

Joint Needs Assessment Report

Westminster United Church - Waterloo

Approved: at Congregational Meeting June 24, 2018

Acknowledgement of Territory

We acknowledge the traditional territory upon which we gather.
For many thousands of years the Haudenosaunee, the Neutral and the Anishnawbe have sought to walk
gently on this land.

We seek a new relationship with the Original Peoples of this land, one based in honour and deep
respect.

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Community Profile

Westminster United Church is located in the Beechwood area in northwest Waterloo. This area is well established and many residents are affiliated with the University of Waterloo or Wilfrid Laurier University. Single family detached homes built in the 1970s are the predominate style, with new developments in condominium townhouses, apartments and senior complexes. Green spaces abound in this area of Waterloo, including the Laurel Creek Conservation area within the city limits.

The cities of Waterloo, Kitchener and Cambridge make up the Regional Municipality of Waterloo. Toronto is within daily driving distance, so the reasonable housing prices, diverse population of various cultures and the solid economy anchored by high technology, make this area attractive to newcomers

and long-term residents who enjoy the safe, quiet neighbourhoods and the many amenities that are present.

Health Care

Two large hospitals provide a network of health care excellence. Grand River Hospital is also the home of the Regional Cancer Centre, while St. Mary's Hospital is renowned for the treatment of heart diseases. The Local Health Integration Network (LHIN) coordinates health services for those who require specialized care due to age or illness. Training in medicine, optometry and pharmacy are provided by McMaster University and the University of Waterloo campuses in the community. The Research Institute for Aging and the numerous retirement, assisted and Long-Term Care facilities provide a continuum of care. Social service agencies address a variety of needs for children, youth and others who require support outside the home.

Recreation

Walking trails, the steady development of designated bike lanes on city streets, and urban parks and golf courses encourage an outdoor lifestyle. Sports include an OHL hockey team, professional basketball, baseball and soccer teams. Leagues for all ages promote opportunities for fitness at a number of larger community complexes that have ice pads, pools, gymnasiums and splash pads. A short drive makes visits to Lake Erie, Lake Huron, and Georgian Bay a great getaway.

Arts and Culture

Waterloo Region is home to annual festivals including jazz, blues, comedy, multicultural, arts and crafts, food festivals and the largest Oktoberfest celebration outside of Germany. Large concert venues including Centre in the Square attract touring Broadway shows, performers and the Symphony. Drayton Entertainment and the Stratford Festival produce professional theatre within an easy drive. Local museums like the Clay and Glass, Woodside Park and Schneider House as well as local history museums offer a variety of programming.

Shopping and Dining

The area is served by two large retail chain complexes, Conestoga and Fairview Malls, and an ever-growing number of independent retailers. Restaurants feature fine dining, intimate bars and local and chain offerings. Craft breweries and related vendors round out the culinary experiences. Two farmer's markets, St. Jacob's and the Kitchener Downtown Market, provide opportunities for fresh produce and to support local farmers. The traditional Mennonite community is close by and provides a unique flavor to the area in offering farm fresh products and handiwork.

Transportation

Light rail transportation in the form of the ION train is launching within the year, linking Waterloo, Kitchener and Cambridge with an integrated transit system. GO service by rail and bus is provided regularly to points between the Region and Toronto. VIA rail has a manned station in Kitchener linking points on the Toronto to Windsor corridor. Regular flights from Waterloo International Airport in Breslau (east of KW), Mt. Hope (Hamilton), Pearson (Toronto), Billy Bishop (Toronto Island) and London

International Airport provide connections to other communities with relative ease. The church is on a local city bus route.

Education

Waterloo Region is home to the University of Waterloo (UW), Wilfrid Laurier University (WLU) and Conestoga College, all three having various campuses offering a wide variety of academic programs. UW is known for its CO-OP program and excellence in computers and engineering studies. WLU's specialities include business, music and social work. Both offer undergraduate and graduate degree programs. Conestoga College offers a variety of diploma and certificate programs and is growing its programming to offer combined degrees in conjunction with various universities.

There are four publicly funded school boards in the area: The Waterloo Region District School Board, The Waterloo Catholic District School Board, Conseil scolaire de district du Centre-Sud-Ouest/District School Board Centre-South-West and the Conseil scolaire de district catholique du Centre-Sud/Catholic District School Board Centre South. Private schools offer various curriculums including Bilingualism, Christian or Muslim faith centric, and niche programs in Secondary Academic Prep and for Elite Hockey Players.

Employment Opportunities

Waterloo Region is home to a large and diverse technology hub which includes companies like Google, BlackBerry and Shopify. Start-up businesses have the support of Communitech and the Accelerator Centre. Research, development and scientific excellence is nurtured at the Centre for International Governance Innovations and the Perimeter Institute. Our region is home to SunLife, Manulife, Economical and Equitable Insurance companies. Other large employers are related to education, government and light manufacturing.

Housing

Housing costs in Waterloo Region have undergone a substantial increase in recent years as more Toronto based commuters have moved into the area to find affordable housing for their families. Upward growth is being encouraged to prevent urban sprawl and the skyline reflects the intensification of housing into high rises, particularly in the university district. The establishment of the LRT route has brought substantial development in condominiums and apartments along the streetscapes that touch the route. Grand River Transit is working to make the population less dependent on car travel, but most single-family dwellings are in areas that rely on personal transportation. Locally, two supportive housing apartment buildings have been established and reasonably priced accommodation can be found within a short driving or commuting distance.

Pastoral Charge Profile

Our Mission

To establish and develop a Church organization to be known as Westminster United Church of Waterloo, for the purpose of worshipping God, to grow and develop in knowledge and understanding of God's work and purpose in the world.

To create an environment of openness for all people. To affirm that all who seek to live faithfully regardless of ability, age, ethnicity, race, sexual orientation, or social circumstances are welcome to full participation in the life of the congregation.

To foster full opportunity for full participation by all in the wider church.

To develop and promote meaningful Christian Education programs for the children and youth of the congregation, to develop and nurture a fuller understanding of God and the principles of faith of the United Church of Canada.

To present all programs in such a manner as to elicit enthusiastic participation by this most important segment of the congregation.

To carry out God's ministry of love and caring within the immediate Westminster community where congregational members live and work, including global outreach in a world where God's people can benefit from Christian love and support.

To act as disciples of Christ and to follow the Christian teachings of the church.

To strengthen our Christian faith through increased knowledge of God, learned through participation in worship services and other church activities.

Our History

Westminster United Church began at a grassroots level, and officially came into being on November 18, 1990. For a number of years, services were held in the gymnasium at Mary Johnston Public School. Taking advantage of a chance encounter, we then planned and built our current worship centre with Temple Shalom, a Reform Jewish congregation. We share the sanctuary, community room, kitchen, church house and other facilities, and oversee care and maintenance of the building and grounds with a joint management committee. We officially opened The Cedars to the public on September 5, 1996. From our formation, The Cedars is unique in Canada, and the relationship works well for both congregations.

Westminster is open, accepting, affirming, challenging, and stimulating. We seek a life in which love and justice figure prominently. We try to reach out to those who share our vision of the world as a place of peace and hope. We seek to live lives that honour and serve our God.

Our Members

The membership of the congregation is ever evolving. Currently, there are a healthy number of youth and post-secondary students, in addition to families and seniors. There are a relatively small number of young children. A small number of retired ministers have chosen Westminster as their community of faith. The membership is comprised of individuals and families from a variety of income levels, employment and educational backgrounds, providing for a myriad of perspectives. The congregation is also not localized with members travelling from around the

tri-cities and neighbouring townships to attend worship at Westminster. Attendance at worship services is fluid with members attending when they are able to, which affects the style of worship and requires flexibility when planning services (e.g. if there are no children, the minister accommodates for that).

Style of Worship

The style of worship at Westminster is casual, flexible and welcoming. Services are thought provoking and both inspire and educate the congregation. Lay leaders are supported in their active participation in worship. There are a variety of committees at Westminster, including social, property, personnel, and service coordinators. Currently the Christian Education Coordinator position is vacant, meaning there is no Sunday school programming. We've also identified the need for programming for youth. Westminster collaborates with other area churches in a variety of capacities, including the delivery of confirmation classes, collaboratively delivering worship services, and sharing some elements of pastoral care.

Other Programs and Outreach at Westminster:

Through the following missions, Westminster responds to current needs identified at local, national and global levels in visible and intentional ways:

- Angel Tree for Prison Fellowship Canada
- Oxford House in northern Manitoba – white gift Sunday
- Fundraisers (neighbourhood and community invited)
- Tri-Faith sponsorship of a large Syrian Family
- The Water Project (discouraging the use of bottled water)
- Prayer Shawls
- Casserole Ministry
- Christmas Play
- Columbia - Two Countries One World (TCOW)
- Joint projects with Temple Shalom
- Supportive Housing of Waterloo (SHOW)

Ministry Profile

Leadership

- Provides primary point of Ministry contact and a voice for outreach, pastoral care and worship activities for the congregation and the wider neighbourhood and community
- Facilitates a culture of empowerment, guidance and collaboration, equipping all members to take up pastoral care as a shared and collective responsibility
- Provides leadership to the area of Christian Education by equipping the Christian Education Coordinator to deliver education for all ages and stages (e.g. offerings that go beyond Sunday morning worship – book studies, groups, etc.)

- Collaborates with and empowers lay leadership and volunteers to coordinate strategic and long-term planning, helping them to fulfill their pastoral care roles
- Provides staff team coordination and support, ensuring that key activities are completed in a resource efficient manner
- Facilitates and encourages a climate of open and proactive communication in the life and work of the church
- Attends monthly Church Council Meetings
- Attends committee meetings when required
- Prioritizes own workload to meet weekly and monthly deadlines
- Maintains an active and effective relationship with the United Church of Canada
- Regularly meets with other Order of Ministry personnel in Waterloo for collegiality and the development of joint special services
- Openness and enthusiasm in working within an interfaith worship community with Temple Shalom

Outreach

- Through the Office Administrator, proactively communicates information to the congregation and broader community using a variety of sources (e.g. social media, website, email, print)
- Nurtures leadership within the congregation related to outreach and advocacy at local, national and international levels
- Supports a wider vision for ministry than solely our congregation
- Gives primary support to outreach lay leaders and volunteers, including those in the community and from other faith groups
- Advocates for and supports members of the congregation and community guests with community agencies and the justice system
- Educates the congregation about local community issues and global needs
- Provides the face of Westminster within the broader community through attending meetings, gatherings, being a visible presence outside our building, and being available for church social functions when requested

Worship

- Proactively plans, coordinates and implements regular and special (e.g. Christmas, Lent) worship services in collaboration with the Music Director and other lay leaders
- Prepares and delivers meaningful sermons that inspire and educate the congregation, and that are relevant to today's events and the relationship between our faith and the world around us
- Fosters inclusion of all congregants in worship services (e.g. through intergenerational services)

- Works in collaboration with other Waterloo Ministry Personnel to plan and implement joint special serves during Lent, Easter and as required
- Encourages the children’s active participation in worship
- Administers the sacrament of Holy Communion
- Administers the sacrament of Baptism when requested
- Officiates at weddings and funerals as requested

Pastoral Care

- Visits hospitals, nursing homes and shut-ins
- Addresses other pastoral care needs

Education

- Plans, coordinates and implements confirmation classes

Position Description

Position Summary

Our minister will be a member of the Order of Ministry (Diaconal or Ordained) of the United Church of Canada. Our minister will be responsible for the overall coordination of the church mission and will motivate, encourage, and support our staff, lay leaders, volunteers and community partners. Our minister will work collegially within a model of shared decision making and empowerment.

Accountability		
To Whom	For What Purpose	Contact
Ministry and Personnel Committee	For local support and accountability related to this position description	Chair, Ministry and Personnel Committee
United Church of Canada	For Collegiality, oversight and discipline	As determined by the United Church of Canada

Skills Profile

Leadership

- Inclusive
- Flexible
- Creative
- Organized

- Motivating and energizing
- Independent, proactive, takes initiative
- Approachable
- Secure and comfortable in an inter-faith context. We share a building with Temple Shalom, and Muslim groups meet here.
- Team-player, communicates effectively with congregants, peers, community partners, church visitors, neighbours and the broader community

Outreach

- Facilitates equips and supports the congregation in outreach ministry

Worship

- Ability to make Christianity relevant in our current environment
- Collaborates with staff and lay leaders
- Progressive theology balanced with traditional services
- Open interpretation
- Include children's time

Pastoral Care

- Active listener
- Empathetic, warm

Education

- Includes children and youth; draws them into worship.

General

- Passion for this call
- Welcoming and inviting to families
- Sense of humour
- Planning
- Technical skills

Resources Profile

Financial Resources

Westminster United Church has a Venture in Missions mortgage with the United Church of Canada. The payment terms are 10% of our offerings and fundraising. In 2014, in order to maintain a balanced budget, we reached an agreement with The United Church of Canada to reduce our payments to whatever would give us a balanced budget. Westminster currently has a balanced budget, and is projected to maintain a balanced budget well into the future.

Physical Resources

The Cedars Worship Centre was built in 1996. It is jointly owned by Westminster United Church and Temple Shalom. Expenses for the building and property are shared by the two congregations, with both contributing to a capital fund each year. The property is jointly managed by the Cedars Management Committee which includes members from each congregation. Temple Shalom took out a mortgage from Westminster United Church in 2003 to buy into the building and this mortgage will be paid off in August 2028. Expenses are shared with both congregations contributing to a capital fund, which is healthy.

The Cedars Worship Centre is wheel chair accessible and air-conditioned. The sanctuary is a flexible worship space. There is a house attached to the building that was originally on the property. This house is used for classrooms and is rented out to groups in the community. We have green space available for outdoor worship. There is a large parking lot adjacent to both buildings.

Girl Guides use the building twice per week September to June; Brownies on Monday evenings and Rangers/Pathfinders on Tuesday evenings. This use is provided free of charge. Scouts also use the basement of the house for storage of their camping gear, but they do not run weekly programming here. A Muslim prayer group meets approximately every two weeks and uses the house. This space is provided to them at no cost. Westminster choir practices occur Thursday evenings in the sanctuary from September through June.

Cold Mountain Internal Arts is the only paying weekly user right now. Their Tai Chi class is held Friday mornings.

Temple Shalom and Westminster use the main building Saturday and Sunday mornings respectively.

Major paying rentals include STEM Camp which runs day camps in the main building for the summer, and Mindful Makers which runs day camps in the house all summer. The Mindful Makers also utilize the house for Christmas break, March break and P.D. Day camps.

The building is occasionally rented to members of the public that require a space for events, meetings, food preparation etc.

The church has wireless internet. The current signal is not strong enough to reach into the house, but works well within most of the main building. We have two printers. A Brother colour printer that we own, which we also use to fax and scan. The office computer is physically plugged in to the Brother printer. We have a large Ricoh printer/copier that we lease. Most office printing and photocopying is done with the Ricoh machine. The office computer is connected to the Ricoh machine wirelessly.

People Resources

Paid Staff:

- Full time Minister
- Part-time Office Administrator (16 hours/week)
- Part-time Christian Education Co-ordinator (6 hours/week) - vacant
- Part-Time Music Director (8 hours/week)
- Part-Time Choir Leader (6 hours/week)
- Part-Time Cleaning Service (through Cedars Management)

Volunteer:

- Service Co-ordinators (7 people)
- Offering Counters (6 people)
- Prayer Shawl Ministry
- Casserole Ministry
- Fundraising/Events
- Gardens and Clean-up
- Theatre Group
- Lay Pastoral Care
- Prison Fellowship – Christmas
- Church School Teachers (as needed)

Church Council:

Chair, Council
Past Chair, Council
Treasurer
Secretary
Nominating - vacant
Christian Development - vacant
Ministry & Personnel
Worship
Stewardship
Membership & Care
Cedars Management Committee Liaison
Presbytery Representatives (2)
Member at Large (2)

Committees:

- Ministry and Personnel
- Worship
- Stewardship
- Social
- Trustees
- Cedars Management
- Small groups for projects as needed.
- Membership and Care

Musical Resources

- Music Director role
- Choir Leader role
- Piano
- Piano back-up
- Sound projection system
- Sheet music – choir
- Voices United and More Voices Hymnals

Other Resources

- Small library
- Office equipment and technology, including:
 - Wireless internet, printers, office computer, large printer/copier
 - Laptop and scanner
 - Projector and screen
 - TV/DVD player

Terms Profile

Type of Call: Full-time Order of Ministry position (Diaconal or Ordained). 40 hours per week. We are accepting applications from category A to F.

Salary: Negotiable based on experience and qualifications.

Cost of Living Group: #4

Date of Call: Fall of 2018

We follow the United Church of Canada guidelines for group insurance, pension, travel expenses, moving expenses, study leave and sabbaticals.

Study leave, vacation, sabbaticals and the number of preaching Sundays may be negotiated.

Remuneration is reviewed annually by the Ministry & Personnel Committee.
Traditionally, Westminster United Church does not meet for worship during the month of July.
We worship jointly with other Waterloo United Churches in August hosting one Sunday.

We do not have a manse.

Appendices

APPENDIX A

WESTMINSTER UNITED CHURCH

Westminster United Church	543 Beechwood Dr., Waterloo	519-746-6080
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www.westminsterunited.ca
Please look us up on Facebook at westminsterunited.ca

COMMUNITY PARTNERS

House of Friendship	51 Charles St. E., Kitchener	519-742-8327
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www.houseoffriendship.org

The Working Centre	58 Queen St. S., Kitchener	519-743-1151
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www.theworkingcentre.org

The Food Bank of Waterloo Region	50 Alpine Court, Kitchener	519-743-5576
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www.thefoodbank.ca

Reception House	#201 – 675 Queen St. S., Kitchener	519-743-2113
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www.receptionhouse.ca/

Thresholds Homes and Supports	236 Victoria St. N., Kitchener	519-742-3191
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www.thresholdssupports.ca

LOCAL UNITED CHURCHES

The following United Churches of Canada are found within the geographical boundaries of the City of Waterloo. We are currently in Waterloo Presbytery which is part of Hamilton conference.

Emmanuel United Church of Canada	www.emmanueluc.ca
First United Church	www.firstunitedchurch.ca
Parkminster United Church	www.parkuc.ca

Waterloo Presbytery
Hamilton Conference

www.watpres.ca
www.hamconf.org

Appendix B

COMMUNITY WEBSITES (not a complete listing)

Education

Public School Board	www.wrdsb.ca
Separate School Board	www.wcdsb.ca
Conseil Scolaire de District Catholique	www.csdccs.edu.on.ca
Conseil Scolaire Via Monde	www.csviamonde.ca
University of Waterloo	www.uwaterloo.ca
University of Guelph	www.uoguelph.ca
Wilfrid Laurier University	www.wlu.ca
Conestoga College	www.conestogac.on.ca

Main Library Branches

Cambridge Public Library	www.cambridgelibraries.ca
Kitchener Public Library	www.kpl.org
Waterloo Public Library	www.wpl.ca

Health Care

St. Mary's General Hospital	www.smgh.ca
Grand River Hospital	www.grhosp.on.ca
Cambridge Memorial Hospital	www.cmh.org
Grand River Cancer Centre	www.grhosp.on.ca/CancerProgram
Canadian Mental Health Association	www.cmha.ca
CMHA Waterloo Wellington Dufferin	www.trellis.on.ca

Sports & Recreation

Chicopee Ski and Summer Resort	www.discoverchicopee.com
Bingaman's Park	www.bingemans.com
Kitchener Memorial Auditorium Complex	www.theaud.ca
Walter Bean Grand River Trail	www.walterbeantrail.ca
Waterloo Memorial Recreation Complex	www.city.waterloo.ca
RIM Park	www.city.waterloo.ca
Golf, Swim, Sports Complexes	www.waterlooregionliving.com/play-recreation

Natural Attractions

Conservation Areas	www.grandriver.ca
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Theatre

Centre in the Square	www.centreinthesquare.com
KW Little Theatre	www.kwlt.org
Registry Theatre	www.Registrytheatre.com
St Jacob's Playhouse	www.draytonentertainment.com

Museums

The Museum	www.themuseum.ca
K-W Art Gallery	www.kwag.on.ca
Homer Watson House and Gallery	www.homerwatson.on.ca
Canadian Clay and Glass Gallery	www.theclayandglass.ca
Joseph Schneider Haus Museum	www.josephschneiderhaus.com
Doon Heritage Crossroads	www.waterlooregionmuseum.com

Woodside National Historic Park

www.pc.gc.ca/lhn-nhs/on/woodside/index

Special Events

Oktoberfest

www.oktoberfest.ca

Cambridge Highland Games

www.cambridgescottishfestival.ca

Wellesley Apple Butter Festival

www.wellesleyabcfestival.ca

St Jacobs Market

www.stjacobs.com

Elmira Maple Syrup Festival

www.elmiramaplesyrup.com

Transportation

Grand River Transit

www.grt.ca

Region of Waterloo International Airport

www.waterlooairport.ca

Rapid Transit (ION)

www.regionofwaterloo.ca

Go Transit

www.gotransit.com

Via Rail

www.viarail.ca