot size 240 x 127/169 ft

- Exterior walls brick with concrete block backup
- Steel frame 1955 structure (Sanctuary); wood frame 1979 addition
- One story (18') with 2300 square foot mezzanine
- 9000 plus feet of floor area
- Two entrances plus 4 fire exits
- Propane fired furnaces (2017) supply hot water heat to radiators throughout
- Supplemental heat pumps (5) in areas with everyday use
- Paved parking lots for approx 20 cars
- Outside fenced Play School Area
- Disabled access at the Duke Street entrance
- Whole building has wireless internet access
- One hundred amp electrical entrance
- Water and sewer utilities connected to town services

### Main Floor

- Spacious Minister's Study and storage closet
- Administrative Office and storeroom
- Chapel with beautiful stained glass windows, seats 45,
- Large Meeting Place/reception area, and Cloakroom
- Two small Custodian's supply rooms, one inside and one with outdoor entrance for yard equipment
- Two Washrooms, one with change table
- Multi-purpose Sanctuary, seats 270. Chairs with fabric seats and backs. Space flexible for concerts, dinners, craft tables, etc.
- Choir loft with bench seating
- Mens' and Ladies' choir gathering areas
- Bruce Suite with two modern offices with security cameras
- Interconnecting hallway between two choir areas
- Electronic Organ equivalent to large pipe organ, and Baby Grand Piano
- Audio Loop System
- Large screen portable TV/DVD
- Large Ladies Parlour/meeting room for up to 50 people
- Full Commercial Kitchen, dishwasher, refrigerator, two stoves

### Upper Level West Mezzanine

- James Muir Room (meeting room for up to 20 people)
- Laura Henderson Room (Quilter's Room)
- Storage room
- Audio Control Room for Sanctuary

### Upper Level East

- Choir Practice Room with electronic keyboard (30 chairs)
- Enclosed space for organ speakers
- Men's Choir cloak room & seating, stairway down
- Ladies' Choir cloak room 7 seating, stairway down

### Lower Level

- Two Washrooms, one set up for preschool use with change table
- Combined Furnace Room and Maintenance work area
- Crawl space area under 1979 addition (5 ft headroom)
- Electrical/telephone/internet entrance room with zone disconnect switches
- Small Janitorial room for paint and supplies
- Small Kitchen with stove, refrigerator and portable dishwasher
- Fullerton Hall (large open play area, 100 person capacity)
- Five Sunday School Classrooms
- Combined Nursery and Playroom Area used by preschool
- Sunday School administrative office
- The Campbell Gunn Room which includes the Third Truro Group Committee and all supplies for Beavers, Cubs, Scouts and Ventures
- Hallways and Three Stairways to upper level

### Church Staff

- Secretary/salaried (20 hr week--ADP)
- Choir Director/salaried (ADP)
- Sexton/salaried (20 hr week--ADP)
- Audio Technician (honorarium)
- Sunday School Leader (honorarium)
- A musical accompanist/Organist provides services under contract.



## **Profile #4: Position Description**

The Ministry Personnel is a Minister of the United Church of Canada called to be in ministry with God in Christ and with the people of St. Andrew's. This is a full-time position.

The relationship is that of a covenant made among these parties and the Region 15 United Church of Canada, which has oversight of both the Pastoral Charge and the Ministry Personnel.

The primary ministry of the Ministry Personnel is to give spiritual leadership to the Pastoral Charge working in conjunction with the Church Council, the Ministry and Personnel Committee, and the congregation through the committees. The role of the Ministry Personnel is to support the people of St Andrews as they do the work of the community's ministry.

St Andrews find itself at this point on its faith journey in need of a leader to help us re-focus, rejuvenate, and re-energize so that we may carry out the work of our mission in our community.

The following areas of ministry include the main responsibilities of the Ministry Personnel:

### **Ministry of Worship**

- Lead Sunday worship, including sacraments as well as other special festivals and holy days
- Preparation for worship is done in consultation with other groups as appropriate or necessary

### **Ministry of Pastoral Care**

- Work with the Christian Development Committee, Spirit Quest leaders and other lay leaders to nurture the spiritual growth of children, youth and adults through various means and opportunities
- Give pastoral and spiritual support to Spirit Quest leaders and other lay leaders
- Participate in planning special programs, intergenerational events and support other programs, e.g. Scouting, UCW
- Offer support for Bible Study or other study for spiritual growth opportunities for adults by initiating, leading or supporting lay leadership
- Offer Pastoral Care and Spiritual Development for the congregational family

### **The Ministry of Outreach and Evangelism**

- Work with Council, Local Outreach and Global Concerns Committee and Stewards to encourage, research and plan ways to reach out into the local community in the name of Jesus Christ and participate in the wider world
- Be aware of community issues
- Lead worship in nursing homes and other places, approximately seven times a year
- Encourage participation and cooperation of St. Andrew's in this venture of ministry

## Ministry of Administration

- Work with the Council; the Ministry Personnel must be present at the meetings of this body
- Work closely with the Church Secretary (paid staff) and officers of the pastoral charge to ensure that the necessary administrative work is done; the Ministry Personnel is accountable for the well-being of the Pastoral Charge through implementation of proper administrative procedures.
- Work closely with the Choir Director and other music staff as appropriate, meeting regularly for the purpose of planning music for worship, maintaining good communication and positive working relationship

The expected time allocation to these areas is approximately:

- Worship 30-35%,
- Pastoral Care 30-35%
- Outreach 20%
- Administration 15%

The Ministry Personnel will meet regularly with the Ministry and Personnel Committee for the purpose of reviewing the ongoing ministry, to address any concerns, and to provide encouragement and support for one another.

It is expected that the Ministry Personnel will take appropriate time for family and his/her own relaxation and health.



## 5. Profile #5: Skills Profile

**Ministry Personnel should possess, or be willing to acquire, the following :**

- Knowledge and understanding of the Christian doctrine as expressed and determined by the United Church of Canada.
- Willingness to discover the spiritual flavour of the congregation and plan services which respect the culture of St. Andrew's church family.
- Good listening skills and a willingness to receive feedback and act upon it as appropriate.
- Music awareness.
- Possess an enthusiasm for Christian Development and the ability to present multi-ages learning.
- Relate well with children.
- Good leadership, planning and organizational skills.
- Strong technical skills / Social media awareness
- The ability to operate in a team environment.
- Strong verbal and written communication skills.
- Knowledge and involvement in global and local issues.
- Promotion and encouragement of volunteerism.
- Be impartial, supportive and compassionate.
- Encourage outreach programs.
- Enthusiasm for visiting and pastoral care.
- Energizing speaker
- Messages relevant to everyday life
- Compassion
- openness to Co-operative Ministry and Amalgamation
- "Able to Draw the Circle Wide".





## **Profile #6: Terms Profile**

### **Remuneration and Benefits provided to Full Time Ministry Personnel**

**Salary:** As set out in the United Church of Canada guidelines.

**Travel Allowance:** As set out in United Church of Canada guidelines.

**Contribution to EI & CPP:** In accordance with the guidelines established by the Government of Canada.

**Pension, Group Life Insurance, Disability Insurance, Restorative Care & Health Benefits:** Provided in accordance with United Church of Canada guidelines.

**Moving expenses:** As set out in the United Church Salary & Allowance Schedule and Moving Costs.

**Communication::** Basic service is provided.

**Continuing Education & Book Allowance:** As set out in United Church of Canada guidelines...

**Annual Vacation:** One month as per United Church of Canada guidelines.

**Annual Study Leave:** 3 weeks as per United Church of Canada guidelines.

**Sick Leave:** A Doctor's Certificate may be required.

**Maternity/Paternity/Extended Parental Leave:** As per Government of Canada guidelines.

**Bereavement and Compassionate Leave:** As per United Church policy. Negotiation with the M & P Committee and approval of Council may be necessary if the leave is longer than set down in the United Church policy.

**Other Leave:** St. Andrew's observes 6 stat holidays –New Years, Heritage Day, Good Friday, Canada Day, Labour Day, and Christmas Day.

We also recognize Remembrance Day, Easter Sunday, Victoria Day, Thanksgiving Day, and Boxing Day. Any employee who works these days will receive another day off with pay.

**Region 15 Work:** Ministry personnel are encouraged to participate. If the amount of work becomes excessive, negotiation with the M & P Committee and approval of the Council is required.

**General Council of the United Church of Canada Work:** Acceptable if time permits. If the amount of work becomes excessive, negotiation with the M & P Committee and Council approval is required.

**Community/Volunteer Work:** The expectation is Ministry personnel will be involved in the community as time permits.