

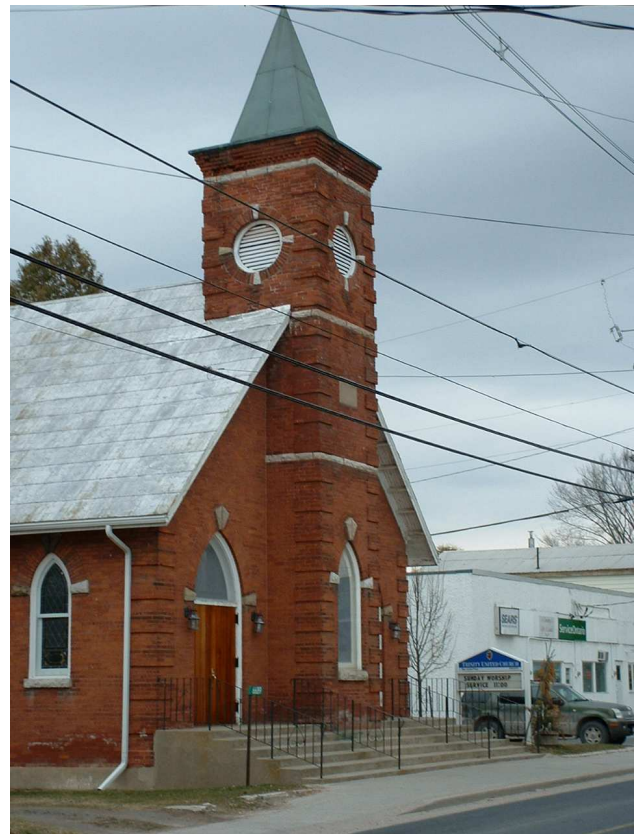
**Harrowsmith-Verona Pastoral Charge  
Joint Needs Assessment Committee  
Report**

**June 5, 2011**

**Final Draft**  
(Draft 12)



**St. Paul's United Church  
Harrowsmith, Ontario**



**Trinity United Church  
Verona, Ontario**

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**The Mission of St. Paul's and Trinity United Churches is to be the ears, eyes, feet, hands and heart of Christ in the Harrowsmith-Verona area and in the world.**

The Joint Needs Assessment Committee (JNAC) was commissioned by the Official Board of Harrowsmith-Verona Pastoral Charge in January 2011. The purpose of this J.N.A.C. is to assess and compile the needs of the pastoral charge in order to fill the ministerial vacancy resulting from the retirement of our minister, The Rev. Lynda Price, on June 30, 2011. Rev. Price has served our congregations for seven years.

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**St. Paul's United Church**



**Trinity United Church**

## Overview

Harrowsmith-Verona Pastoral Charge is a two-point pastoral charge serving the western part of the Township of South Frontenac. This area extends from the northern boundary of the city of Kingston and includes the villages of Harrowsmith and Verona and the surrounding area.

Harrowsmith is approximately 25 km. from urban Kingston. Verona is about 10 km. north of Harrowsmith.

The pastoral charge serves about 175 families.

## History and Background

The Harrowsmith-Verona Pastoral Charge is a combined blend of two congregations in two different geological areas with each having different historical backgrounds.

The area around Harrowsmith, where St. Paul's United Church is located, is part of the St. Lawrence Lowlands consisting of limestone bedrock and relatively flat land suited to dairy farming. Many of the older buildings in Harrowsmith are constructed from limestone. The area was settled in the early to mid-nineteenth century by United Empire Loyalists and emigrants from the British Isles. Harrowsmith became a transportation hub at the junction of two railways. Much of the commerce in the village was related to farming. Such businesses included a cheese factory, a blacksmith shop and carriage and harness maker. The first Wesleyan Methodist church was constructed in the northern end of the village in 1849. This church was replaced by the current limestone structure in 1919.

Verona, where Trinity United Church is located, sits at the southern edge of the Canadian shield. The area is quite hilly with outcroppings of granite. There are many small lakes in the area. Most of the area is unsuited for farming. The Verona area was not settled until much later in the nineteenth century. This was partly due to large swamp to the south of the village which created a barrier to transportation to the village. The area became settled after the construction of the Kingston-Pembroke Railway in the 1880's. Much of the early commerce in the area was related to lumbering and mining and subsistence farming. Verona later became a tourist destination and a commercial center for the area. The first Wesleyan Methodist church was constructed in the village in 1886. The original frame church was destroyed by fire in 1910 and was replaced by the current brick structure.

The Wesleyan Methodists in this region were quite prolific, building churches at many settlements and crossroads in the area. They were one of the denominations that were combined to form the United Church of Canada in 1925. Up until 1968, the Harrowsmith-Verona area was served by seven different United Church congregations. In 1968, the United Churches in Murvale, Holleford and Hartington were closed and amalgamated with St. Paul's United Church in Harrowsmith and the United Churches in Godfrey and Bellrock were closed and amalgamated to form Trinity United Church in Verona. St. Paul's and Trinity then became the Harrowsmith-Verona Pastoral Charge.

## Pastoral Charge Church Profile

While reflecting similar goals and challenges, each church is unique. Both have a long, proud history of support for our growing rural bedroom communities and provide important outreach, community involvement and pastoral care.

- Our buildings are open for use by many organizations, such as community services, youth organizations, volunteer groups, crafts, and health & well-being activities.
- There are many community outreach events throughout the year, such as breakfasts, partnerships with local groups and village festivals, Christmas food hampers, children's toys & clothing, prayer blankets, children's playgroups and the local food bank.
- Both churches have been extensively renovated during the last ten years, and provide excellent sanctuaries for worship, as well as kitchens and meeting facilities.
- The Sunday Schools have enthusiastic teachers and membership growth is ongoing. St. Paul's has initiated "adventure days", inviting the community children to these special events.
- We own a large brick rental home in the village of Harrowsmith. It has been recently renovated. It is currently rented on a short-term basis to a community services organization who use it for a seniors drop-in center and a food bank.
- Our musical director challenges both choirs to go above and beyond that expected of church choirs, often presenting concerts in our local communities and throughout the region. Diverse musical talent in our area is attracted to participate in these phenomenal events!
- Congregation members often take on responsibilities in many aspects of worship, such as being lay readers and speakers as well as directing children's plays.
- There is very strong personal support among our members.

## Community Profile

The Harrowsmith-Verona Pastoral Charge is located twenty kilometres north of Kingston on Highway 38. It is comprised of a series of rural communities with deep and proud histories. The Charge is located in the Township of South Frontenac in the midst of recreational and lakefront living second to none. It is close to the cultural, health care and 'big city' amenities of Kingston. Kingston is midway between Montreal and Toronto and two hours south of Ottawa.

There are Limestone Board of Education public elementary schools in both villages. There is also an Algonquin and Lakeshore Catholic District School Board elementary school in Harrowsmith. Grades 9-12 are offered at Sydenham High School (6 kilometres east of Harrowsmith ). Post secondary education is available in Kingston at Queen's University, St. Lawrence College and Royal Military College.

There are medical clinics and pharmacies in Verona and Sydenham. The 911 emergency system is in place and there are three fire halls in the area. The village of Hartington, which is mid-way between Harrowsmith and Verona, hosts a public library and the Ontario Provincial Police detachment.

Adult and Senior's apartment complexes are located in Sydenham. Harrowsmith and Verona have restaurants that are, for many, the social hubs of the community.

Our 'state of the art' 18 hole golf course, Rivendell, is just three kilometres north of Verona. Baseball and soccer fields abound. Water sports are an important part of Verona life at the public beach on Rock Lake and the three lakes, which border the village. The North Frontenac Arena, six kilometres north of Verona, offers a variety of skating and hockey programs. Scouts, Girl Guides, karate, yoga, quilting, rug hooking, crafts, scrap booking, wellness programs, among others, are all available in community churches and schools.

# Community Resources

## LOCATION

- Harrowsmith is 20 km north of Kingston. Sydenham is 6 km east of Harrowsmith. Verona is 6 km north of Harrowsmith.
- There are bus and train stations and the airport in Kingston.
- Taxi service is available from Kingston.

## ECONOMIC BASE

- General farming, small business, recreation and tourism, construction and trades.
- Bedroom community for Kingston with many employed by Queens University, Royal Military College, CFB Kingston.
- Collins Bay, Kingston, Milhaven and Frontenac Penitentiaries.
- Kingston is the third most popular retirement centre in Canada.

## EDUCATION

Queen's University  
Royal Military College  
St. Lawrence College  
Sydenham High School  
Prince Charles Public School  
Harrowsmith Public School  
St. Patrick Catholic School  
Challenge Program  
French Immersion  
Nursery School  
Social Services Play Group

## HEALTH CARE

Hotel Dieu Hospital  
Kingston General  
Regional Cancer Centre  
Ambulance Service - 911  
Chiropractor - Sydenham  
Dentistry - Sydenham  
Pharmacies - Sydenham, Verona  
Medical Clinic - Verona, Sydenham  
Optometrist - Sydenham  
Veterinary Clinic - Godfrey, Sydenham

## SOCIAL SERVICES

Southern Frontenac Community  
Services Corporation  
Ontario Provincial Police  
South Frontenac Township Fire  
Department  
Seniors Apartments  
Seniors Programs  
Food Bank  
Women's Institute

## PROFESSIONAL SERVICES

Royal Bank of Canada - Sydenham  
Bank of Montreal - Verona  
Accountant  
Lawyer  
Real Estate

## Community Resources (continued)

### RECREATION & CULTURE

Among the many recreation and culture opportunities available in the area are:

Frontenac Provincial Park  
Gould Lake Conservation Area  
Recreational Trails - Cataraqui Trail  
Trans Canada Trail & Rideau Trail  
Desert Lake Family Resort  
Rivendell Golf Course  
Canadian Olympic Regatta Kingston  
CORK sailing competition  
Stables/Horse Back Riding Facilities  
Public Libraries  
North Frontenac Little Theatre  
Girl Guides and Scouts  
Harrowsmith & District Social and Athletic Club  
Golden Links Hall in Harrowsmith  
Soccer, hockey & baseball leagues  
Tennis Courts  
Canada Day and Santa Claus Parades  
Verona Lions Club  
The Verona Cattail Festival  
The Verona Lions Garlic Festival

### NEWSPAPERS

#### Daily

Kingston Whig-Standard

#### Weekly

Frontenac News  
Frontenac This Week  
Frontenac EMC

### SHOPPING

Antique shops  
Bakery  
Beer & liquor stores  
Drug Stores  
Equestrian store  
Fabric Shop  
Farmers Market  
Garden Centres  
Gift Shops  
Grocery stores  
Hardware stores  
Post Offices  
Restaurants  
Storage facilities

### WEBSITES

#### Church

[www.h-vpastoralcharge.org](http://www.h-vpastoralcharge.org)

#### Presbytery

[www.kpresbytery.org](http://www.kpresbytery.org)

#### Theological Studies

[www.queensu.ca/religion/theology.html](http://www.queensu.ca/religion/theology.html)

#### Verona

[www.yourverona.com](http://www.yourverona.com)

#### South Frontenac Township

[www.township.southfrontenac.on.ca](http://www.township.southfrontenac.on.ca)

#### City of Kingston

[www.cityofkingston.ca](http://www.cityofkingston.ca)

#### Frontenac County

[www.frontenaccounty.ca](http://www.frontenaccounty.ca)

#### Province of Ontario

[www.ontario.ca](http://www.ontario.ca)

#### Ontario Travel

[www.ontariotravel.net](http://www.ontariotravel.net)



## Position Requirements Profile

### Position

Our requirements are for a full-time ordered minister (40 hours a week). Because we are a rural charge, the job will entail a fair bit of travel. We currently budget for 15,000 km. a year at the prescribed travel allowance rate. A large percentage of our congregation is elderly and may require more pastoral care.

### Regular Duties:

- **Worship (35%)**
  - **Weekly Worship:** Oversee Sunday liturgy, lay involvement, sermon preparation.
  - **Special Services** (Advent, Christmas, Lent, Easter, Holy Week, Confirmation, and Remembrance).
  - **Sunday bulletin** preparation with Church Administrative Assistant.
  - **Music:** Working with the worship committee and music director to provide a meaningful music component to the worship service.
  
- **Pastoral Care (35%)**
  - **Visitation:** Visit hospitals, nursing homes, palliative care, and shut-ins
  - **Counseling:** crisis counseling, weddings, funerals and baptisms.
  
- **Other Duties (30%)**
  - **Administration:** Overseeing and working with the church governance committees of the pastoral charge (Trustees, Official Board, Church Council, Stewards and Session). The Minister will be an ex-officio member of all church committees, excluding Ministry and Personnel.
  - **Youth:** Working with our Sunday School teachers and other youth leaders to help provide a meaningful worship experience for our children and youth.
  - **Leadership:** Providing dynamic and energetic team leadership and being open to change and new ideas.
  - **Social Outreach:** Connect with other service groups and churches in the community to help address the social needs within the area.

### Occasional duties:

- Attend most congregational events
- Weddings
- Funerals
- Message for our quarterly newsletter, website report and for Annual Report

### Accountability:

- To the congregation by way of the Ministry and Personnel Committee and the Official Board
- To Kingston Presbytery, as required by the policy of The United Church of Canada.
- To participate in annual performance reviews as coordinated by the Ministry and Personnel Committee

## **Profile of Skills and Abilities**

### **Our congregations have expressed a need for a Minister who ...**

- is a dynamic and energetic facilitator, open to change and new ideas.
- will have the skills to be effective in bereavement and personal counseling, as well as being kind and empathetic in the pastoral care role.
- has strong preaching and worship service skills, using inspiring, challenging messages regarding spiritual growth, addressing current issues from a 21st century Christian perspective.
- will relate to today's society at home and in the broader world.
- recognizes and supports the role of music in the life of the church.
- can recognize and deal with conflict in a diplomatic and effective manner.
- can attract and relate to young families and assist in planning meaningful activities to address their needs.
- has strong administrative and financial skills.
- is comfortable in all settings and prepared to be visible in our community, church events and outreach projects.
- has skills in Rural Ministry, or is willing to take courses.
- will encourage and support spiritual development through studies and workshops.
- will help us develop our vision for our churches' future with the goal of growth in spirituality, membership and fellowship.

## Terms Profile

### **Position Available**

A full time (40 hours per week) position for qualified ordered ministry personnel, in The United Church of Canada, at the Harrowsmith-Verona Pastoral Charge.

### **Salary**

Salary offered will be paid monthly and will comply with the minimum salary schedules established by The United Church of Canada. Salary will be reviewed annually. Eligible service as determined by United Church Service will be taken into account when deciding on salary. Salary is paid from the central payroll service provider **ADP** (Automated Data Processing).

Vacation of one month within each pastoral year is included. Other leaves for maternity, bereavement and compassionate grounds are subject to section 036 in the United Church Manual.

### **Pension and Other Benefits**

The incumbent must participate in the United Church Pension and group benefit plans.

### **Housing Allowance**

In lieu of a manse, a housing allowance will be paid that recognizes the cost of housing accommodation in the area. Payments will also be handled by the central payroll service.

### **Automobile Travel**

Travel will be compensated at a rate not less than \$0.41 per kilometer or as stipulated by The United Church of Canada.

### **Continuing Education**

The incumbent is expected to pursue active personal development relevant to ministry. Reimbursement for eligible expenses shall not exceed \$1,250 annually. Educational funding is not to be carried over from year to year. Sabbatical leave of three consecutive months may be granted after five years of service in the pastoral charge. This will be subject to conditions required by The United Church of Canada.

### **Moving Costs**

All reasonable costs for travel, lodging and food incurred by an appointee and his/her family when moving to the area will be reimbursed.

### **Administrative Support**

The pastoral charge maintains a fully equipped office, staffed by a part time (8 hours per week) paid Administrative Assistant.

## Financial Profile

### Harrowsmith-Verona Pastoral Charge Financial Statements for 2010

	Trinity	St. Paul's	Pastoral Charge	Totals
<b><u>Income</u></b>				
Givings & Donations - Operating Budget	66,638.08	40,648.78	1,750.00	<b>109,036.86</b>
Givings & Donations - Mission & Service	13,054.12	3,611.12	0.00	<b>16,665.24</b>
Givings & Donations - Other	12,312.84	4,710.71	0.00	<b>17,023.55</b>
<b>Givings &amp; Donations - Total</b>	<b>92,005.04</b>	<b>48,970.61</b>	<b>1,750.00</b>	<b>142,725.65</b>
Fund Raising	10,253.16	21,510.12	0.00	<b>31,763.28</b>
Rental Income	2,552.35	5,135.00	12,000.00	<b>19,687.35</b>
Other Income Sources	3,082.69	9,239.18	222.14	<b>12,544.01</b>
Transfers From Churches	0.00	0.00	80,805.44	<b>80,805.44</b>
<b>Total Income</b>	<b>107,893.24</b>	<b>84,854.91</b>	<b>94,777.58</b>	<b>287,525.73</b>
<b><u>Expenditures</u></b>				
Salaries, Honorariums & Contract Services	15,387.36	11,381.30	77,702.60	<b>104,471.26</b>
Heat, Electricity & Telephone	6,482.00	5,344.85	1,288.13	<b>13,114.98</b>
Insurance	3,045.00	2,996.50	1,377.00	<b>7,418.50</b>
Maintenance	1,829.77	11,135.89	1,994.75	<b>14,960.41</b>
Capital Expenditures	168.48	4,189.18	0.00	<b>4,357.66</b>
Mission & Service Transfers to U.C.C	13,054.12	3,611.12	0.00	<b>16,665.24</b>
Other Outreach Projects	5,083.95	707.95	150.00	<b>5,941.90</b>
Transfers to Pastoral Charge	43,096.20	37,709.24	0.00	<b>80,805.44</b>
Other Expenditures	10,013.79	9,191.56	11,508.20	<b>30,713.55</b>
<b>Total Expenditures</b>	<b>98,160.67</b>	<b>86,267.59</b>	<b>94,020.68</b>	<b>278,448.94</b>
<b>Designated Cash Reserves (Dec. 31, 2010)</b>	<b>25,370.88</b>	<b>8,846.18</b>	<b>9.14</b>	<b>34,226.20</b>
<b>Trust Funds</b>	<b>41,007.24</b>			<b>41,007.24</b>

