

JOINT NEEDS ASSESSMENT REPORT

YOUTH MINISTER

CAMBRIAN PRESBYTERY

January 31, 2007

Committee Members:

Jim Jackson, Policy & Planning
Matsy Kenney, Christian Development
Joy Bott, Ministry & Personnel

COMMUNITY DESCRIPTION

At the September 2000 meeting of Cambrian Presbytery the Christian Development Committee proposed the possibility of hiring a Youth Minister for the Presbytery. In their proposal they encouraged the Executive to: establish a committee to investigate the issue; that the committee be composed of two representatives from the Christian Development Committee, one rep from Stewardship and one youth rep; and, that a preliminary report be made to the October 2000 Executive meeting.

From February 2000 until February 2005 this project seems to have moved along in fits and starts but has never seemed to get to a final decision. For detail of all the actions taken throughout the past five plus years see Appendix I "Youth Worker Chronology".

The purpose of this Joint Needs Assessment is to gather all the necessary information into one package so that a decision can be made regarding the establishment of a Youth Ministry position for Cambrian Presbytery.

The youth of Cambrian Presbytery are defined as those young people ages 12 - 19.

The Community of Cambrian Presbytery resides in Northwestern Ontario from the Manitoba border east to Marathon and south to Rainy River.

Cambrian Presbytery consists of 15 Pastoral Charges outside Thunder Bay and 8 Pastoral Charges in Thunder Bay. The Presbytery has been divided up into 4 Zones (Pastoral Charges in close geographic area) to initiate and coordinate activities involving the common life of the Pastoral Charges within their respective areas and to provide a forum for mutual sharing. Zone 2 is in the west and north from Ignace to Keewatin, north to Red Lake and Sioux Lookout. Zone 3 is in the west and north from Atikokan to Rainy River and Nestor Falls. Zone 4 is Thunder Bay Churches including Kakabeka Falls. Zone 5 is in the east from Red Rock to Marathon. Specialized youth programs and encouragement of youth events is limited to these Pastoral Charges, Zones, to two meetings of Presbytery a year and to the meeting of the Conference of Manitoba and Northwestern Ontario once a year. The Presbytery youth events are organized and presented by a sub-

committee of the Christian Development Committee. While these are wonderful, faith filled experiences for our youth; we need broader, more organized direction specifically for our young people.

The Youth Ministry position will be located at Trinity United Church, Thunder Bay Pastoral Charge. This Pastoral Charge is central to the Presbytery, houses the Presbytery office where the Presbytery Secretary could offer secretarial assistance. The technical support is already in place in the Presbytery Office. The Pastoral Charge will provide office space and required liability insurance. Costs for these will be negotiated between Trinity United Church and Cambrian Presbytery. The Pastoral Charge is responsible for administering the payroll for the successful applicant. (Appendix II - letter to Roy Dedon, Chair of Cambrian Presbytery; Motion of Council of Trinity United Church).

Trinity United Church's insurance will cover Youth Ministry Personnel for liability. The Pastoral Charge will demonstrate to the insurance company that steps have been taken to reduce any risk (strategies for ministry outlined in Faithful Footsteps).

Cambrian Presbytery is an Affirming Presbytery which welcomes gay, lesbian, bisexual and transgendered people and encourages all Pastoral Charges within its bounds to do the same.

RESOURCES DESCRIPTION

Human Resources

The Youth Minister will be provided with adequate secretarial assistance.

A member of the Ministry and Personnel Committee of Trinity United Church will be responsible for the Youth Minister along with members of the Youth Minister's Presbytery Committee. This member of Trinity United Ministry and Personnel Committee will be an active member of the Presbytery Committee.

Technological Resources

The Youth Minister will have access to the technology needed to provide current, youth appealing material (ie computers, digital projector, ...)

Revenue Resources

Funding for this position will come from a variety of sources. Presbytery has already assigned \$27 500 as first year funding. Contributing congregations have promised funding over the three years of the project. Conference has indicated that grant money is available. Other sources, mostly individuals, have promised some funding. At this time no Mission Support money will be applied for. This may happen in the final years of the program.

Resources					
Sources	Revenue Promised				Actual
	2006	2007	2008	Total	2006
Congregations	30 692.00	21 885.00	21 885.00	74 462	35 139.81
Presbytery	27 500.00	27 500.00	27 500.00	82 500.00	27 500.00
Conference	5 000.00	5 000.00	5 000.00	15 000.00	0
Individuals	422.00			422.00	684.03
Fund Raising	494.00			494.00	493.83
Other	0	0	0	0	0
TOTAL	64 108.00	54 385.00	54 385.00	172 878.00	63 817.67

MINISTRY PERSONNEL DESCRIPTION

Position and Skills

Theological Rationale

"Listen! A Sower went out to sow." (Mark 4:3)

The Christian community is made up of these seeds / lives planted by God in our midst. We ask the question - in what kind of soil are the seeds that are our young believers planted? Cambrian Presbytery desires a deep, nourishing soil that will help our youth develop strong roots in the Christian community and allow them to flourish as disciples. As a Presbytery, Cambrian has demonstrated a commitment to our youth within Presbytery life. Now we seek to enhance this vitality within congregational life. We believe that nourishing the soil with this ministry will develop roots and encourage the entire community of Cambrian Presbytery to grow more fully and more faithfully within the United Church of Canada.

Goal/Objective (Purpose) of Position

To enrich the faith lives of the youth within the bounds of our Presbytery by providing opportunities for personal and spiritual growth through participation within their congregations, and the wider faith community of Cambrian Presbytery.

To help congregations and pastoral charges within the bounds of our Presbytery in their development of youth ministry.

Position

This position is recognized as full time (40 hours per week). The position is time limited to 3 years, therefore the vacancy will be declared for a full time appointment. It is open to qualified Lay and Ordered Ministry personnel.

Duties and Responsibilities

1. To facilitate the Cambrian Presbytery Youth Planning committee in providing two Presbytery events for youth.
2. To coordinate additional events in each of the Zones (see information on page 2).
3. To coordinate the development and oversight of a Youth Council for Cambrian Presbytery in response to the directive from the Conference of Manitoba and Northwestern Ontario.
4. To develop a youth leadership training program to assist congregations and zones with their leadership development needs.
5. To assist, enable, and advocate for youth and young adult ministry at the congregational, zone and presbytery levels.
6. To support transition from youth involvement to young adult involvement in the United Church of Canada. (eg: assist in connecting university/college student with local congregation.) Individual congregations will identify the youth involved and supply the necessary information (ie addresses)
7. To promote and support the development of community between youth and young adults in a geographically challenged Presbytery.(eg: Chat rooms, email newsletters etc.)
8. Administrative duties as required.
9. To submit an annual draft budget to the Presbytery, to administer the expenditures for the budget and to provide for adequate accounting

procedures as required. The Cambrian Presbytery Advisory Committee will oversee this process.

10. To provide written and verbal reports to the Presbytery as required.
11. To assure that adequate files and records are maintained as required.
12. To be involved in events/programs beyond Cambrian Presbytery, in consultation with the youth council and oversight committee, for example: Y-Tac (Youth and Teens at Conference), Yatcomano (Youth at Conference of Manitoba and Northwestern Ontario) , YAAY (Young Adults and Youth Committee) , congregational youth events.
13. The Youth Minister will be a member of Cambrian Presbytery and the Conference of Manitoba & Northwestern Ontario and is expected to participate in and be accountable to those courts as are all Ministry Personnel.

Education, Skills and Interests

1. Respect for youth, energy, enthusiasm, and positive attitude.
2. An ability to communicate well with youth and young adults.
3. Strong leadership skills.
4. Skills and experience in enabling faith development in youth, youth leadership development, and conflict resolution.
5. A strong United Church background: being familiar with and respectful of its theology, structure, and procedures.
6. A strong sense and understanding of his or her personal faith journey and a willingness and ability to share this with others.
7. A belief in diversity and commitment to inclusivity.
8. Organization and administrative skills.

9. An awareness of the United Church policy re: screening, sexual abuse and harassment.
10. Willingness to travel extensively.
11. Willingness to expand skills through continuing education.
12. A commitment to time management and self care.
13. Knowledge of and familiarity with the particular geographic challenges of Cambrian Presbytery an asset.
14. Technological knowledge an asset. This would include but not be exclusive to: use of the computer as a tool, use of the Internet as a tool, use of a digital projector, building of multimedia presentations for workshops and worship, use of sound equipment (sound devices and sound players).
15. Theological Education from a United Church approved educational site an asset.
16. Certification in youth programming, leadership development an asset

Oversight and Accountability

This position is accountable to the:

CAMBRIAN PRESBYTERY ADVISORY COMMITTEE TO THE CAMBRIAN
PRESBYTERY YOUTH MINISTER

Membership

The Cambrian Presbytery Advisory Committee will be comprised of two of the Cambrian Presbytery Youth, an appointed representative of the Presbytery Christian Development Committee, the Secretary of Cambrian Presbytery, a representative from the Ministry and Personnel Committee of the Pastoral Charge where the position is housed (appointed by the Council of the host church) and the Chair or someone appointed by the Chair of the Presbytery Christian Development Committee, who will serve as the Chair of this sub-committee. This committee will try to achieve a balance of clergy

and lay. The committee will try to achieve geographic balance across the presbytery.

Duties

Meet with the Youth Minister on a regular basis to support and give feedback

Establish an annual performance review cycle that will include:

- establishing annual objectives;
- reviewing work accomplished;
- reviewing position description;
- reviewing conditions of employment;
- reviewing remuneration.

Report to the Executive at least annually.

**Generalized Overview of time distribution on an Annual Basis
for this position**

Based on a forty hour week equates to 2080 hours (52 x 40). Subtract holidays (4 x 40), study leave (3 x 40) and stats (10 x 8) and you're left with 1720 hours.

Area of Responsibility	Estimated Hours per Year
Participation in Planning of Presbytery Youth Events	150
Maintaining Communications network	100
Leadership for Zone events - leading 1 events in Zones 2, 3, and 5	300
Leadership for Zone events - leading 2 events in Zone 4	150
Administration (including the establishment and running of Youth Council)	400
Attendance at other Youth Events hosted by congregations, Zones, and Conference.	150
Availability to Congregations and Zones for Youth Leadership Training	250
Miscellaneous	220
TOTAL	1720

We MUST always remember the first rule of project planning

Everything takes longer than you think.

TERMS OF THE POSITION

Term of Position:

- 3 year full time appointment with annual evaluation.
 - July 1, 2007 - June 30, 2008
 - July 1, 2008 - June 30, 2009
 - July 1, 2009 - June 30, 2010
 - (Understanding that the successful candidate will change categories once during this appointment)

Salary:	Category A, (Diaconal, Ordained, Staff Associate) up to \$30 161
Benefits:	United Church of Canada rates
Housing Allowance:	up to \$14 400 (Thunder Bay)
Telephone:	\$2 500
Financial support for study:	\$1200 per year
Travel:	at UCC rates
Moving Costs:	up to \$8 000
Study Leave:	21 days per year
Vacation:	1 month per year

Cambrian Presbytery Youth Minister				
Budget Projection Revised December 2006				
Code	Item	Proposed Budget 2007	Proposed Budget 2008	Proposed Budget 2009
Youth Minister	Salary	30 161	30 161	31 518
	Continuing Education	1 200	1 200	1 200
	Car (mileage)	3 500	3 500	3 500
	Other Travel	1 800	1 800	1 800
	Benefits	6 032	6 032	6 304
	Housing Allowance	14 400	14 400	14 400
	Sub Total	57 093	57 093	58 722
Other Costs				
	Office Rental	100	100	100
	Computer (includes necessary hardware)	3 500	200	200
	Telephone/FAX, Internet Access	2 500	2 500	2 500
	Secretarial Support	3 600	3 700	3 800
	Supplies	500	500	500
	Moving Costs (year 1 only)	8 000		
	Sub Total	18 200	7 000	7 100
	TOTAL	75 293	64 093	65 822
Revenue Generation				
	Presbytery	27 500	27 500	27 500
	Conference (Youth Grant)	5 000	5 000	5 000
	Mission Support Grant (to be determined)			
Other Sources	Congregational Support	30 023	21 385	21 385
	Other	831		
	Sub Total	63 354	53 885	53 886

Notes:

1. Benefits include: UC Pension, CPP, EI, Group Insurance, calculated @ 20% of the salary per year
2. Mileage is a very rough estimate and needs to be fine-tuned once the role and responsibilities are better defined
3. Secretarial support defined as one (1) day per week.

Other travel is an estimate for four (4) Air Fare trips per year: one to Toronto and three (3) to Winnipeg

RECOMMENDATIONS

1. That the Joint Needs Assessment Report be received with thanks for the Committee's work on our behalf.
2. That a vacancy be declared at Trinity United , Thunder Bay Pastoral Charge for a full time Cambrian Presbytery Youth Minister effective July 1, 2007 - June 30, 2010.

Terms:

Full time (40 hours per week)

Three year appointment with annual evaluation.

- July 1, 2007 - June 30, 2008
- July 1, 2008 - June 30, 2009
- July 1, 2009 - June 30, 2010

Salary:	Category A, (Diaconal, Ordained, Staff Associate) up to \$30 161
Housing Allowance:	up to \$14 400 (Thunder Bay)
Telephone:	\$2 500
Financial support for study:	\$1200/year
Travel:	at UCC rates
Moving Costs:	as specified up to \$8000
Study Leave:	21 days per year
Vacation:	1 month per year

3. that a Joint Search committee be appointed to fill the vacancy. This committee will consist of:
 - a representative from the committee which developed the Position Description ;
 - a representative from Youth at Presbytery
 - a representative of the Christian Development Committee;
 - a representative of the Policy and Planning Committee who should be the Chair of the Joint Search Committee;
 - a representative of the host congregation
 - two representatives appointed by Presbytery

Appendices: *(Available upon request)*

- I Youth Worker Chronology: CAMBRIAN PRESBYTERY
Including motions

- II Trinity United Church, Thunder Bay Pastoral Charge Documentation
 - 1. Letter to Roy Dedon, Chair, Cambrian Presbytery
 - 2. Motion of Council offering to host the position

NOT PART OF THE JNAC - PART OF THE NEXT STEP

Members of the Search Committee:

3. that a Joint Search committee be appointed to fill the vacancy. This committee will consist of:
- a representative from the committee which developed the Position Description (Brenda Shodin);
 - a representative from Youth at Presbytery (appointed by the youth at Presbytery)
 - a representative of the Christian Development Committee;
 - a representative of the Policy and Planning Committee who should be the Chair of the Joint Search Committee (Jim Jackson);
 - a representative of the host congregation (appointed by Trinity Council);
 - two representatives appointed by Presbytery (Lincoln Dunn, Barb Miller)

Matsy, Jim and Joy - talk about who these should be