

SHARED MINISTRY RESOURCES
Stettler United Church, Erskine United Church, and Big Valley United Church
May 2022

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1. Memorandum of Understanding (MOU)

AMONG: Stettler United Church
Erskine United Church
Big Valley United Church
Ministry Personnel Duly Called and Settled
Chinook Winds Region

WHEREAS:

God calls us to be the church in the world and to find meaningful and appropriate and faithful ways to celebrate God's presence in different contexts.

There is a commitment to working in partnership for strong mission and ministry for the United Church in the region, not just easing of financial burden or job security from a larger population base.

The life of the church is more than isolated congregations. Part of being the church means caring for one another and being called into mission beyond our congregational boundaries.

Each congregation comes into this relationship with a sense of their own history, culture and mission.

Each congregation acknowledges the need to build mission impact and pastoral care support for members and for the wider communities of Stettler, Erskine, and Big Valley.

PURPOSE OF MEMORANDUM OF UNDERSTANDING:

The communities of faith at Stettler United Church, Erskine United Church, and Big Valley United Church wish to share ministry resources and enhanced technological capabilities in order to preserve and enhance their congregations' impact in the community. To support building these ministries we have agreed to work together on a collaborative financial model and staffing. This Memorandum outlines the structure we will implement with support from our Ministry Personnel and from Chinook Winds Region.

ELEMENTS OF AGREEMENT AMONGST COMMUNITIES OF FAITH:

- A. Overview of Agreement Implementation** A leadership overview group made up of two representatives from each participating congregation will manage the leadership model in concert with ministry staff and CWR representatives. At inception this leadership overview group will meet monthly via electronic means.
- B. Local congregation administration of donations, budgets, and facilities will continue, subject to financial agreements outlined as attached.** During the 2022-2023 year each of Big Valley and Erskine United Churches shall contribute their share of required financial support for ministry staffing (see G below, and attached Schedule B) to Stettler United Church. Stettler United Church will maintain all ADP payroll, pension and benefits accounts through The United Church of Canada. Stettler United Church will also maintain salary and benefits arrangements for the Administrator who works out of the Stettler office.
- C. A revised ministry role description is attached as Schedule C,** aimed at moving the ministry staff role away from Sunday morning dominance, into an emphasis on outreach, pastoral care, and facilitating shared teams.
- D. To allow greater sharing of worship resources and experiences, the participating congregations will work with CWR to implement effective technological support** allowing for variations in internet capacity in the three participating communities. Resources from the Rising Spirit ministry (Ponoka-Bashaw) can be used to build technical and program functionality online. The goal will be simple, live connections for worship, program, meetings, and communication, with support, resources and training through CWR.
- E. Existing local administrative staffing arrangements will be maintained at inception subject to monitoring and review in collaboration with CWR.**

- F. Ministry staff scheduling and deployment will be managed on a monthly basis**, allowing for emergency pastoral care as required, in collaboration with CWR Pastoral Relations representatives. Questions about staff scheduling and work deployment will be addressed through M&P with ongoing CWR support.
- G. The agreed financial model to support ministry costs within the MOU is attached as Schedule B.** This model has been reviewed by the participating communities of faith and by Chinook Winds Region. It will be implemented subject to required congregational signatures and Chinook Winds Region approval at inception.
- H. Evaluation and support will be facilitated by Chinook Winds Region representatives** on an ongoing basis, with a first review of MOU functioning to be scheduled October 2022, followed by a further review in January 2023 and again in May/ June 2023. Additional ongoing evaluation conversations can be scheduled in collaboration with Chinook Winds Region as required.
- I. The congregations agree that subject to successful implementation of year 1 plans, consideration will be given to formal establishment of a joint Pastoral Charge in the second half of 2023.** Should Implementation of this MOU prove unfeasible the congregations will request assistance of CWR by 30 June 2023 to develop alternative ministry plans suited to each community.

2. Signatures

Stettler United Church

Erskine United Church

Big Valley United Church

Ministry Personnel

Executive Minister, Chinook Winds Region

SCHEDULE A

Ministry Personnel Role Description

Stettler United Church, Erskine United Church, and Big Valley United Church

Ministry Profile

Erskine, Big Valley, and Stettler United Churches

Position summary: Erskine, Big Valley, and Stettler United Churches are excited to begin a new relationship together. We are looking for a dynamic, out-going, forward-thinking United Church minister who, through the lens of Christ, is open to new ideas and innovative ways to interact with our three rural communities of faith and our wider communities. This individual needs to have strong communication and networking skills and be willing to journey with us as we strive to be the hands and feet of Christ on this new pathway.

Accountable to: The successful candidate will be accountable to the boards of the three communities of faith. Ideally, a leadership body could be made up of representatives from each of the communities of faith including a member from each Governing Board and a member of each Ministry and Personnel Committee (six persons). However, this is negotiable and is yet to be determined.

This individual will also be accountable to the United Church of Canada Office of Vocation and will have the support and guidance of the Chinook Winds Regional Council and staff. We would also encourage this person to participate in the clusters, networks, and regional ministries that already exist and may exist in the future of the church – especially the Central East United Church cluster (new).

Worship and Sacramental Life: 50% All three of our congregations find spiritual strength in regular Sunday morning worship and want to continue this either in person or virtually each Sunday. The minister would be responsible for worship and sacramental services and be willing to work with and build leadership capacity with our lay leaders, musicians, readers, greeters, servers and story tellers to supplement each service. This individual would work with the above persons by providing guidance and resources to plan and prepare our treasured traditional services including Light and Hope, Christmas Eve, Good Friday, Easter Sunday and Anniversary Sunday.

Administration and Leadership: 20% The minister is expected to work with and alongside the lay worship leaders to provide resources and planning for services when the minister is away. As

well, this individual will communicate in a timely fashion with the music worship leaders regarding hymn selection and special music for regular worship service as well as special services including seniors' lodges of which there are five.

The minister will work with the office administrator (Stettler) and volunteers (Big Valley and Erskine) to decide who will respond to emails and other correspondence, prepare weekly announcements, maintain the calendar(s) / bookings, update social media and website, and prepare newsletters and bulletins.

We look forward to a person who will foster and maintain a working relationship with volunteers, small group ministry members and leaders, the Stettler Food Bank volunteers and coordinator, and members of the Stewards, Trustees, UCW, Men's Breakfast, Property Committee.

A part of our Outreach and Social Justice work, which we decided to include in this category, is to participate in interagency networking which includes Family and Community Social Services, Stettler Learning Centre, Stettler Mental Health, Stettler Hospice Society and The McMann Family Resource Network. These groups occasionally rent space in the Stettler United Church Hall for various programs. We recognize that the incoming minister will have limited time to participate in this depending upon the individual's interest, skills and creativity.

The successful candidate would also be involved with the wider church by participating in Chinook Winds Regional gatherings (on-line or in person) and be aware of and support the National Church initiatives.

Church Community and Neighborhood: (15%) We have hope that our United Church Minister would be visible in each of the three communities by visiting events and spaces where others regularly gather. This would be entirely dependent upon the individual's preferences.

Becoming familiar with the wide variety of community activities occurring throughout the year would be an asset.

Faith Formation and Christian Education: (5%) The minister would plan and prepare services for baptism, confirmation and church membership. This individual would also assist volunteers to prepare children and youth programs with resources that align with the seasons and the church year.

A valued practice in our three communities is a joint Lenten study series as well as a weekly bible study. We have in the past also joined with other churches (Anglican) to offer a week-long summer day camp for children ages 5-12.

Pastoral Care: (10%) The minister will encourage and support the existing pastoral care volunteer networks in each community by: visiting those in hospital when requested; phoning/contacting/visiting those who are alone or isolated; and counseling those who are grieving or in crisis.

Continuing Education: (on-going) We encourage the minister to pursue education in areas they choose in consultation with the Joint Ministry and Personnel committee. Please utilize the study leave provisions and allowance available through Continuing Education and Learning Resources.

Self-Care:(on-going) We believe that self-care is essential to the health and well-being of our minister and will encourage and support them to maintain a healthy work/life balance. A strong personal rhythm of spiritual discipline/prayer/growth, the ability to establish boundaries and knowing when to seek support from clergy leaders and fellow ministers is key to this position. We welcome an individual who brings new energy and vision to our small congregations. Our desire is to support and encourage them to use their own gifts, interests and ideas on our path

forward.

Schedule B Financial Model for Ministry Staff Costs

METHODOLOGY:

1. Calculate total expenditure budgets based on 2018-2020 figures, rounded to nearest thousand.

Stettler: \$196,000 Erskine: \$27,000

Big Valley: (2018 net of \$15000 Investment Expense) \$24000

AGGREGATE: \$247,000

2. Calculate total income based on 2018-2020 figures.

Stettler: \$176,000 Erskine: \$28,000

Big Valley: (2018 net of \$15000 Church Sale Proceeds) \$19,000

AGGREGATE: \$223,000 (which proves why working together makes financial sense....)

3. ADMINISTRATIVE STAFFING- estimate shared cost based on \$40,000 gross annual compensation

4. VALIDATE GROSS 1 FTE MINISTRY STAFF COMPENSATION, EXPERIENCED STAFF, 5% CONTINGENCY ALLOWANCE

\$95,000 per T. Duncan/ L. Spice April 2021

5. AGREED FUNDING PLAN FOR YEAR 1 OF MEMORANDUM OF UNDERSTANDING

A. Ministry Personnel Staffing Costs will be shared amongst Stettler United Church, Erskine United Church, and Big Valley United Church with Stettler United Church providing 60% of the total, including administration of payroll and benefits through ADP. Big Valley and Erskine United Churches have agreed for year 1 of the MOU plan to contribute 40% of the ministry staffing budget.

B. Administrator payroll and benefits at Stettler United Church will continue to be funded by Stettler United Church.

