

Joint Needs Assessment Committee (JNAC)
Report

2012

Report Appertaining to the Vacancy in the Ministry Staff
at **St. Martin's United Church**

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(1) Community Profile

General

The South Saskatchewan River flows through the middle of Saskatoon in the heart of the prairies. With a population of 250,000, Saskatoon is the largest city in Saskatchewan. The city's motto "Saskatoon Shines" is appropriate, given that it averages 2,380 hours of sunshine per year. Compared to other major centres in Canada, Saskatoon is an inexpensive place to live. Low cost auto insurance and government-subsidized health care are among the many benefits of living in the province.

Educational opportunities are plentiful in Saskatoon. Excellent elementary and high schools, both public and Catholic and with French Immersion programmes are available for children. For those interested in post-secondary education, the Kelsey campus of SIAST offers training in technology and trades and the University of Saskatchewan, which has a population of approximately 20,000 students, is a world class institution with diverse colleges.

The Canadian Light Source Synchrotron is Canada's largest science research project and is located on the University of Saskatchewan campus. VIDO (Vaccine Infectious Disease Organization) is also located here and is soon to be rated as a level 3 laboratory--the only one in Saskatchewan. There are five health care faculties on campus – the colleges of Medicine, Nursing, Dentistry, Physical Therapy, and Pharmacy & Nutrition. The U of S College of Veterinary Medicine is currently the only one of its kind in Western Canada. Saskatoon boasts three hospitals, a Cancer Clinic, and many facilities providing assisted living and long-term care.

The Arts thrive in Saskatoon, with excellent professional and amateur theatre groups and choral groups, including but not limited to the Saskatoon Symphony; jazz, country, and ethnic ensembles; the world-renowned Saskatoon Children's Choir; and many world class multicultural festivals. The Mendel Art Gallery, the Diefenbaker Canada Centre, and the Western Development Museum are three of the many cultural venues, and 6,000 years of Canadian history are available for exploration at Wanuskewin Heritage Park. The Forestry Farm park and zoo showcases many native Saskatchewan animals and plants in beautiful natural surroundings.

Each area of the city contains many boutiques and brand name stores to suit most tastes. The average commuting time from any area of the city to another ranges between twenty and thirty minutes by car; the Saskatoon Transit system has variable service, but all areas of the city contain at least one bus route. The buses provide stowing space for bicycles, and most are accessible to people with reduced mobility.

For sports enthusiasts, there are several fine golf courses, arenas, indoor and outdoor pools, racquetball and soccer facilities, trails for walking, skiing, and cycling, and playing fields in most neighbourhoods. The Meewasin Valley Trail follows the South Saskatchewan River through the heart of Saskatoon, offering year-round recreational and sightseeing opportunities. There are many fitness gyms, dance studios, and music of all kinds, as well as theatres and many fine restaurants with creative cuisine and a variety of ethnic foods. Several off-leash dog parks, including one fenced park, are scattered around the city and its outlying areas. Saskatoon has approximately 140 parks. The Farmers' Market is situated along the river, with local entrepreneurs who display their produce and crafts, with a nearby playground for children.

Neighbourhoods

The Adelaide/Churchill neighbourhood, in which St. Martin's is located, was established in the 1950's. It is primarily residential and consists of a mix of low density, single, detached homes. According to 2009 census data, the area is home to 3,477 residents. It is considered a middle- to upper-income area, with a home ownership rate of 90%. The area has an elementary public school, an elementary Catholic school, three beautiful parks, a shopping centre, 57 home based businesses, a library, an outdoor pool, and a Fire Hall. This neighbourhood has one other church, the Saskatoon Full Gospel church, and two high schools, one general and one Catholic.

Avalon is the neighbourhood across from the church and has similar demographics, having been developed about the same time. It has an elementary school, a Catholic school, a small strip mall, and three beautiful parks.

Stonebridge is a new residential and commercial area developed in the last five years, approximately three blocks south of St. Martin's. Stonebridge has a large shopping area composed of "big box stores", fast food, restaurants, and smaller outlets, with more stores currently being added. In 2010, 164 students from kindergarten to grade eight and 71 high school students were bussed from Stonebridge, as schools have not yet been constructed.

2010 Estimates of Neighbourhood Populations*

Neighbourhood	Population Estimate	Projection for 2013
Adelaide/Churchill	3,477	NA
Avalon	3,288	NA
Queen Elizabeth	2,577	NA
Nutana Park	2,870	NA
Stonebridge	2,158	11,000
The Willows	327	12,000

* Source: Saskatchewan Health

Other sources for this section:

Saskatoon School Board

City of Saskatoon website (www.saskatoon.ca)

Tourism Saskatoon website (www.tourismsaskatoon.com)

(2) Pastoral Charge Profile

Vision Statement:

St. Martin's has defined a core purpose, mission statement, and goals, which are listed in the "Values and Beliefs" section of our website and reproduced below.

Core Purpose: nurturing Christian faith, purpose, and joy. It is committed to being encouraging, passionate, inclusive, and caring. It strives to be a thriving, welcoming faith community that makes the example of Christ relevant to daily living.

Mission: to care spiritually for each other, to embrace the mystery and challenges of life, to provide opportunities for fellowship and service, and to share our faith journey.

Goals: to develop an expanded "faith vocabulary" so that we can share our beliefs with confidence, to seek justice through service in the community, to attract young people and families, to offer a mentoring service to our youth, to be a community of choice for open-minded seekers of faith, to promote healthy lifestyles, and to respect the Earth by practicing energy conservation measures.

Synopsis of Local Denominations:

St. Martin's United Church is situated on the south-east side of Saskatoon. The south-east side¹ is a large area with more than fifty churches of many denominations, including Anglican, Catholic, Mennonite, Jewish, Baptist, and Unitarian. The closest churches geographically to St. Martin's are self-described as Alliance, Christian Fellowship, Evangelical Lutheran, Mennonite, and Ukrainian Orthodox. St. Martin's has a mutual and respectful relationship with other United Churches within Saskatoon, as well as the nearby Mennonite church, with which St. Martin's has collaborated in the past (with activities such as an amalgamated Vacation Bible School).

Synopsis of Community Outreach:

When people needed financial aid to help open the Good Food Junction, an inner-city co-operative grocery store whose aim was to provide quality food at reasonable prices, they solicited local churches for help. In the fall of 2011, St. Martin's committed to raising money for the grocery carts, with the goal of reaching \$5,000. Wacky songs were sung on Sunday

¹ The south-east quadrant of Saskatoon is defined here as the section south of College Drive and circumscribed by Idylwyld and Circle Drive.

mornings and coloured-in grocery carts were taped to a chart on the wall. By the end of the fundraiser, the people of St. Martin's had together raised more than \$7,800 for the Good Food Junction, as well as filling a life-sized grocery cart to overflowing with goods for the food bank. This is an example of the commitment of this congregation to its community.

Much of St. Martin's outreach has been in the form of support to city-wide projects. In addition to the initiative recorded above, this includes collecting money and goods to support AIDS Saskatoon; participating in the Riverbend Presbytery and the Integrated Community Ministry (ICM), including its Essential Voices programme (providing employment and mutual learning opportunities for individuals associated with ICM); developing a Community Garden; and sponsoring refugee families. In a world full of need, it is easy to develop "giving fatigue," but St. Martin's continues to actively express faith through action. St. Martin's has a strong desire to reach out to the new arrivals in the surrounding area, particularly young families, and to welcome their participation in our worship services and programmes.

Our Church Family:

Although the majority of St. Martin's congregation members come from the areas surrounding the church, a significant percentage of attendees come from more distant neighbourhoods within Saskatoon, as well as from outlying towns (e.g. Martensville and Warman). St. Martin's strives to be an open church, inclusive of all lifestyles, ethnicities, financial statuses, and mobilities. Demographically, the church is predominantly Caucasian and represents all age groups; based on the 2011 JNAC survey results, individuals under 18 years of age and individuals 61 years of age or older comprise 20% and 40%, respectively, of attendees. It is a friendly one-point charge serving approximately 310 families who interact during "coffee time" between and after services and attend whichever service suits them best on a given Sunday.

St. Martin's holds two services each Sunday morning for most of the year, amalgamating those services into a single worship time during the summer months. The order of service and words for prayers and songs are projected onto a large screen for both services. The service at 11:00am is an alternative service format, with the Contemporary Singers and the Worship Band providing most of the music leadership. The atmosphere is relaxed and welcoming. Average attendance for this service is about 150 people/week. An average of 75 people of all ages attend the 9:30am service, which follows a more traditional order of worship. The Sanctuary Choir provides most of the music leadership for this service, with leadership provided by other musical groups once or twice a month.

A nursery room worker cares for children under three years of age. A vibrant Bible Adventures programme with capable and dedicated teachers meets the educational needs of children aged three-ten, and older students enjoy junior and senior youth group programming. There are currently about 55 children registered in Bible Adventures. The children are using an adaptation of the "Seasons of the Spirit" resource.

St. Martin's has employed a number of innovative programmes with the children, such as the Faith Friends programme that pairs an adult and a child from the congregation. Each week, the friends anonymously write letters back and forth to get to know each other. When the programme is complete, the entire group has a party where the participants find out who their secret friends are. The Faith Friends ministry has led to a number of new friendships between adults and children, and has even resulted in some children going to sit with their Faith Friends during regular worship rather than their parents.

There are about 15 youth registered in St. Martin's youth group, and they are using the "Dream, Think, Be, Do" resource produced by Living the Questions. Every year the children and youth take on a mission project to help St. Martin's reach beyond its walls to the wider community.

Members of the church participate in many weekday activities as well. There are several small groups running at any given time: Bible study, book club, games group, movie discussion group, parenting group, and others. St. Martin's has a supportive UCW that caters to functions and raises funds – between 1996 and 2011, the UCW raised \$48,000 for the work of the church, as well as providing necessities for the building. The Official Board is dedicated, and strong, active committees² ably carry out the work of the church. An Affirming Ministry working group was formed in 2010 to pursue the goal of becoming an affirming congregation and continues to work towards this goal. This process honours and celebrates diversity in all forms, such as cultural background, financial resources, ability, and sexuality, enabling congregations to grow and change as they seek to live more fully into God's way of welcome, love, and justice for everyone. Many volunteers provide the labour necessary to hold events such as an Easter Ham supper and a Mammoth Garage Sale in the spring.

A Brief History of St. Martin's:

In the late 1950's, many parents in this rapidly growing area felt the need for a Sunday School, and a committee formed for the purpose of founding a place for Sunday School and worship services. On March 2nd, 1957, a church school was established with 134 students, and worship services began in the church school on May 12th. Two years later on February 23rd, 1959, Saskatoon Presbytery granted approval for St. Martin's to constitute a congregation, and an official board was elected. By the end of 1960, worship services were being held in the newly constructed "multifunctional" building on the corner of Clarence Avenue and Wilson Crescent.

Over the years, new additions and new technology have improved the original building, and new worship formats have been incorporated. Two adult choirs (the Sanctuary Choir and the Contemporary Singers), a children's choir (Little Voices United), a worship band, and a handbell choir (St. Martin's owns five octaves of handbells) rotate service and rest Sundays so that all

² See the next section, "A Brief History of St. Martin's", for committees.

congregation members can enjoy music each group has to offer. St. Martin's website³ provides general information about the church and posts the weekly "messenger" newsletter, the longer quarterly newsletter, and the worship services in print or audio formats (whichever is available).

St. Martin's has called many ministers over the years and has had a team ministry for the past 22 years. St. Martin's has a current ministerial staff complement of Michael Webster (ordained) and Keith Hall (candidate for diaconal ministry) and Adrienne Starks (Congregational Designated Minister). The ministerial staff, the administrative assistant, and the custodian comprise the staff team, whose expertise and leadership is invaluable. Representatives from the Affirming, M&P, Worship, Outreach, Property, Finance, Long Range Planning, UCW, Christian Education, and Stewardship committees serve on the Official Board along with the executive members, Presbytery representatives, and members at large. The committees meet monthly independently, and the Official Board meets every two months in a council format.

³ St. Martin's web site can be found at <http://stmartinsuc.com/>

(3) Resources Profile

Building and equipment:

Basement:

The basement consists of an open area and several small rooms leading off from it. The Alerces Spanish school (preschool, kindergarten and grade 1) occupy this area on weekdays. St. Martin's children have their classes there on Sundays.

Bathrooms:

The main floor has one wheelchair-accessible bathroom. Two multiple-stall bathrooms (women's and men's) are in the basement.

Kitchen:

The kitchen is fully equipped and contains both an air conditioner and an industrial dish washer.

Lounge:

The lounge area has comfortable seating and a small library. It is used as a meeting space, as well as a place for coffee and conversation following the services.

Offices:

There are four offices for staff, all on the main floor of the building. A photocopier and printer are available in the administration office.

Parking:

Ample off-street parking is available.

Sanctuary:

The sanctuary is large and has portable chairs; it is used for worship services and many other functions from concerts to martial arts training. It is equipped for PowerPoint presentations, which are used in services, and also has a sound system and FM and infra-red hearing aids available for the hearing impaired.

Wheelchair Accessibility:

In addition to the wheelchair-accessible bathroom, a lift provides access to both levels of the church.

Other:

There is considerable pressure for space in the church. Discussions are ongoing regarding the upgrading of the building, or building either an addition to the extant structure or an entirely new structure.

Finances:

General:

A current financial statement is attached.

Rentals:

A number of different groups rent rooms in the church, some regularly and some on a casual basis. St. Martin's major renter Monday-Friday is the Spanish School. The church receives an approximate yearly income of \$25,800 from these rentals.

Personnel:

St. Martin's paid staff currently consists of two full time and one part time ministerial positions, an office administrator, a custodian, a Sunday custodian, and various positions paid honouraria.

The office administrator and custodian receive pay for 30 hours/week. Position descriptions for both are attached.

The full-time ministers both receive pay for 40 hours/week. For position descriptions, see (4) Position Profile.

Volunteers:

Although St. Martin's has a strong group of committed volunteers, more participation from a wider variety of people is needed.

*Appended Documents:*⁴

- Annual Report
- Position description – custodian
- Position description – office administrator

⁴ Appended documents are listed in the Appendix, in alphabetical order.

(4) St. Martin's United Church Position Profiles

4.1. Minister I (Proposed Vacancy)

Preamble:

St. Martin's United Church supports a team ministry that functions as a multiple staff model. Each minister has specific areas of accountability and all are expected to work together to plan activities to meet the spiritual needs of the congregation. Depending upon the activity, a specific minister may carry a leadership role and will be supported by his/her colleagues. All ministry personnel are expected to assist their colleagues where workloads require it, to facilitate the worship life of the congregation, to provide pastoral care, and to participate in the administration of the church in conjunction with boards and committees.

General Description:

Minister I will function as a full time member of the St. Martin's United Church ministry team, and will have the primary responsibility for leadership and pastoral care of children (newborn to age twelve) and their families, outreach and justice initiatives and activities, and the leadership of small groups and bible study for all ages (Christian education).

Areas of Responsibility:

1. Provides for the spiritual and educational needs of children and their families through the development of suitable programmes and activities, which are:
 - a. Educational as well as recreational
 - b. Empowering of children
 - c. Encouraging children in their personal faith development and expression of their faith through worship experiences, such as Bible Adventures, other organized events, and/or children and youth music and drama.
2. Provides for leadership development and support of persons volunteering in the area of children's ministry.
3. Provides pastoral care to children and their families, including hospital and home contact and other contact as may be requested.
4. Promotes children's involvement in worship and contributes to the development of intergenerational worship events.
5. Participates with the ministry team in preparing worship and providing leadership and/or support for congregational services, including weddings and funerals. This may include tasks such as preparing PowerPoint presentations, selecting music, preaching, leading the children's story time, and other activities that support or enhance worship.
6. Provides leadership with Minister II in initiating and/or leading joint activities with youth and children, as well as intergenerational activities. The junior youth group includes individuals between ten and twelve years of age, the senior youth group between thirteen and eighteen.
7. Provides leadership for bible study and small groups for all age groups.
8. Initiates and supports programming in adult ministry.

9. Works to promote outreach and justice at local, national, and global levels.
10. Works with the ministry team in developing and supporting both age-specific and intergenerational programmes and events for the congregational family.
11. Serves as an *ex officio* member of the Board/Executive and other assigned committees.
12. Participates in activities of the wider church, such as Presbytery, Conference, and the national church.

Accountability:

Minister I is in a covenant relationship with St. Martin's United Church and is accountable to Riverbend Presbytery. The minister works closely with the Official Board and other assigned committees. An annual performance review will be performed by the M&P (Ministry and Personnel) committee on behalf of the Official Board.

Skills and Training Description:

- United Church of Canada ordered minister (ordained or diaconal) with youth/young adult ministry experience OR United Church of Canada lay member approved by Presbytery as ministry personnel, with children's ministry education and experience, adult education, and pastoral care experience.
- Desires to provide children and youth ministry.
- Has pastoral care experience, ideally with children.
- Has knowledge of, or experience with, the ethos of the United Church of Canada.
- Possesses professional and personal maturity.
- Is creative and loves to play.
- Relates sermons to scriptures and to the congregation's lives.
- Relates to people of all ages and is supportive of children and youth programming.
- Participates effectively in team ministry.
- Visits compassionately those in need.
- Provides pastoral and spiritual care.
- Is committed to community outreach.
- Manages time effectively.

Pastoral Relationship with the Congregation:

- It is important for the minister to have a sense of calling as the congregation continues to build St. Martin's and God's community.
- All ministry staff are employed on the basis of the functions to be performed and office hours and actual hours of work each week are flexible. A full-time position is, however, considered to be forty hours per week. Ministry staff are entitled to two regular days of rest in each seven-day period. Benefits and allowances are outlined in the *St. Martin's United Church Policy and Procedures Manual for the Ministry and Personnel Committee*.

Hours of Work:

- 40 hour work week with flexible hours. Extra hours worked in the month are taken as Time in Lieu.

Term:

- Begins July 1, 2012.

Description of Ministerial Positions Currently Filled

4.2 Minister II

Preamble:

St. Martin's United Church supports a team ministry that functions as a multiple staff model. Each minister has specific areas of accountability and all are expected to work together to plan activities to meet the spiritual needs of the congregation. Depending upon the activity, a specific minister may carry a leadership role and will be supported by his/her colleagues. All ministry personnel are expected to assist their colleagues where workloads require it, to facilitate the worship life of the congregation, to provide pastoral care, and to participate in the administration of the church in conjunction with boards and committees.

General Description:

Minister II will function as a full time member of the St. Martin's United Church ministry team, and will have the primary responsibility for volunteer recruitment and training, newcomer and adherent relations, and youth and young adult (thirteen to thirty years of age) leadership and pastoral care.

Areas of Responsibility:

1. Provides for the spiritual and educational needs of youth and young adults through the development of suitable programmes and activities, which are:
 - d. Educational as well as recreational
 - e. Empowering of youth and young adults
 - f. Encouraging of youth and young adults in personal faith development, and expression of their faith through other worship experiences.
2. Works with assigned committees to develop local youth leadership and participation of youth and young adults within the local congregation and the wider church, such as Presbytery and Conference.
3. Provides pastoral care to youth and young adults and their family and friends within the congregation and community as appropriate.
4. Provides leadership with Minister I in initiating and/or leading joint activities with youth and children.
5. Provides pastoral care, in conjunction and cooperation with other members of the ministry team, to members of the congregation, including hospital and home contact and other contact as may be requested. This would include visitation to newcomers and those who have "dropped out" of regular attendance.
6. Provides leadership in attracting and retaining new members and adherents to St. Martin's United Church.
7. Provides leadership for volunteers, referring individuals to committees or providing the information necessary for performing the task(s) where no committee exists, and assessing the skill sets of congregation members, adherents, and newcomers.

8. Works with committees to develop volunteer position profiles (as needed) to assist in recruiting volunteers.
9. Assists committees and other ministry personnel in the recruitment and retention of volunteers.
10. Participates as part of the ministry team in preparing worship and providing leadership and/or support for congregational services, including weddings and funerals. This may include tasks such as preparing PowerPoint presentations, selecting music, leading the children's story time, and other activities that support or enhance worship.
11. Works with the ministry team in developing and supporting both age-specific and intergenerational programmes and events for the congregational family.
12. Serves as an *ex officio* member of the Board/Executive and other assigned committees.
13. Shares administrative responsibilities with Minister III as needed.
14. Participates in activities of the wider church, such as Presbytery, Conference, and the national church.

Accountability:

Minister II is in a covenant relationship with St. Martin's United Church and is accountable to Riverbend Presbytery. The minister works closely with the Official Board and other assigned committees. An annual performance review will be performed by the M&P committee on behalf of the Official Board.

Skills and Training Description:

- United Church of Canada ordered minister (ordained or diaconal) with youth/young adult ministry experience OR United Church of Canada lay member approved by Presbytery as ministry personnel, with youth and young adult ministry education and experience, adult education, and pastoral care experience.
- Has pastoral care experience, including with youth and young adults. Knowledgeable of, or experience with, the ethos of the United Church of Canada.
- Demonstrated strength in programme design and leadership.
- Possess professional and personal maturity.
- Relates to people of all ages and is supportive of children and youth programming.
- Participates effectively in team ministry.
- Visits compassionately those in need.
- Provides pastoral and spiritual care.
- Manages time effectively.

Pastoral Relationship with the Congregation:

- It is important for the minister to have a sense of calling as the congregation continues to build St. Martin's and God's community.
- All ministry staff are employed on the basis of the functions to be performed and office hours and actual hours of work each week are flexible. A full-time position is, however, considered to be forty hours per week. Ministry staff are entitled to two regular days of rest

in each seven-day period. Benefits and allowances are outlined in the *St. Martin's United Church Policy and Procedures Manual for the Ministry and Personnel Committee*.

Hours of Work:

- 40 hour work week with flexible hours. Extra hours worked in the month are taken as Time in Lieu.

Description of Ministerial Position Currently Filled

4.3 Minister III

Preamble:

St. Martin's United Church supports a team ministry that functions as a multiple staff model. Each minister has specific areas of accountability and all are expected to work together to plan activities to meet the spiritual needs of the congregation. Depending upon the activity, a specific minister may carry a leadership role and will be supported by his/her colleagues. All ministry personnel are expected to assist their colleagues where workloads require it, to facilitate the worship life of the congregation, to provide pastoral care, and to participate in the administration of the church in conjunction with boards and committees.

General Description:

Minister III will function as a full time member of the St. Martin's United Church ministry team, and will have the primary responsibility for the worship leadership of the congregation, Sunday preaching, pastoral care, and administration.

Areas of Responsibility:

1. Provides regular worship leadership, including Sunday services, funerals, weddings, and special care home services.
2. Provides, or arranges for, instruction related to baptism, Confirmation, and marriage preparation.
3. Participates with the ministry team in preparing worship and providing leadership and/or support for congregational services, including weddings and funerals. This may include tasks such as preparing PowerPoint presentations, selecting music, leading the children's story time, peaching, and other activities that support or enhance worship.
4. Provides ongoing pastoral care to, and is available for counselling with, members of the congregation, including hospital and home contact and other contact as may be requested.
5. Fulfills coordinating and administrative functions within the congregation and provides day-to-day oversight of the support staff.
6. Provides educational and supervisory instruction to ministry students as approved by the M&P committee.
7. Works with the ministry team in developing and supporting programmes and both age-specific and intergenerational events for the congregational family.
8. Contributes to the spiritual development of the congregation through bible study and small groups.
9. Serves as an *ex officio* member of the Board/Executive and other assigned committees.
10. Participates in activities of the wider church, such as Presbytery, Conference, and the national church.

Accountability:

Minister III is in a covenant relationship with St. Martin's United Church and is accountable to Riverbend Presbytery. The minister works closely with the Official Board and other assigned committees. An annual performance review will be performed by the M&P committee on behalf of the Official Board.

Skills and Training Description:

- United Church of Canada ordered minister (ordained or diaconal) OR United Church of Canada lay member approved by Presbytery as ministry personnel.
- Knowledgeable of, or experience with, the ethos of the United Church of Canada.
- Demonstrated strength in programme design and leadership.
- Possess professional and personal maturity.
- Relates sermons to scriptures and to the congregation's lives.
- Relates to people of all ages and is supportive of children and youth programming.
- Participates effectively in team ministry.
- Visits compassionately those in need.
- Provides pastoral and spiritual care.
- Manages time effectively.

Pastoral Relationship with the Congregation:

- It is important for the minister to have a sense of calling as the congregation continues to build St. Martin's and God's community.
- All ministry staff are employed on the basis of the functions to be performed and office hours and actual hours of work each week are flexible. A full-time position is, however, considered to be forty hours per week. Ministry staff are entitled to two regular days of rest in each seven-day period. Benefits and allowances are outlined in the *St. Martin's United Church Policy and Procedures Manual for the Ministry and Personnel Committee*.

Hours of Work:

- 40 hour work week with flexible hours. Extra hours worked in the month are taken as Time in Lieu.

Terms of Employment for all ministry staff:

Remuneration:

- Salary according to the 2012 salary scale + 16.5% (United Church of Canada guidelines).
- Housing and furnishing allowance \$18,600.00 per annum and \$195 furnishing allowance.
- Cost of basic home telephone.
- Contributions to benefits such as pension, CPP, and EI.
- Mileage on church business at a rate of \$0.41/km.

Other Benefits:

- Continuing Education: three weeks and up to \$1,275 in costs per year.
- Vacation: one month per year.
- Discretionary Sundays: negotiable.
- Administrative Assistant: 3/4 time; serves all staff.
- Sabbatical Leave: eligible after five continuous years of service.

Moving Costs:

- Reasonable costs of moving minister and family to Saskatoon.

Appendix

- Building assessment
- Financial statement

Position Description – custodian

- 3/4 time position. Additional hours worked may be taken as time in lieu.
- Responsible for the maintenance of cleanliness of the church's interior and the property. This includes:
 - grass mowing Monday to Friday
 - snow shovelling Monday to Friday
 - the transportation of recyclables to the appropriate facility.
- Performs some organizational tasks (e.g. re-arranging seating in the sanctuary to accommodate different functions).

Position Description – office administrator

- 3/4 time position. Additional hours worked may be taken as time in lieu.
- Works with the other members of the ministry team in preparing information for worship, funerals, and receptions.
- Performs administrative tasks in support of the staff.
- Handles details regarding rentals of St. Martin's property (approximately 30% of worked hours).
- Communicates with the congregation via the telephone, and compiles and formats newsletters, Official Board packages, and AGM meeting information (approximately 30% of worked hours).
- Prints bulletins for Sunday Worship.
- Performs limited accounting tasks.