

**St. Paul's United Church
Richmond, Ontario
Part of the Ottawa Presbytery, of the
Montreal and Ottawa Conference**



**Joint Needs Assessment Report
January 2018**

ST PAUL'S UNITED CHURCH

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SECTION 1: ST. PAUL'S MISSION STATEMENT:

“Our mission at St. Paul’s United Church is to proclaim our belief in Jesus Christ as Lord and recognize our responsibility to live according to His example.

We will realize our mission through worship, Bible study, Sunday school and our commitment to:

•a strong and sensitive Outreach program ministering to both the local community and worldwide needs, including all of God’s people,

•encourage involvement of youth and the elderly,

•use the gifts God has bestowed on us to be a warm, welcoming and joyful community of faith.”

SECTION 2: EXECUTIVE SUMMARY

St Paul’s United Church, situated in the village of Richmond, a subsection of the City of Ottawa, Ontario, is seeking a full-time order of ministry person with one to seven years’ experience (Category A-C) to journey with the congregation as they fulfill their mission in the Richmond area. The congregation seeks a person with strong communication, visioning and enabling skills to lead in worship and sacraments, support Christian education and a strong Pastoral Care Team, and be a presence with-in the community. Interested applicants are asked to contact the Rev. Whit Strong, Personnel Minister, Montreal and Ottawa Conference at whitstrongucc@gmail.com or 6 Epworth Avenue, Nepean, ON K2G 2L5

Tel: 613-224-5318 x22; FAX 613-224-5620. For a copy of the Needs Assessment Report, see <https://stpaulsunitedrichmond.com/>

Background

In 2017, the then minister of St. Paul’s United Church moved on to other opportunities and the congregation was faced with the challenge of finding a new minister. To that end, a Joint Needs Assessment Committee (JNAC) was struck to initiate this process towards a hiring recommendation that could be forwarded to Presbytery. The members of that JNAC group were:

- Linda Moore – Chair
- Sandy Smith – Recording Secretary
- Melanie Cassidy
- Kim Mercer
- Don McCurdy
- Jim Wagdin,
- Marlene Walker and
- David Stafford, Pastoral Relations Ministry Team, Ottawa Presbytery.

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Methodology

In preparation of this JNAC report, a multi-phased, consultative methodology and approach was utilized.

- As stated above, a Committee was established, and a Chair was identified. In addition, Presbytery was contacted and invited to participate in these meetings to provide guidance where necessary. David Stafford of the Pastoral Relations Ministry Team was Appointed
- A questionnaire was then constructed to solicit input from all members of the congregation. In order to ensure that all members of St. Paul's had the opportunity to participate, the questionnaire was made available in hard copy and electronically.
- A series of Committee meetings were held to review the comments received from the congregation and incorporate them into the report.
- With consultation of Presbytery, a draft version of the full Joint Needs Process report was prepared for presentation to the congregation detailing the specific requirements of St. Paul's.

It is important to note here that discussions were held with the St. Paul's Financial Committee in order to complete the necessary documentation and determine as clearly as possible St. Paul's financial environment and limitations moving forward.

The following is intended as a summary of the Committee's findings and recommendations.

Community and Congregation

Richmond is a relatively small but growing community comprised of a mix of both long-time local residents and more recent arrivals working in everything from agriculture, small business government services and the IT sector. The St. Paul's congregation has members from all of these areas as well as a large number of retirees still living at home or in retirement homes.

It is recognised that St. Paul's is an aging congregation facing many challenges. In order to maintain its place as a vibrant part of the community, efforts must be made to reach out to and attract new members. However, we recognise that, with the current and planned urban expansion in Richmond, there are opportunities to grow St. Paul's.

Finances

From the financial perspective, St. Paul' has, for several years, relied on significant fundraising to maintain its operation. While a challenge, it is not an impossible task; is considered a normal means of operating and is generally well supported. However, we recognize that, as the current congregation ages, we may not be able to continue this practice.

Future Direction

In conclusion, the Committee offers the following:

St. Paul's is seeking a full-time Order of Ministry Person, not necessarily residing in Richmond but certainly working out of the Church office, who can provide a blend of traditional and newer worship experiences; who can interpret the Bible's teachings in today's world and who will explore and pursue new ways to reach out to the community while maintaining St. Paul's relevance in the community.

We would like someone to recognise and react to the needs of our older members by working with our Pastoral Care Committee; who will continue and help expand our successful Christian Development efforts like Messy Church; In summary, St. Paul's is not necessarily looking for an elder statesman with a broad range of experience. As a smaller church, we would welcome

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someone who is in the beginning of their ministry career. In our minds, we would view fresh ideas and energies as equally and perhaps more so important than vast experience.

Final Recommendation

Following a Congregation work shop, the attendees agreed that seeking a full time person was far more beneficial to the hopes for renewed mission in the Richmond Community. It must be stressed here, that the Joint Needs Assessment Committee represents the congregation of St. Paul's and the wishes described in the various report Profiles represent the wishes of the congregation.

It was clear from the responses received that the majority wish was for a full-time Minister who can perform the Sacraments. However, after considerable discussions regarding finances, it became clear that this option may not be possible without a greater buy-in from the congregation.

Along with being a place of worship, there is a business component to running St. Paul's and we, the congregation are the shareholders.

Over the past two to three years, based on annual operating requirements of about \$100-\$110K, monies received on the offering plate, including PAR, has met only about 65% of total expenses. In actual dollars, we are short about \$3,000 per month – every month, close to \$40,000 per year.

Some of the shortfall is made up from things like Fair Meals, Anniversary dinners, silent auctions, Red Stocking campaign and the grocery voucher program. In addition, some funding is received from the Pie ladies. All these activities are the result of the work of some, but not all of the congregation. As such, none are necessarily sustainable.

Please note that the numbers above represent operational needs. Revenues from the Pie-making exercise are intended to meet capital costs.

In conclusion, if the congregation of St. Paul's wishes to retain a full-time minister, it will require more financial commitment – increased donations, greater use of the voucher program, switching to PAR, as well as more support for the various one-off activities like auctions, dinners, etc. A full-time minister is what the congregational responses indicate is wanted and what is needed to survive and expand, but there is a business cost.

The other options would be a part-time minister or reverting to a two-point charge. Both options provide some financial relief, but neither would provide St. Paul's with the full ministerial presence wanted.

At the January 2018 congregational workshop, these points were discussed with over whelming support for a full-time minister to lead and support Word, Sacrament, Christian Development, Pastoral Care, and Outreach.

St Paul's United Church, situated in the village of Richmond, a subsection of the City of Ottawa, Ontario, is seeking a full-time order of ministry person with one to seven years' experience (Category A-C) to journey with the congregation as they fulfill their mission in the Richmond area. The congregation seeks a person with strong communication, visioning and enabling skills to lead in worship and sacraments, support Christian education and a strong Pastoral Care Team, and be a presence with-in the community. Interested applicants are asked to contact the Rev. Whit Strong, Personnel Minister, Montreal and Ottawa Conference at whitstrongucc@gmail.com or 6 Epworth Avenue, Nepean, ON K2G 2L5. Tel: 613-224-5318 x22; FAX 613-224-5620.

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SECTION 3: UNITED HISTORY OF ST. PAUL'S CHURCH

Our church, St. Paul's, history goes back to 1820 when occasional preachers visited this district. In 1822 Rev. Ezra Healey, an American who devoted his life to Canada, came to the Rideau Circuit which was comprised of all the country on the Rideau from Merrickville to Ottawa and Hull including Richmond. He favoured the Richmond area with weekly services and organized a regular appointment here and in places nearby. Where there were no roads for a horse, he walked often in mud to his knees with saddlebag on his back or slung over his shoulder...hence the expression "saddlebag preachers". He preached in various homes and was much loved by all.

The Richmond Circuit was formed in 1827. Early Methodists held their services in homes but in 1846 a small chapel was built and in 1866 the church became Wesleyan Methodist. In 1877 the new church was built on the site of the present Masonic Hall and the total cost was \$3,000.00. It was considered to be one of the most beautiful ecclesiastical structures in this part of the country with its ten gothic windows that were figured enameled glass and the elegant furnishings inside. In 1891 Mr. and Mrs. Henry McElroy sold the present manse to the Richmond Circuit for the sum of \$1.00.

In 1900 the church was destroyed by fire and the lot sold. In 1901 the present site was purchased from Mr. and Mrs. R. McElroy & Mr. and Mrs. W. J. McElroy for \$350.00. The corner stone for the new and present church was laid in July 26, 1901.

The Richmond Circuit was comprised of Richmond, Stittsville, Mansfield and Fallowfield. In 1925 (Church Union) the Richmond Methodist Church, with a membership of 103, became St. Paul's United Church. As the church continued to grow (1961 – 200 members) the need for an addition became apparent. After planning, a sod turning ceremony took place on May 30, 1965. Services resumed in September 1965 in the enlarged church. The enlargement consisted of a new front and rear entrances, a church hall, a kitchen, a furnace room, washrooms, a choir room and an unfinished chancel. Rev. Walter W. LeGrow was the minister at this time.

In June 1970 the chancel was completed through the generosity of Mr. and Mrs. Stanley Laffin as a memorial to his parents. Carpeting and new pews were installed making a centre aisle. On May 6, 1973 a mortgage burning ceremony took place.

We are proud of our sanctuary that has nine beautiful stained glass windows along the sides of the church and a larger one at the front in the chancel area. The pews were updated in the years following the renovations but one pew from the original church still remains as a reminder of how uncomfortable the older pews were!

In 1983 St. Paul's raised enough money to purchase Stittsville's United Church's share of the manse. St. Paul's and Stittsville United Church made up the Richmond-Stittsville Pastoral Charge and in 1991 they each became a separate charge.

In 1997 St. Paul's added a new covered entrance way which was paid for by memorial donations as well as individuals who made donations to the cause. The Walter Foster family donated the beautiful stained-glass panels which go around the new doors in the entranceway. The Fosters donation was dedicated in 1997 in memory of their son Scott.

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Modern lighting was installed in the late 90's but the original antique light fixtures are still in use as well.

In 2000 new carpet was laid in the sanctuary. Basement renovations, made in 2003 included new flooring, painting and nursery modifications as well as the readjustment of storage to accommodate the Richmond Food Bank. New basement windows were installed in 2008, the kitchen updated with stainless steel counters, a dishwasher and new large natural gas stove and hood. These renovations were completed in 2014, with money raised by the "Pie Making Project".

In 2010 the new audio-visual sound system was completed. The large audio-visual system, enables the use of power point in our services, and the large screen monitor, installed downstairs in the church hall serves, by way of audio visual cameras in the sanctuary, some services or events for over flow crowds.

St. Paul's celebrated our 175th Anniversary in 2002. In 2005 an elevator for the mobility-impaired was installed after a couple of years fundraising for it. The front entrance way outside was updated at the same time by making a ramped interlocking stone walkway. Inside the entranceway, ceramic tile was laid on both sets of stairs as well as the area in between.

In 2013, a Memorial Gazebo was completed and installed next to the church. The gazebo houses our original bell, which at one time was housed in a tower on the roof. Monies to fund the gazebo were provided from the Memorial Fund and the event was celebrated at a special dedication service held in 2013 unveiling the bell and a plaque noting the names of the contributors.

Then in 2015 to help make the congregation feel more comfortable, an air conditioner was donated and installed at St. Paul's.

Members of St. Paul's Outreach Committee are very actively involved in the community Syrian Refugee program (RVSRC) working to support a family coming to Richmond in 2016. This Outreach Committee hosted 'Souper Sundays', a soup luncheon served after Church during the winter months, monies earned going towards Outreach programs. This committee participated in the "Pause Table" at Carleton University during exam time, and they hosted many dinners for our local Food Bank clients. Their annual Quilt luncheon happens every year in June.

Other outreach programs of St. Paul's include the Richmond Community Food Bank established by St. Paul's in 1985 and still housed in the church, as well St. Paul's will host Camp Awesome in July, a Christian camp open to the village of Richmond.

Major fund raisers include our annual Fall Anniversary Supper (2003, 2006 & 2007 included a Silent Auction) providing meals for the Richmond Fair every four years, selling Gift Cards for approximately 40 merchants and our ongoing pie sales.

An initiative to help St. Paul's to be accessible to the handicap was initiated in 2013. To make St. Paul's more accessible we have installed motion detection lighting at the front door and in the front entry to provide better lighting. We have installed threshold ramps at the front door to make it easier for those with walkers and wheelchairs. Non-slip edging has been installed on stair edges to prevent slips. Our elevator is inspected regularly, and repairs are made when needed. This will be

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an ongoing project and more improvements to provide better accessibility will be undertaken over time.

St. Paul's is an active, vital church that has played an important role in the community of Richmond and in the lives of its members since 1827. We do not have a specific committee dedicated to Fundraising, but many of the other committees take on annual events as well as one-time projects. In 2014 we initiated 'the **gathering of electronic to be recycled**' for the village. 2018 will be the year we will try this again.

Coffee Break for Alzheimer's is held with the proceeds of this coffee hour event donated to the Alzheimer's Society.

Aside from our **Pie Making**, we also hold an annual Pie Sale at the local King's Your Independent Grocer.

Recapping our Annual Events as listed below sponsored by such groups as our Sunday School, the UCW, and Outreach;

- Create and man a float in the **Richmond Fair Parade and the Christmas Parade** as well as create the Christmas **banners** hung from lamp posts throughout the village
- The **Palm Sunday Breakfast** organized by the Sunday School is an event looked forward to from year to year as is the **Easter Sunday Sunrise Service** held annually.
- **Garage Sale** (coordinated to the village sale for maximum attendance)
- **Quilt Luncheon** (to support our local quilt shop with their annual Quilt Show)
- **Silent Auction**
- **Angel Tree** Christmas Gift collection and dissemination to local groups
- **White Gift Sunday** often in support the Mission or Local Food Bank
- **University Pause Table** where we provide snacks for students taking exams
- Monthly **Messy Church** is an opportunity for young families to come together, share a meal, make crafts, share learning and worship with their children
- **Gift cards** – these are available for a variety of retail outlets and St. Paul's receives a percentage of sales
- **M&S Loonie Sunday's** – loonies are collected each Sunday for a month, all proceeds going to M&S.

Not all activities are designed to raise funds; we have the book club, Bible Study sessions, and a Creative Worship Club, where crafts are worked on. Planning is underway to establish a trained team of volunteers to provide more Pastoral Care to those in need of visits and spiritual support.

St. Paul's is always looking for new initiatives to involve the congregations, our community and opportunities to have fun, share and potentially raise funds to support the church and its outreach.

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SECTION 4: COMMUNITY PROFILE

1. General

Richmond is a village of approximately 5000 people within the boundaries of the amalgamated City of Ottawa. Primarily an agricultural area, there are several small businesses. Richmond is also host to an annual Agricultural Fair in September.

In recent years several new subdivisions have been built and are still growing with a mixture of 2 story and bungalows. Future development plans include some multiple units. Richmond also has a senior's apartment building and one near the Plaza; nursing home and a Care Home for female residents with Alzheimer's. In 2013 a new shopping centre area was developed within the village and it includes an Independent grocery store, a Tim Horton's restaurant and a new TD Bank facility and in 2016 a Pet Value store. Within this current year, Richmond will have a new medical facility and many new Doctors opening their practices here.

The present amalgamated City of Ottawa occupies an area of 2,800 sq. km. along the south shore of the Ottawa River. Within its borders are a Greenbelt, parks and other open spaces that provide opportunities for nature studies, bird watching and year-round recreation. The Ottawa and Rideau rivers offer summer recreation and, every winter the Rideau Canal is transformed into the world's largest skating rink.

As the Nation's Capital, Ottawa is blessed with many arts and cultural facilities including the National Arts Centre, Ottawa Little Theatre, Centrepointe Theatre, the National Gallery, numerous smaller theatres and galleries, as well as the National Museums of Civilization, Nature, Science and Technology, War, Aviation, and Agricultural. In addition, as the nation's capital, Ottawa is home to the embassies of countries around the world. Ottawa annually offers over 35 festivals and other events to maintain a high interest level for residents and visitors. Winterlude, Canadian Tulip Festival, Bluesfest, Jazz festival, Franco-Ontarian Festival, Folkfest, and the Chamber Music festival are just a few. The Canadian Tire Centre with its seating capacity of 20,500 draws many North American and world known musical and entertainment groups to the city.

For the sports enthusiast, The Ottawa Senators NHL hockey team and the new Ottawa Red Backs CFL football teams along with the Ottawa 67s OHL team and the Ottawa Fury soccer team, part of the North American Soccer League, provide lots of excitement.

Ottawa is home to 3 universities (Carleton University, University of Ottawa, St. Paul's University) 3 colleges (Algonquin College of Applied Arts and Technology, the Dominican College of Philosophy and Theology and La Cite Collegiale)

Within a short drive, we have access to excellent medical facilities at the Queensway Carleton Hospital, the Ottawa Hospital with its three campuses at the Civic, the General and the Riverside; the Children's Hospital of Eastern Ontario and the Ottawa Heart Institute. There are also hospitals providing long term continuing care, rehab, and palliative services.

Employment in Richmond/Ottawa is concentrated in the Public service, high tech, service and retail sectors.

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2. Churches

Within Richmond proper, St. Paul's United is joined in worship with St. Andrew's Presbyterian, St. John's Anglican, St. Philip's Roman Catholic and Grace Assembly Pentecostal. There is a well-established working relationship amongst all churches. For example, they meet every 4 – 6 weeks to discuss and plan inter-church activities such as the Good Friday Walk and Advent Service. For the past two years, St. Paul's has offered a week-long summer youth program (Camp Awesome) to all kids in the community. The program provides an opportunity for some youth to develop their leadership skills as well as for other youth to simply enjoy the many events offered for their enjoyment.

3. Schools

To serve the growing population of Richmond several schools are located within and around the Village.

For public school supporters, Richmond Public School operates classes for students from kindergarten (junior and senior) through to Grade 5, after which students are bussed to Stittsville to attend Goulbourn Middle School for grades 6 to 8 inclusive. South Carleton High School, situated within Richmond is then available for grades 9 to 12. French immersion classes are available for grades 4, 5 and 6)

For supporters of the Catholic Board, St. Phillip's Roman Catholic School runs classes from kindergarten (junior and senior) through Grade 6. French immersion is available for Jr. kindergarten through to grade 6. Students are then bussed to Stittsville to Sacred Heart High School for grades 7 to 12.

4. Community Clubs and Organizations

There are several clubs and organizations including the Richmond Village Association, the Masonic Hall, Lions Club, Orange Lodge, Scouts Canada, Girl Guides, as well as the Royal Canadian Legion

St. Paul's United Church provides the physical location, facilities and many of the volunteers who support the Richmond Food Bank. The Food Bank was initiated by members of St. Paul's in 1985. They felt there was a need in the area to offer this service. The Food Bank is available to a population of some 5,000 people, living in an area that covers the village of Richmond, rural Richmond and Munster. The Food Bank is totally self-sufficient with food and monetary donations given to them by community members, local churches, the local grocery store, etc. While the Richmond Lions Club is the biggest supporter of the Food Bank every group and individual that contributes is very much appreciated.

In February of 2014 the Richmond Food Bank was recognized for its contribution to the community with the People's Choice Award for the top Community / Non-Profit Organization in Goulbourn. An award we are very proud of.

5. Sports and Recreation

Richmond is home to a variety of amateur sports organizations. Within the Village you will find the Richmond Royals who compete in the Ottawa Valley Junior "B" hockey league, the

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Richmond/Munster Minor Hockey League, for ages 5 and up, the Richmond Figure Skating Club, the Richmond Curling Club, as well as a strong minor soccer league and a tackle football program for ages 8 to 16.

A short fifteen to twenty-minute drive away from Richmond, you will find recreational centres in the neighboring communities of Stittsville, Kanata and Barrhaven that all include hockey rinks and swimming pools. Richmond is within twenty minutes of the Canadian Tire Centre, home of the NHL's Ottawa Senators.

Section 5: Pastoral Charge

1. Mission

Our mission at St. Paul's United Church is to proclaim our belief in Jesus Christ as Lord and recognize our responsibility to live according to His example (see page 1).

We will realize our mission through worship, Bible study, Sunday School and our commitment to:

- *a strong and sensitive Outreach program ministering to both the local community and world wide needs, including all of God's people,*
- *encourage involvement of youth and the elderly,*
- *use the gifts God has bestowed on us to be a warm, welcoming and joyful community of faith.*

In 2013 St. Paul's undertook a re-visioning workshop with the assistance of our minister and Rev. Sharon Moon. This work has been incorporated into our Council planning and continues to be revisited as we go forward. St. Paul's leaders frequently take part in Presbytery, municipal and rural training workshops and learning opportunities to keep them abreast of new opportunities to share and develop our programs and mission. In 2016-2017 another re-visioning workshop will be considered.

2. Vision

Our dedicated minister will actively represent St. Paul's as a place in which all are welcome and encouraged to explore and deepen their faith so that in time, they too can be bearers of hope and justice in their community.

Our worship style at St. Paul's is a diverse one. We use a power point projector that displays our worship service but we also provide hard copies for those with vision issues. We offer worship in a variety of senior and care home in the area along with special outdoor services. Our worship strives to incorporate the whole body in worship. Whether it is drama, discussing a topic with your pew neighbor or offering feedback during the service, a variety of worship styles allows a diverse worship experience regardless of personal preference. In the future we would like to offer ministry groups for men, and hold discussion groups in local coffee shops or bars that would be open to the whole community.

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3. People

St. Paul's is a single point Charge located in Richmond but also serving families from Munster Hamlet and other outlying areas. It is a small but active community of faith with many dedicated volunteers actively involved in coordinating and running the various activities in the Church. The congregation is mainly made up of seniors however there are some younger families attending services.

There are currently 150 households under pastoral care with an average weekly attendance in the last year of 45 to 50 people.

From September to June inclusive, there is one Sunday service held at 10:30 a.m. During July and August, services are advanced one hour to 9:30 a.m. where we draw, our three Licensed Lay Preachers to conduct service during the July/August period providing an opportunity for exploring new visions of ministry. In addition, Lay Leadership is offered for several church programs such as Spiritual Practices, , and our weekly Creative Worship get together.

St. Paul's is actively involved in Ecumenical services in the community such as Lenten and Advent services, a Good Friday Walk and most recently the introduction of an ecumenical service during the annual Richmond Fair. This service is actually held on the fairgrounds.

Services are also provided once a month at the Richmond Lodge and the Richmond Care Home.

4. Leadership:

Leadership has been described as "a process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task".[1] For example, some understand a leader simply as somebody whom people follow, or as somebody who guides or directs others, while others define leadership as "organizing a group of people to achieve a common goal".

Leadership at St. Paul's starts with our Minister and Chair of Council and flows out through the Chairs and members of each committee into the congregation.

St. Paul's is a vibrant pastoral charge, willing to support its well establish traditional events while at the same time, willing to undertake new ventures. The ministry staff, lay leaders and members of presbytery are active participants in the United Church and attempt to keep all informed of the changing environment within the wider United Church.

5. Communication and Marketing

St. Paul's has worked very hard to develop a variety of different types of communication to reach the entire congregation. We have a developed a St. Paul's web-site and our Facebook page. These are updated regularly. As well we have E-news, an email sent out each week informing every one of the latest happening at St. Paul's and highlights about the service on Sunday. Bryan and Betty Giffin co-ordinate our Epistle, a news booklet printed 4 times a year. A booklet with stories, poems, puzzles touching on everyone at St. Paul's and our community.

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SECTION 6: RESOURCES PROFILE

1. Buildings

The current physical structure of St. Paul's includes the church proper and a manse. The upstairs interior includes the main church hall which seats approximately 150, a separate Minister's Office and choir room. The Minister's office can be equipped with a desktop or laptop computer.

Downstairs is fully finished and contains a main hall for the Sunday School and other social events as well as a completely furnished kitchen, for which upgrade plans have already been initiated.

In addition, the church maintains a manse which is currently a rental property, located next door to the church. In addition, St. Paul's owns a dedicated cemetery in Richmond which includes an on-site vault used for the winter storage of remains until spring interment. This vault is available to the various funeral homes in the Ottawa area.

For more information and to see photos, go to www.stpaulsunitedrichmond.com.

2. Current Staff

There are four salaried positions at St. Paul's including a full-time Minister, as well as a part-time Secretary, Music Director, and Custodian.

Volunteer positions include Chairs and members for the following:

- Church Council
- Worship Committee
- Pastoral Care Committee
- Ministry & Personnel
- Memorial Committee
- Outreach
- Finance Committee
- Christian Development
- United Church Women
- Cemetery Committee
- Manse Committee
- Property Committee
- Trustees
- Presbytery Rep's.

St. Paul's has developed a Booklet of Council and Committee structure and duties.

Section 7: Challenges and Our Future

St. Paul's faces several challenges heading into the short and mid-term future – challenges that are well known to the congregation. As described in Section 3 above, the Village of Richmond and its surrounding environs is growing. In the past five years, the population of Richmond proper has expanded with the establishment of two new sub-divisions, all within walking distance of St. Paul's. In the next five to ten years, Mattamy Homes intends to erect another 1400 homes to the immediate west of the Village. When completed, the potential exists for the population of Richmond to nearly double from what it was ten years ago.

Section 3 above described the current active congregation as being about 150 homes but with an average Sunday attendance of about 45-50. Furthermore, the average age of the existing congregation is about 60. The challenge facing the new Minister is to grow St. Paul's along with the Village and to affect a much greater penetration into the younger families while, at the same time, maintaining the interest of the current member roll.

To that end, discussions continue among the congregation about the need to establish an expanded set of youth activities, enlarged Sunday School activities as well as providing a place and activities for teenagers. This was discussed among the congregation as recently as 2001 and was supported

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by a large majority. At that time however, there was some concern about the ability of the Church to raise the necessary funds and plans were suspended. Trends in the last few years, with our aging congregation, is to struggle along as have been. With the cost of living increases each year, the yearly finances remain as a deficit. The challenge is to either increase giving's, increase activities, cut expenses which we have very little moving room, or keep brain storming on ways to meet the expenses each month. The challenge is ours to work on and we will do this.

The Church has always demonstrated its capacity to come together in support of projects and with informative sessions to explain our on-going situation, the congregation will come thru.

As one example, the Church has been actively involved in the sale of voucher cards from several businesses including President's Choice groceries, Home Hardware, Home Depot and several others. The sale of these cards is also extended to members of other churches in Richmond. This program has provided a steady source of return and is considered a proven winner. Since the start of this program, 1996, over \$200,000 has been raised in net profits. Inexplicably, participation in this program has been declining. Every effort must be made to reverse this trend.

As a further example, the ladies of St. Paul's established a group to meet weekly to make pies, quiches and tourtieres for sale to the congregation and the general public. In addition, this group has, for several years, been under contract to a local strawberry vendor to convert their fruit into pies for sale at their retail outlets. The proceeds from this ongoing venture have been in the tens of thousands of dollars and have paid for several capital improvements to the building including the installation of an elevator for the physically handicapped and its maintenance.

Other fund-raising activities have included provision of meals for sale at the annual Richmond Fair. This is done on a rotational basis with now, two other local churches. In addition, the church holds annual garage sales, and dinners combined with various auctions. The challenge for St. Paul's is to maintain the high level of volunteer involvement to keep these activities going.

As a final note, there is a constant and pressing need to ensure a focus on the ongoing maintenance of the church's property. During 2013 a building audit was conducted on the church manse to determine its state of health. With the information that resulted, steps have been taken by the Trustees to undertake priority-based maintenance upgrades to the facility. A multi-year maintenance plan with costs estimates will be developed and presented to Council for approval to ensure ongoing priority improvements are undertaken.

While there is a strong spiritual sense among the members of St. Paul's, there is also the reality of the business of the church. A healthy and growing congregation needs an equally healthy and daptive physical environment to prosper. A priority of the Council and Finance Committee is to keep the congregation informed of our financial state on a regular basis.

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PROFILE 3: POSITION DESCRIPTION(S)

Title: Minister, St. Paul's United Full Time (40 Hours per week)

One or two sentences describing the position:

Ministry Designation: Ordained or Diaconal or eligible to be through actions of the 2018 Conference Annual Meetings

Accountability and Support:

The Minister of St. Paul's is accountable to the Ottawa Presbytery and accountable to the Pastoral Charge through the Ministry and Personnel Committee.

General Duties, Responsibilities and Time Allocation:

The Minister works to assist the congregation in realizing its Vision and Goals.

Administration and Leadership: **5 %**

(Point form description)

- Attending meetings of the various church committees including Council

Worship **45%** (point form description)

- Preparation of content material for all worship services.
- Conduct of all worship services.
- Meeting with bereaved families and preparation of any funeral services as necessary.
- Once a month, conduct a service at each of the Richmond Seniors' Lodge and the Richmond Care For Home.

Wider United Church involvement: **10%**

Active participation in Presbytery, Conference and General Council in consultation with the Ministry and Personnel Committee.

Pastoral Care: **20%** (point form description)

- Work with Pastoral Care Committee to ensure needs are being properly and adequately met.
- As necessary, hospital and home visitations for sick and shut-ins.

Outreach: **10 %** (point form description)

- Monthly Home Visitation for Communion.
- Participate in Christmas and/or Richmond Fair Parades.
- Participate in Annual Remembrance Day Events.

Christian Development: **5 %** (point form description)

- Regular participation in our Messy Church activities which take place Sundays outside of regular service hours. This is an exercise that is intended to draw young families and their children to St. Paul's. Each Messy Church includes fun with a seasonal craft, a meal, a short service and a closing.

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Ecumenical Involvement: 5% (point form description)

- St. Paul's participates annually in an ecumenical service at the Richmond Fair.
- The Good Friday Walk at Easter
- The Sounds of Christmas, which takes place at St. Paul's and involves the other community Churches.

Professional Development: *this is in addition to annual Study Leave of three weeks)*

- *Pursuing professional development and spiritual development in consultation with the Ministry and Personnel Committee*

There other no other Ministry Personnel positions associated with this Pastoral Charge?

PROFILE 4: SKILLS, KNOWLEDGE AND EXPERIENCE

Skills:

- The ability to establish and maintain good working relationships within the church and the community;
- Good communication skills both from the pulpit and in face to face situations;
- Strong visioning and enabling skills in order to further a long term plan to encourage growth as well as the energy and motivation to enable such a plan;
- The ability to analyze issues and seek solutions and compromise through effective conflict resolution skills.

Knowledge:

- Master's Degree in Divinity or equivalent
- of the Bible but also Christian writings that discusses faith in action in a current world with many challenges
- of the history of St. Paul's
- of the origins and intent of Messy Church
- of traditional worship services as well as knowledge of newer, more current approaches

Personal Attributes:

- Tact and good judgment when dealing with people and issues particularly in recognition of the generational mix of the current congregation;
- An appreciation of the unique blend of rural and urban lifestyles within the community.

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- Willingness to work in the local Richmond community. It is important to note that the minister need not reside in the Richmond community, but that St. Paul's church needs to be the primary work location.

Experience:

St. Paul's is not necessarily looking for an elder statesman with a broad range of experience. As a smaller church, we would welcome someone who is in the beginning of their career. In our minds, we would view fresh ideas and energies as equally and perhaps more so important than vast experience. As indicated above, our new minister should be comfortable with dealing with an older congregation that recognizes the need to get younger.

PROFILE 5: WHAT WE CAN OFFER

1. Review the Salary Schedule: Category A thru C at Col level 4 (\$55,847 thru \$59,104)
3. What salary can your pastoral charge afford? \$ _Up to the minimum for level C _
4. Category _C (2018 rates) __ \$59,104
5. Are you able to afford to pay a salary over minimum? Yes No
6. Current Housing Allowance \$ _____ N.A. _____ per year.
7. Projected Housing Allowance \$ _____ N.A. _____ (if being reviewed)
8. Date of Last Housing Allowance Review __ N A _____
9. Continuing Education and Learning Amount \$1,393 _____ per year.
10. (see UCC Salary Schedule for minimum amount).
11. Continuing Education/Educational Leave of three (3) weeks per pastoral year.
12. Sabbatical: No less than three consecutive months of sabbatical after five consecutive years of service to the pastoral charge.
13. Basic Telephone (Communication) Amount \$50 per month (Presbytery minimum)
(Note: The Minister may want to have a cellular telephone rather than a land line for communications purposes).
14. Vacation: One month per year, including 5 Sunday

Technical Equipment support and services as necessary
15. Manse: St. Paul's manse is currently rented out and is not be available to a new Minister.
16. Moving/relocation budget \$ ___re-imbusement for reasonable expenses

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THE UNITED CHURCH OF CANADA
SYNODE MONTREAL AND OTTAWA CONFERENCE



Appendix A

PROFILE 1: DEMOGRAPHIC, FINANCIAL AND COMMUNITY

Purpose: To provide information about the Mission Unit/Pastoral Charge to prospective applicants.

PART A: ABOUT OUR PEOPLE:

(Multi-point Pastoral Charges: please complete a profile for each congregation/mission unit)

Number of congregations: 1 2 3 N/A (e.g. Outreach Ministries)

Congregation: St. Paul's United 45
(Name of Congregation) (No. on roll) (Average Sunday attendance)

We think of ourselves mainly as: Rural Remote Small town Suburban
Urban Inner City Other_____

Most of us live (check only one): in an apartment in single-family homes
 in retirement homes in long-term care homes on working farms
 on rural retirement properties in low income or rent-to-income housing

The rest of us live (check all that apply): in apartments in single-family homes
 in retirement homes in long-term care homes
 on working farms on rural retirement properties in low income or rent-to-income housing

PART B: ABOUT OUR PASTORAL CHARGE:

Our congregation includes: (approximate numbers in each group)

Infant and preschool 3 Children (5-12) 20 Teens (13-19) 24

Young adults (20-30) 5 Adults (35-50) 31 Adults (51+) 145

Breakdown of Adults (51+): Young retirees (51-64) 42 Older retirees (65-70) 22 Seniors (over 70) 81

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Most of us: (choose one)

- Grew up in this area Moved to this area for work
 Moved here to be close to family Moved here for other reasons

Many of us work in the following industries or sectors: (check all that apply)

- Health or social services Education Manufacturing
 Transportation Agriculture and food production
 Retail Environment Mining/Forestry
 Information Technology Government Other

Our congregation and/or community includes a significant number of people considered low-income or on social assistance. Yes No

Our congregation is like: (choose on that best applies)

- A big family where we all know each other;
 A medium sized church where we recognize each other but may not know each other well;
 A big church with lots of staff, where small groups are close to one another based on common interest;
 Other description: _____

Our heritage as a Pastoral Charge: (check one that best applies):

- a) Has roots as a Methodist/Congregationalist/Presbyterian/Local Union Churches/Aboriginal congregation prior to Union in 1925;

- or b) we began: between 1925 and 1945 between 1945 and 1965
 between 1965 and 2000 after 2000

We have been officially designated an "Affirming Congregation". Yes No

We have a marriage policy allowing same-sex marriages. Yes No

We think of our pastoral charge in the following way: (choose the one that best applies)

- We have a new vision and are really excited; still working out how to live into that vision
 We are clear about our vision and purpose and have/are developing the skills and gifts to bring it about; we are excited and optimistic about our vision.
 Our congregation is changing and we can no longer continue as we have been; we don't know how to go forward and have some anxiety. We believe that we have a future but can't quite see it.
 We see that the ministry within this community is probably winding down after many positive and productive years of faithful ministry, mission and service; we want to celebrate what we have been as we intentionally and graciously end this ministry.

Describe the ministry in our congregation at this time.

St. Paul's has one full time minister for Worship, Sacraments and Pastoral Care. This position

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became vacant in August 2017. The Minister is supported by two licensed lay worship leaders.

Council consists of Clergy, Ministry Chairs, Trustees and Presbytery Representatives. We currently have a vacant Council Chair position

Many members of the congregation contribute to the work of the church. In a given year, literally thousands of volunteer hours are reported. Volunteers are active in a number of ministries including:

- Worship
- Pastoral Care
- Outreach
- Christian Education (includes Sunday School and Messy Church)
- Resource Management ministries (Finance, Property, Ministry & Personnel, Trustees etc.)
- Presbytery Representatives
- United Church Women (UCW)

Our congregation is aging. We need to attract and engage new congregation members, particularly more youth and young families.

What would a newcomer experience in worship and church community life?

A conscious/intentional effort is made to acknowledge, welcome and get to know new attendees, with hopes to understand their interest and talents and to engage them into the church community. As such, a newcomer to St. Paul's would experience: a nice warm welcome (comfortable & appreciated), a sense of family and community (inclusive & belonging), and a feeling of peace and quiet.

What do we do well as a pastoral charge? What are our strengths?

- Caring, Listening
- Outreach
- Fellowship
- Pastoral Care
- Music

What aspects of our congregation's ministry could use development and growth?

St. Paul's could increase ministerial visibility in the community. In addition, we need to increase membership with a focus on reaching out to younger families understanding the shifting priorities of these young families. One of the ways we have tried to reach out is through our Messy Church activities which take place outside of regular worship hours, i.e. Sunday afternoons. This has had some success but could be expanded.

What is our dream? (if we had unlimited financial and/or volunteer commitment)

Our dream would be to become a more vibrant component of the Richmond community, with sufficient programs and resources to react to every conceivable community need.

What are the three most important ministry programs we offer?

1. Worship

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2. Messy Church and Sunday School
3. Outreach

What are the biggest challenges to ministry in our congregation right now?

Richmond is a growing community. St. Paul's will need to be responsive and reactive to the needs of this opportunity. We will need to be able to transition from a traditional approach to our ministry towards a more flexible worship style as necessary.

In addition, finances, an aging congregation and a healthy volunteer base are and will remain challenges for the foreseeable future.

What will be the biggest challenges to ministry in our congregation 5 years from now?

See above.

PART C: ABOUT OUR COMMUNITY

This is what we love about our community. This is what makes it unique.

- Richmond is inclusive, welcoming, and safe, offering programs for all ages
- People want to serve, and give back to the community
- Sense of community
- Evolving, growing suburban neighbourhood.

The three economic, demographic or political challenges facing our area are:

- Richmond is considered to be a middle-income community evolving from a rural, agricultural environment to a more diverse suburban, near bedroom community for greater Ottawa. However, there are people living within the community who struggle to provide basic necessities for themselves and their families. Note that the Richmond Food Bank currently provides 20 to 30 orders per month.
- Work, stress and competing priorities limits the time an individual has to commit to a faith community and to embark on a faith journey.
- The federal government is the largest single employer in the region followed by a resurgent high-tech community. As such, the area is potentially very transient in nature. This provides a special and constant challenge in constantly evolving and staying relevant in the community while reaching out to incoming families.

Here are two or three websites that offer detailed information about our community:

www.richmondvillage.ca
www.stpaulsunitedrichmond.com

Other faith communities represented in our community/region are:

St. Phillip's Catholic Church
St. John the Baptist Anglican Church
St. Andrews Presbyterian Church
Grace Assembly Church

We have close ties with the following faith communities, social services or community outreach services: (e.g. food bank, community associations, etc.)

Richmond Food Bank
Richmond Fair
CareFor Home
Richmond Lodge
Richmond Village Association

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Are there opportunities for ministry in your congregation or community that could/should be explored? (*e.g. with schools, youth, the elderly, families, etc.*)

- Be visible in the community participating and hosting family events
- Community partnerships with community service agencies in Richmond including Girl Guides, Boy Scouts, Lions Club, Legion etc.
- To identify, connect with and welcome new community members.

Are there opportunities for shared ministry between congregations (United Church or other denominations) in your wider community/region that could/should be explored?

There is an annual ecumenical service that takes place during the Richmond Fair.

Attach the appropriate page of APPENDIX E to this page of the JNAP

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PART D: ABOUT OUR ASSETS

Governance structure: Official Board Council Church Board
 Other If "other", please describe:

How many people are on your Governing Body? _____ **16** _____

How many are typically present at a meeting of your Governing Body? _____ **10-12** _____

Our Church Building(s): *(include information for each building if more than one)*

St. Paul's consists of two buildings, the main church and the original manse, which has been converted to a rental property. Both were constructed in the early 1900's. The main church was constructed in 1901 to house the Richmond Methodist Church. In 1925, it joined the newly established United Church of Canada. An addition, including new front and rear entrances, a church hall, a kitchen, a furnace room, washrooms, a choir room and a chancel was built in 1967. In 1997 St. Paul's added a new covered entrance way.

Our Sanctuary holds _____ **150** _____ **people.**

Are there meeting rooms? Yes No

What are they used for?

Is there a basement? Yes No

Usage – Sunday School and General Purpose

Is there a nursery? Yes No

Is the nursery toys/furniture compliant with current safety standards? **N.A.**

Are there Sunday School rooms? Yes No

How many? _____ **N.A.** _____ **Are they also multipurpose use?** Yes No

Are there community rooms, church hall or activity rooms? (i.e. quilting, gym, etc.) No

Largest community room holds _____ **60-80** _____ **people.**

The basement of the church, including a kitchen and furnace room, serves as a general-purpose room and is used for church dinners, Sunday school, meetings, overflow for funerals, etc. In addition, the Richmond Food Bank is housed in St. Paul's and the basement is often used as a distribution point.

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Do you own a Manse? Yes No (If yes, please complete **PR 436 MI** – see Appendix B)

If yes, do you expect it to be occupied by the minister? Yes No

If yes, briefly describe the general condition of the manse?

The old Manse building is rented and not available to clergy

Where is the minister's office located? Within the church, separate from the sanctuary
Describe it:

Is the building used by outside groups? Yes No

Brief descriptions (tenants, occasional rentals, frequency of use):

As stated above, the Richmond Food Bank uses the building as well as monthly meetings of the Boy Scouts executive. In addition, the general-purpose basement is rented to a local yoga instructor who conducts weekly sessions.

Is there audio-visual capacity in the sanctuary church hall

Is there a photocopier in the church? Yes No

Is internet provided at the church? Yes No **If yes, is it** High Speed Dial up

Is the church accessible per United Church Accessibility Guidelines? Yes No

http://www.united-church.ca/files/handbooks/buildings_accessibility.pdf

Are all areas of your building accessible? Yes No

If yes, how: wheelchair ramps elevator/lift power-assisted doors
accessible washrooms braille signage hearing-assist system
large-print worship materials increased lighting
other:

If no, please list areas in the building which are not accessible:

There is no readily accessible washroom for wheelchairs. However, there is an elevator/lift that ensures full access to the rest of the building.

If available, estimate of the cost to meet accessibility needs: _____ **N.A.** _____

Support Staff:

Is there support for administrative tasks (e.g. bulletin, scheduling, and reception)?

Yes No

If yes, how many hours per week? _as needed **If yes, is this** paid volunteer?

Is there support for caretaking tasks? Yes No

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If yes, how many hours per week? ___3-6___ If yes, is this paid volunteer?

Briefly describe the music for Sunday Service:

Traditional hymns are primarily used in church services.

Is there someone specifically named to support to your music program? Yes No

If yes, how many hours per week? ___3-6___ If yes, is this paid volunteer

Do you have a choir? Yes No If more than one, how many? _____

Who provides Sunday Supply when your minister is way on vacation or study leave?

St. Paul's has two Licensed Lay Worship Leaders, as church members, who are available.
In addition, we have used guest Ministers or outside Lay Worship Leaders

Number of worship services each Sunday: __1__ Time(s) of service(s):

From September 1 to end of June, services are held at 10:30 a.m. In the summer months, services are held at 9:30 a.m.

Do you have an active Worship Committee? Yes No

Ministry and Personnel Committee:

How many committee members? 3 How often does the committee meet? As needed

Has one or more of the committee members ever attended an M&P Committee training event in the last three years? Yes No

Pastoral Care:

Do you have a trained Pastoral Care Team in place? Yes No

Are there volunteers who help with the hospital, shut-in & member visits?

Yes No If yes, how many volunteers? 3

Does this area of the congregation's ministry need to be developed: Yes No

If yes, explain how:

As the congregation ages, more time and energy will be required. Difficult to quantify exact needs, but we are aware of the situation.

Christian Development / Faith Formation:

Do you have a Christian Development Committee? Yes No

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Is there someone specifically named to support to your educational program? Yes No

If yes, how many hours per week? 2-3 If yes, is this paid volunteer?

PART E: ABOUT OUR FINANCES

The word or phrase that best describes our current financial situation is:

- Abundant Adequate Not meeting expenses but optimistic
- We are not meeting expenses. We rely on bequests and reserves to fund operating budget.
- Other

Our Revenue Sources are: *(please indicate approximate percentage of your current operating budget that comes from each source)*

Congregational Givings 63 Congregational Fundraising Activities 27
 Rental of building/services 10 Bequests, Reserves, Investments 0
 Other (please briefly describe):

Is there a Finance Committee? Yes No

Financial statistics:

How many weekly offering envelopes do you issue? 55

How many people are on Pre-Authorized Remittance (PAR)? 25

How many active givers are there? 80

What is the annual income of the Pastoral Charge? \$100,000 est.

What amount of money is directed toward the Mission and Service Fund? as received

What are your fundraisers?

In addition to our annual supper, St. Paul's has, for many years, sold gift cards from several dozen stores in return for a percentage of sales. These cards are sold within the church as well as in the community. During the years, we have held one-off events like live and silent auctions, garage sales, and a Red Stocking event at Christmas. In the past few years the church has alternated with St. Philip's Catholic Church in preparing and selling meals at the Richmond Fair. In addition, the UCW has been actively involved for several years in St. Paul's pie-making initiative. Funds from this exercise are primarily used to off-set ad hoc capital expenses.

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What amount is paid for the minister's salary? __59,461 (in 2016)__

What was the total travel allowance given last year? __\$333.00_

This figure is based on the number of kilometers claimed at a rate of \$.52 per km.

How much of money raised goes for building maintenance? _as received in envelopes_

Church building maintenance and repair:

Who does the repairs? Local contractors as needed

Are major repairs required? Yes No

List in priority with estimated costs: _____

Have you had to ask for assistance from Mission Support to cover your budget?

Yes No

If yes, tell us when and how much you received?

Date: _N/A_____ Amount \$ _____

What is the maximum salary increment you feel you are able to pay? (A-C)_

Starting at the minimum, we would follow the United Church wage guidelines. St. Paul's is considered a category 4 church.

Might you consider offering above the minimum salary? Yes No

Are you considering a reduction or increase in working hours of ministry personnel?

Increase Decrease Stay the same

What other potential revenue resources do you have to draw upon in your church and wider community?

Limited opportunities available

PART F: OUR FINANCIAL RESERVES

We have sufficient reserves in the bank that we could cover three months of expenses if we had an emergency. Yes No

Our Financial Accountability:

Our financial statements are reviewed by an external person each year:

Yes, a formal third-party review No

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Our financial statements from the last three years are available upon request.

X Yes

No, but available on our website

No

Our Financial Statistics from the last five years:

This information may be found on the annual Statistics Forms which are filled in by the pastoral charge or from past copies of the United Church Yearbook (Volume 1).

If copies of the annual United Church Yearbook (Volume 1) are not available in your church office, please contact your Presbytery Office or the Conference Office for this information.

	Line # in UCC Yearbook	Current Year	One Year Ago	Two Years Ago	Three Years Ago	Four Years Ago
Households Under Pastoral Care	Line # 3	132 est.	134	135	136	137
Financially Supporting Households	Line # 6	85 est.	89	89	49	115
Attendance at Sunday Worship	Line # 20	60 est.	65	65	80	80
Regular Givers	Line # 18	120 est.	125	131	140	140
Operation of Pastoral Charge (\$)	Line # 40	\$100,000 est.	\$113,376			

The Estimated Operational Income and Expenditures for the past year, the current year and for the next three years have been estimated as follows:

Year	Income	Expenditure	Difference (+ or -)
2015	\$ _104,217	\$ _107,294	\$ - 3,077
2016	\$ _107,673	\$ _112,596	\$ - 4,923
2017	\$ _105,000 est.	\$ _108,000 est.	\$ - 3,000 est.
2018	\$ _105,000 est.	\$ _108,000 est.	\$ - 3,000 est.
2019	\$ _105,000 est.	\$ _108,000 est.	\$ - 3,000 est.
2020	\$ _105,000 est.	\$ _108,000 est.	\$ - 3,000 est.
2021	\$ _105,000 est.	\$ _108,000 est.	\$ - 3,000 est.

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Additional comments or notes that you feel may be relevant:

St. Paul's is heavily reliant on fundraisers. In 2015, \$23,594 was raised and in 2016, the figure was \$23,147. Fundraising has become a way of life at St. Paul's and there is no indication that that this trend will change.