

# Joint Needs Assessment Report

Ashton-Munster Pastoral Charge  
Ottawa Presbytery  
Montreal and Ottawa Conference  
United Church of Canada



Ashton United Church



Munster United Church

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# Joint Needs Assessment Report Ashton-Munster Pastoral Charge

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# Joint Needs Assessment Report Ashton-Munster Pastoral Charge

## Profile 1: Demographic, Financial and Community

### Part A: About our People

The Ashton-Munster Pastoral Charge is composed of two points, Ashton United Church and Munster United Church.

The historic roll number for Ashton is 90 and for Munster 76.<sup>1</sup> The average attendance at worship on Sunday in Ashton is 23 and in Munster 20.

Ashton considers itself mainly rural while Munster considers itself small village with a significant rural membership.

A very high percentage of members at each point live in single family homes.

### Part B: About our Pastoral Charge

Attendance in our Charge can be broken down as follows;

	<b>Ashton</b>	<b>Munster</b>
Infant and Preschool	3	2
Children(5-12)	2	12
Teens (13-19)	2	3
Young Adults (20-30)	2	0
Adults (35-50)	2	16
Adults (51+)	25	43
Young Retirees	4	
Older Retirees		
Seniors	3	

Most of Ashton's members grew up in the area and most of Munster's members moved to the area for work although the rural members grew up in and around Munster.

For both congregations many of us work in the health or social services, education transportation, agriculture and food production and government services.

Our congregations and the surrounding communities could be considered middleclass. Neither congregation nor the associated community include a significant number of people considered low income or on social assistance.

Each of our congregations considers itself a big family where we know each other.

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<sup>1</sup> The roll for each church is not up to date and is under review. An accurate roll number has been requested from each church.

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Our heritage, as a Pastoral Charge, has roots as a Methodist/Presbyterian congregation prior to Union in 1925.

Neither Ashton nor Munster is an affirming congregation nor has either congregation approved same sex marriages within the church property. Requests for marriage services are approved by Ashton Session and Munster Council and rely heavily on recommendations from the minister.

Ashton: Although our congregation is aging and we are disappointed that new members are few and far between, we are content with the fellowship and support we provide to our members. We believe there is a future but we recognize that change may come with the passing of the senior members of our congregation.

Munster: Our congregation is changing and it is clear that we cannot continue as we have been; we don't know how to go forward and have some anxiety. We believe we have a future but can't quite see it.

Ashton has a ministry within its congregation that deals with the needs and desires of an aging membership with deep ties to the past history of our church and to traditional values and way of life.

Munster outreach activities include caring for members of the congregation, Sunday Worship, Sunday School, and a Youth Group. Two Munster members provide leadership for the Youth Group which has proven rewarding for the youth and the leaders as well as a joy for the Charge as a whole.

A newcomer to Ashton would experience a traditional approach with very traditional views to worship, church, community and how to live one's life.

A newcomer to Munster would experience a traditional congregation and order of service, traditional music with hymns led by a choir with organ or piano accompaniment and the occasional use of rhythm instruments but not as in a band.

As a Pastoral Charge, Ashton would consider itself as hospitable and able to provide a balanced comfortable accepting Christian approach to day to day life.

As a Pastoral Charge in Munster we have learned to combine our efforts in fundraising events; we have become more supportive and caring of the church members in times of need and we work well together in committees and in workshop groups.

Ashton could use development and growth in attracting and keeping new members and vision and direction if Ashton is to remain viable after the present senior and older adults pass.

Munster could use assistance in vision and outreach, such as Mission and Services (M&S).

If Ashton had unlimited financial and/or volunteer commitment there would be little change other than to;

- a. ensure the needs of those attending and participating are served,
- b. see that others within the local community are helped when needed, and

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- c. expand upon the community outreach.

Munster's dream would be that fundraising could be to help others not ourselves.

The three most important ministries Ashton offers are;

- a. Sunday Worship,
- b. Bible Study, and
- c. weekly community support

The three most important ministry programs Munster offers are:

- a. Sunday Worship,
- b. Coffee Drop In - Wednesday mornings moms and children, and
- c. Bible Study

The biggest challenges to ministry in the Ashton-Munster Pastoral Charge now and five years from now are consistency and stability while operating within our financial means.

## Transition Ministry in Our Pastoral Charge

The Ashton-Munster Pastoral Charge commenced a two year Intentional Interim Ministry term in July of 2013.

In preparation for Interim Ministry the following Charge goals were approved by the Official Board and included:

- Vision** – renewing our sense of Mission as a Pastoral Charge,
- Healthy Relationships:** learning to live in our Covenant for Life Together,
- Position Descriptions:** Develop descriptions for Staff, Committee Leaders and its members, and
- Potential New Directions:** assessing the need for Stewardship Program, Pastoral Care Team, Joint Worship Committee, Effective Communications and Leadership Growth.

## Part C: About our Community

With respect to Ashton, we love the rural nature of our community however we recognize that the three challenges facing us remain demographics, age and the bedroom community aspect that now typifies those living and working within the community.

With respect to Munster what we love and what makes us unique is our small isolated active community, which is great for families with young children.

[www.twp.beckwith.on.ca](http://www.twp.beckwith.on.ca) , and [www.munsteronline.ca](http://www.munsteronline.ca) provide information regarding the communities of Ashton and Munster respectively. The Charge website, [www.ashtonmunsterchurch.ca](http://www.ashtonmunsterchurch.ca) provides information about the two churches and upcoming events within each church community.

Other faith communities represented in our local area are the Pentecostal Church,

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Anglican, Catholic and Protestant Churches.

Within Ashton we have close ties with local community services such as the Food Bank in Carleton Place, Centre 507 in Ottawa, and Do it For Daron while supporting national services such as the Canadian Cancer Society.

Within Munster we have close ties with the following faith communities, social services or community outreach services: Richmond Food Bank, Lanark County Interval House, Centre 507, Munster Community Association, Christ Church Ashton, and Cluster Churches (small rural churches within western Ottawa Presbytery that are not considered city churches).

## **Part D: About our Assets**

The Ashton-Munster Pastoral Charge is governed by an Official Board with 12-15 members; typically 10-12 attending any given meeting.

Ashton has a Board of Stewards and Trustees and a Session Committee while Munster has a Council.

In Ashton the Board of Stewards and Trustees has nine members with seven typically attending each meeting. In Ashton the session committee has five members, all five typically attending meetings.

Munster Church Council has seven members with five to seven attending each meeting.

Ashton's sanctuary holds approximately 120 with the adjacent room used for Sunday school, choir practice and as a meeting room. In addition a small basement seats approximately 80 individuals with an adjoining kitchen facility.

Munster's sanctuary holds approximately 130. Additional meeting rooms and a basement used for dinners, exercise groups, rentals, meetings Sunday school, Wednesday Morning Coffee Drop In and can hold approximately 113. The old stone basement and kitchen area has a carpeted floor with low ceilings but has seen a lot of love. The rooms are used for Council and fellowship meetings.

The Pastoral Charge no longer owns a manse. The Minister's office, a functional older room approximately 8' by 14', is located within the Munster Church.

The Ashton Church is rarely used by outside groups, no permanent audio visual aids are present, there is a photocopier within the church and internet is not provided. The Ashton Church is accessible on both levels however winter access to the lower level requires additional preparation, time and effort.

In Munster the church is used occasionally by a local softball team and for scrap-booking meetings. There is no audio visual service in the building however high speed internet is available and the Charge photocopier is present. The sanctuary only is accessible by wheel chair ramp and a washroom on the main floor is accessible.

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## **Support Staff**

A bulletin secretary is paid for two to three hours of work per week to produce the weekly bulletin and updated announcements.

Caretaking tasks at Ashton are completed by volunteers and paid individuals.

Caretaking in Munster is completed entirely by volunteers.

## **Music**

An enthusiastic choir with organ and piano accompaniment is present on a weekly basis in Munster.

In Ashton a smaller choir is led by a pianist.

Both points use Voices United, More Voices and occasionally Songs for a Gospel People within the weekly services.

Both churches have a volunteer music director.

Sunday supply ministry is provided by Licensed Lay Preachers, substitute Ministers and members of the congregation.

The Charge offers two worship services each week, one at 9:30 am the other at 11:00 am with the times alternating weekly between the two points. Summer services are combined in a single service held alternately between Ashton and Munster.

Worship matters are addressed by the Session at Ashton and by the Munster Church Council at Munster. In recent months a joint Ashton-Munster Pastoral Charge Worship committee has been established at the Charge level.

## **Ministry and Personnel Committee**

There are four members on the Ministry and Personnel Committee (M&P), two from each point with the Chair position alternating between the two points. The M&P Committee meets quarterly and one or more of the members have attended M&P Committee training events within the last three years.

The M&P has been very active and is viewed by many Charge members as effective in dealing with challenging issues over the last few years.

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## Pastoral Care

Neither point has a trained Pastoral Care Team in place. Pastoral Care in Ashton is addressed by members of Session or the Board of Stewards and Trustees. In Munster pastoral care is addressed by the members of the Munster Church Council.

Munster has a volunteer who visits hospital patients. In addition individual elders from Munster keep in regular contact with a specific group of members in order to identify and provide support and assistance should it be necessary.

Ashton keeps in touch with members in a more informal way. Should a need be identified church members can be called on to respond in a supportive manner.

In each point, should a need have been identified, a visit from the minister has been easily arranged.

## Christian Development/Faith Formation

No Christian Development Committee is present at either point or at the Charge level.

Sunday School and Bible Study programs are the basic faith formations present in both churches.

## Part E: About our Finances

	<b>Ashton</b>	<b>Munster</b>
	Adequate	Not Meeting Expenses, rely on reserves to fund operating budget
Congregational Givings	79%	28%
Congregational Fundraising	16%	50%
Rentals,	Nil	2%
Bequests Reserves, Investments	4%	20%
Finance Committee	No	Yes

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## **Financial Statistics Ashton-Munster Pastoral Charge Annual Report 2015**

	<b>Ashton</b>	<b>Munster</b>
How many weekly offering envelopes	34 <sup>2</sup>	20
How many people on PAR	19 <sup>2</sup>	11
How many active givers	50	48
Annual Income	\$ 56,640.00	\$ 46,000.00
Mission and Service	\$ 2,550.00	\$ 926.00
Full Time Ministry	\$ 17,681.32	\$ 17,681.32
Weekend Supply	\$1,339.32	\$ 1,339.32
Total Travel/Allowance	\$882.68	\$ 882.68
Percentage of Monies for Building Maintenance	30%	23%

Note: These numbers were taken from the 2015 Financial Statement. Each point pays half of the Pastoral Charge Expenses and as such half of the cost of ministry.

Net income represents the amount of money remaining after operating expenses are deducted.

Fundraising activities for each point include Dinners, Bake Sales, BBQ's and Yard Sales.

Church building maintenance and minor repair to both churches are completed by volunteers and members whenever and wherever possible.

Some minor repairs (furnace) are anticipated at the Ashton Church within the next five years.

Repairs to the steeple and roof and the painting of the roof are anticipated at the Munster Church and will likely require expenditures.

No request has been made by either point to Mission Support to cover operating expenses.

### **Financial Reserves**

Both Ashton and Munster have sufficient reserves to cover three months expenses. Financial statements at Ashton and Munster are audited by a member of the church. Financial statements from the last three years are available on request.

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<sup>2</sup> Four families are on PAR and also use weekly envelopes.

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## **Profile 2: Living Ministry**

A writing group was formed in 2014 to draft a mission statement for the Ashton-Munster Pastoral Charge. The first meetings consisted primarily of discussion and consideration of what a mission statement should be, and the many aspects of our church life it should focus on. These included discussion around worship, learning, support, service, outreach, unity between the churches, community relationships, history and tradition. An initial draft was written for the consideration and feed back of both congregations. More discussion, arising from this feed back, ensued before second and third drafts were submitted for congregational approval. The mission statement is as follows:

*Reflecting the traditions of our rural ties, we are a welcoming Christian community, looking to the future, while growing in the knowledge and understanding of God's purpose for us. Reaching out to future generations through worship, support and education, we commit to sharing our gifts and resources as we are led by the Spirit to serve and to proclaim Christ's message of faith, peace and love.*

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## **Profile 3: Position Descriptions**

The Ashton-Munster Pastoral Charge is seeking part time ministry from an ordained, diaconal or designated lay minister. We would also consider qualified student applicants.

The decision to reduce the Charge's ministry from full time to part time was not taken lightly and was taken with a considerable amount of regret. Realistic assessment and practical decisions regarding the financial and attendance issues affecting each church, to slightly differing degrees, over the past few years contributed to the decision to implement part time ministry.

### **Ministry Designation:**

Ministry Personnel half time position.

### **Accountability and Support:**

The Part Time Minister will be accountable to Ottawa Presbytery and accountable to the Ashton-Munster Pastoral Charge through the Ministry and Personnel Committee (M&P).

The Official Board will work to ensure that prior to the commencement of part time ministry the congregations' expectations of the hours of employment, the workload and the working conditions of a part time minister are fair and reasonable and reflect the expectations of both the Minister and Ottawa Presbytery.

### **General Duties, Responsibilities and Time Allocation**

Over the course of the next few years the Minister will ensure that the worship needs of the Ashton-Munster Pastoral Charge are met. In particular the two regular weekly services, one at each point, will continue. Should Ashton Session, the Munster Church Council and the Minister agree that one or more weekly services be conducted by someone other than the Minister or in some other manner, then the time allotment of 15 hrs shall be reassigned.

The direction of the time allocated for wider church involvement and professional development, as mandated by Presbytery, will be left to the discretion of the Minister however the Ministry and Personnel Committee will be informed and provided with the details of what took place and when it took place.

The time allocated for Pastoral Care, Outreach, Christian Development and Administration will be discussed, detailed and documented jointly by the Minister and

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M&P. The M&P Committee will review the time allocation to ensure that the Minister's time allocation meets the part time status as intended. Although some basic guidance for time allocation is provided in Table 3-1 members of both congregations are aware that crisis intervention, grief counselling and outreach can occur unexpectedly. As such there will be months when the breakdown of hours of work does not conform to the basic guidance. In addition it would be reasonable to expect that in the months of Easter and Christmas, the time allocated for Worship might also need to be adjusted. A review by the M&P Committee, initially on a monthly but at a minimum on a quarterly basis, will be necessary to ensure fair and reasonable working hours consistent with two thirds time employment.

The members of the Ashton-Munster Pastoral Charge fully understand that the duties, responsibilities and working hours of our Minister will vary depending on what may take place on a day to day basis. As such, unforeseen circumstances will occur and it is the responsibility of the M&P Committee and the Official Board to ensure that the guidelines of part time employment are respected. Should time imbalances occur then such imbalances will be documented by the Minister, provided to the M&P Committee and the imbalance addressed by the Official Board in a manner agreeable to the Minister and to the Official Board.

It is anticipated that after the first year of part time ministry, a comprehensive review of the actual time required versus the theoretical time allocated would identify an actual pattern of time used that meets the part time profile and is fair and reasonable to both the Minister and the Pastoral Charge.

Attached to Profile 3 is Table 3-1 which is a breakdown of the weekly hours of work and the anticipated hours per week a half time Minister serving Ashton-Munster Pastoral Charge can expect. The chart is intended as a guideline only and it is recognized that flexibility, cooperation and understanding will be required from both the Ashton-Munster Pastoral Charge and the Minister to ensure the intent and spirit of part time ministry is respected by both sides.

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Ashton-Munster Pastoral Charge

**Table 3-1  
Minister to the Ashton-Munster Pastoral Charge  
General Duties, Responsibilities and Time Allocation**

<b>Activity</b>	<b>Hrs/ Wk</b>
<b>Worship</b> <ul style="list-style-type: none"> <li>• Prepare and lead weekly worship in two congregations</li> <li>• Prepare and lead in children’s time</li> <li>• Coordination for worship, choir and Sunday School</li> <li>• Provide information to Bulletin Secretary</li> <li>• Perform sacraments of baptism and communion</li> <li>• Perform weddings and funerals</li> </ul>	12
<b>Wider Church Involvement</b> <ul style="list-style-type: none"> <li>• Presbytery responsibilities</li> <li>• Support interdenominational activities</li> </ul>	2
<b>Professional Development</b>	1
<b>Pastoral Care</b> <ul style="list-style-type: none"> <li>• Visit church members</li> <li>• Visit with the sick and infirm at home, hospitals or institutions</li> <li>• Provide basic counselling in time of crisis</li> <li>• Provide encouragement and support to volunteers</li> <li>• Pre marriage and baptism counselling</li> </ul>	1
<b>Outreach</b> <ul style="list-style-type: none"> <li>• Advance profile of our churches in their communities</li> </ul>	1
<b>Christian Development</b> <ul style="list-style-type: none"> <li>• Weekly Bible Study</li> <li>• Support Sunday School activities</li> <li>• Support Youth Group development and activities</li> </ul>	2
<b>Administration</b> <ul style="list-style-type: none"> <li>• Ensure church records are maintained</li> <li>• Session, Official Board and Committee Meetings</li> </ul>	1
<b>Totals</b>	20

Wider Church Involvement and Professional Development are percentages and values that are defined at Presbytery and cannot be adjusted at the Charge level.

There are no other Ministry Personnel positions associated with this Pastoral Charge.

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## **Profile 4: Skills, Knowledge and Experience and Personal Attributes**

When asked "what do we want in a Minister?" the following points were made:

- good preaching skills
- capable of conveying a spiritual message and planning and leading worship
- dynamic, energetic and capable of relating to children
- flexible, willing to listen to others
- strong interpersonal skills
- organized with strong time management skills
- sense of social awareness and justice
- story teller
- capable of separating social issues and social consciousness from partisan politics
- an interest in the individual congregations, their events and their community
- expect them to attend certain church events
- commitment and support to our volunteer work

The JNAC was reviewed and revised at a recent Official Board meeting. Approval was received from the congregations in July 2016.

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## **Profile 5: What Can We Offer**

### **What salary can the Pastoral Charge offer?**

After a review of our Charge finances for the past three years, and in consultation with our treasurers from Ashton and Munster a budget for 2015 was projected based on a full time base group "A" ordained minister. It was determined that, if there was no additional revenue generated, the Charge would run a deficit of approximately \$15,000 at the conclusion of 2015.

The committee worked with the financial statements of 2011, 2012 and 2013 and interim information for 2014 provided by the Treasurers. Every effort was made to identify the income that the two points can realistically and consistently produce and then balance income and expenditures to minimize any annual deficit over the next few years. Based on this process the maximum salary that the Charge can afford for 2015 is approximately \$59,500.

Three quarter and two third time ministry were reviewed and discussed. Although three quarter time ministry has a significant appeal, from a financial perspective half time ministry would open up the full range of groups from "A to F" and, we hope draw a greater number of candidates.

It should be noted that this is a comprehensive salary including the Cost of Living (COL) group 3 housing allowance as mandated in the 2015 salary guidelines.

This information was presented to the congregations along with various options.

The prorated "Education & Learning" amount has been calculated at \$888.44.

Basic telephone is \$500 per year.

Vacation: In accordance with United Church policy and procedures for part time ministry.

The Charge office, located in the Munster Church, has a laptop, printer, internet access and a photocopy machine. Ashton Church has a photocopy machine.

At the present time we have no moving / relocation budget.

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## **Profile 6: Pastoral Charge - Telling our Story**

Name of Pastoral Charge: Ashton-Munster  
Address of Pastoral Charge: 105 Old Mill Rd Ashton ON K0A 1B0

The Ashton-Munster Pastoral Charge is looking for a ½ time ministry position with an emphasis on Worship Leadership.

The position will appeal to a dynamic individual who appreciates family-type churches that are committed to working together. If you are someone who enjoys a rural lifestyles and values and ease of access to services in the city of Ottawa, this position may be of interest to you.

We need an individual who will walk with us to live out our mission statement and lead us into the future. Someone who enjoys a challenge involving further development of spirituality, outreach and growth in our churches will be welcomed.

With our unique congregations working in partnership, encouraging lay leadership, and being open to change, we look to our history and tradition to develop goals for the future

The Ashton-Munster Pastoral Charge is comprised of the churches of Ashton and Munster. The two communities, approximately ten minutes apart, enjoy a rural lifestyle with access to the City of Ottawa and the amenities a large city provides. A forty five minute drive provides access to Parliament Hill and nearby visual and performing arts.

West of the city closer to Ashton, lies Carleton Place, a small, attractive town with many services and amenities. It represents a change of pace from the large city and is appreciated mainly by those living near Ashton but increasingly by those from Munster as well.

The village of Ashton, a growing community, lies on the border between the city of Ottawa and the County of Lanark, is rural in nature and surrounded by agricultural areas. This is gradually changing as Ottawa expands and develops subdivisions outside the city core. More information is available at [www.lanarkcounty.ca](http://www.lanarkcounty.ca) and at [www.beckwith.on.ca](http://www.beckwith.on.ca). Our community offers nearby schools, sports facilities and a pub

Munster lies in the southwest corner of what used to be Goulbourn Township. It is a satellite village that has retained a non commercial atmosphere. The surrounding area is rural in nature and different in character from the village itself. Many live here and work in Ottawa or surrounding areas. More information is available at [www.ottawa.ca](http://www.ottawa.ca) and [www.munsteronline.ca](http://www.munsteronline.ca). Our community offers a library, convenience store, restaurant, sports facilities, community centre, and nearby schools.

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