

Joint Needs Assessment Report



St. Paul's International Pastoral Charge

Twin Valleys Presbytery

Saskatchewan Conference

2015

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1. Background

St. Paul's International Charge consists of St. Paul's United Church in Estevan, Saskatchewan, Knox United Church in North Portal, Saskatchewan, and First Presbyterian Church in Portal, North Dakota. Portal and North Portal are both situated 37 km southeast of Estevan and have the unique situation of having the Canada/USA border running through the community. The three congregations amalgamated in the spring of 2005 and are continuing to work towards a greater sense of community among the three churches.

Church service times have been changed to accommodate travel time between the Portals and Estevan, so that from September through June there is one Sunday service in the Portals at 9:00 a.m. and a second service in Estevan at 11:00 a.m. The two congregations in the Portals maintain separate church buildings and share a schedule to allow the congregations to worship together by changing locations throughout the year. Services are held in North Portal from November through April, and in Portal for September, October, May and June. During July and August, there is only one service held in Estevan at 10:00 a.m. Some joint services have also been held in North Portal at Christmas, Maundy Thursday, and for a summer picnic. Through a recent questionnaire, we discovered that there are many people who would like to see even more joint activities or services.

2. Community Profiles

Estevan, Saskatchewan – The Energy City and Sunshine Capital of Canada

Estevan is located in southeast Saskatchewan, 16 kilometers north of the Canada-United States border. The population of Estevan is 11,054 (according to the 2011 Statistics Canada Census). Of that, 82.2% of the population is aged 15 and over and 13.7% of the population is aged 65 and over. English is the language that the majority of people speak in Estevan, but some of the other languages that are spoken are French, Ukrainian, Filipino, and German.

The major industries in Estevan are coal mining, power generation, oil and gas, and agriculture including grain farming and ranching. Estevan is the primary service center for the Bakken oilfield and the world renowned research site for the Boundary Dam Carbon Capture and Sequestration Project with the primary goal to reduce our overall greenhouse gas emissions. In 2012, the average household income of Estevan was 33% above the national average according to the Canadian Demographics, FP Markets. However, within the last year, the world oil economy has collapsed, and this is evident in Estevan and surrounding area. Estevan has gone from a boom with a large population growth to a bust with many newcomers returning to their original homes.

The City of Estevan has a vibrant arts and culture, and sports and recreation scene. The Estevan Art Gallery & Museum, The Souris Valley Museum, and The Souris Valley Theatre offer a variety of activities throughout the year for all ages. Estevan also is home to two golf courses, the Hidden Valley Golf & RV Park and the TS&M Woodlawn Golf Course. The Estevan Leisure Centre offers many amenities, including the Aquatic Centre, the public library, and Affinity Place home to the local Estevan Bruins hockey team and host to several large scale concerts and conventions. The Estevan Motor Speedway is home to an IMCA sanctioned 3/8 mile high banked oval dirt track and provides a wide variety of options for racing enthusiasts through the summer months.

St. Paul's United Church is one of nine denominations in the City of Estevan. We have an active Ministerial Association that gathers together on a regular basis to address concerns in the community of mutual interest and find ways to work together in faith to serve the community at large. Major issues that are being addressed come from the boom and bust economy. They include affordable housing, its effect on families, domestic violence, and crime and drug use. The Ministerial Association is also active in working together to schedule regular religious services at the hospital and at nursing homes.

St. Paul's United Church is as diverse as the City of Estevan. We have a wide variety of people from young families to senior citizens and people with different cultural backgrounds. We have farmers, teachers, business people, nurses, doctors, and retirees in our congregation. We offer a variety

of programs throughout the year that cater to the wide variety of people. This is further explained later in this section, "Meeting the Needs of the Community."

North Portal, Saskatchewan and Portal, North Dakota

These two friendly towns are in very close proximity to one another, uniquely bisected by the 49th parallel International border. Each town has a vibrant municipal council that capably oversees the management of services such as dependable water and sewer facilities, reliable snow removal, and local emergency services of ambulance and fire equipment along with trained personnel. These services function well and surpass what one might think for the resources of small communities. In addition to the town populations (Portal:160, North Portal:140), there is added support by the wider rural community as the families living on farms and acreages also take an active interest in local events. There has long been a tradition of sharing resources and making friendships across the border, with local clubs and community groups boasting active members from each side of the border. Another example of connectivity is the Gateway Cities Golf Club which is laid out on both American and Canadian soil and the 9th hole straddles the boundary line. The club house is an active part of social life for Portal and North Portal folk throughout the summer months, both for golfers and non-golfers alike. Other opportunities for community connection are the many luncheons and potlucks that happen throughout the year to support community groups and offer a chance to celebrate holidays together with neighbours.

Employment in Portal/North Portal relates mainly to the International Ports of Entries, with rewarding opportunities at the customs offices and brokerage industries. Many people commute to Estevan or other larger centers for work, leaving Portal and North Portal with the relaxed feel of a suburban lifestyle. Recent years have seen an influx of young families choosing to make their homes in these friendly communities and there has been an increase in new homes being built and babies being welcomed. North Portal has the services of a post office, while Portal boasts a cafe, a tavern, a gas station and convenience store in addition to their postal facilities.

The congregation that worships at First Presbyterian Church in Portal and at Knox United Church in North Portal consists mainly of dedicated, long-term members with deep roots in the communities. It has been an on-going challenge to attract newcomers into church membership, but the members find value in hosting community events at the church which are well attended by the public and serve to increase our faithful presence.

More information on the geography and the local happenings of these communities can be found using online resources such as 'Google Earth' and the Village of North Portal's Facebook page.

Meeting the Needs of the Community

By maintaining awareness of the needs of the community, St. Paul's International Pastoral Charge is actively committed to improving our local communities. We are addressing needs such as aging members (within our church and extending to others of any denomination) by employing a Pastoral Care Worker who provides support to the elderly through home visits, worship services at care facilities, and clinics on topics such as writing a living will and information sessions on how to prevent a fall. The congregation as a whole takes part in our community garden space and the vegetable proceeds are shared between members and the local food bank. In addition, we support donations to our food bank through monthly food drives where dry goods are collected at church on a regular basis. A large initiative of our congregations, in conjunction with the local Salvation Army Church, has been to establish "Warm Welcome," a grassroots program which offers overnight shelter services throughout the winter months to those experiencing housing difficulties. Now entering our fourth year of operation, this organization has successfully served a specific and dire need within the City of Estevan. The program consists of a few paid positions and large crops of volunteers that coordinate nightly shifts at the shelter and the associated domestic concerns of food and bedding. Throughout the year, St. Paul's hosts numerous funerals, weddings, baptisms, concerts and other events which further open our doors to reach the people of the community. The smaller congregations of Knox United and First Presbyterian are active in hosting local community functions such as luncheons, bake sales and special event family nights which have been successful at maintaining our church presence and welcoming newcomers into our midst.

In considering other ways to respond to growth within our community, and as an avenue for growth in our own outreach, informal discussion has been had on reaching out to marginalized groups that have newly formed within our area. Estevan specifically has seen a large influx in immigrants and new residents to Canada, and as well the city has seen increased awareness in supporting those who identify as LGBTQ. Our hope is to find positive methods to affirm, offer support, make meaningful connections, and offer a welcoming space to meet their spiritual needs. Another opportunity to be explored further is for St. Paul's International to connect with various community groups and creatively seek ways to use our facilities for various functions, meetings or events, recognizing that our large buildings can be offered to enhance the important work of other organizations throughout the week.

3. Ministry Profile

Structure

St. Paul's International Pastoral Charge Council (PCC) is administered by the Leadership Team of St. Paul's in Estevan, as well as representatives from Knox United Church in North Portal and First Presbyterian Church in Portal. The minister needs to be in attendance to form a quorum. This council is responsible for developing long-range plans, evaluating any joint pastoral charge activities in light of the charge's mission and goals, and overseeing the efficient administration of PCC funds. The PCC has a central treasurer who receives monthly payments from each of the pastoral charges, and pays the minister and paid staff salaries, as well as any costs relating to the pastoral charge as a whole. The PCC has appointed a Committee to serve the shared ministry personnel. The Pastoral Charge Council meets four times a year, alternating between St. Paul's and the Portals. Each pastoral point has its own governing body to conduct business relating to that point's specific congregation and building.

St. Paul's United Church in Estevan, during a period of intentional Interim Ministry from 2008 to 2010, underwent a significant change to its structure. In 2013 the Kenora Model (adopted from the United Church in Kenora, Ontario) has been followed instead of the traditional Executive Board and Committee structure. There is a Leadership Team consisting of six to eight elected people, along with ministry personnel, the church treasurer

and a secretary, who meet monthly. Within the Leadership Team, each member is responsible for overseeing one of the Essential Ministries – Property, Christian Education, Worship, House Groups, Mission and Outreach, Pastoral Care, and Stewardship.

In addition, there are six House Groups. Each member of the congregation, who chooses to be, has been assigned to one of those groups. Every month (excluding July and August) one of the House Groups is responsible for assigning people to jobs such as setting up coffee and goodies before church, ushering, greeting, reading scripture, serving communion, and counting offering. House Groups have brought a new stronger feeling of ownership and belonging to Sunday morning worship and have encouraged greater participation from all members of the congregation. When one walks into the church on Sunday morning, the sound of conversation and laughter lifts our spirits.

As the need arises, Interest Groups are also formed to address an interest or a job that needs to be done. The group stays active until no longer needed, and then is dissolved.

In North Portal and Portal, the church structure is more traditional and less formal. Knox United in North Portal has a Church Board meeting most months with the minister in attendance to form a quorum. A member of the board sits on the St. Paul's International Ministry Committee along with two representatives from St. Paul's. The final committee of the Pastoral Charge oversees the maintenance of the manse, which is located in North Portal. Because the First Presbyterian membership has become so small, they don't feel the need for an official board of their own. Discussions can simply be held informally when needed. They do, however, continue to supply representatives to various Pastoral Charge Committees – Council, Joint Needs Assessment Committee, and Joint Search Committee.

St. Paul's Mission Statement

Get Grace, Get God, Get Going.

St. Paul's Vision Statement

St. Paul's United is a prairie-rooted people church, centered on Holy Mystery. We experience the gift of grace – forgiveness, new life, and God's unconditional love – as we open our doors and hearts to people of all ages,

stages, and walks of life. We live as a community of faith carried on the winds of God's Spirit.

Goals for Living into St. Paul's Vision

Get Grace – As we are received and loved in God's grace, we seek to welcome and receive others in the spirit of blessing and care. We want to offer a variety of opportunities for people of all ages and seasons of life to participate actively as they choose, to come to know one another and be known, and to grow in their feeling of belonging and ownership of St. Paul's.

As we experience grace within ourselves and our church community, we want to learn about the needs of those beyond our walls and stretch the boundaries of our compassionate care.

Get God – We strive to provide uplifting, inspiring worship for all ages, to offer meaningful worship to all who come to St. Paul's that they might experience the presence, power, and love of God in worship and feel that their life experiences are honored and known. We want to encourage and inspire one another, our children, and our young people as together we grow in our faith and learn to live as God's people in this changing world.

Get Going – As we continue using and becoming more familiar with our new structure, the Kenora Model, it is hoped that more people will become actively involved in House Groups, and other missions coordinated by members of the congregation. To this end, we will be continuing, in conjunction with the Salvation Army, to run the Warm Welcome Shelter in our church auditorium from November to March. As a congregation, we will continue to grow produce in our plots at the Community Garden, as well as collect other food to donate to the local Food Bank, provide Christmas Food Hampers, continue to deliver Meals on Wheels, and support the Mission & Service Fund. We have also accepted a Green Covenant in 2014 to become a greener church to "live in respect with creation," as expressed in our United Church of Canada New Creed.

International's Mission Statement

Shining the Light Beyond Borders

International's Vision Statement (Portal and North Portal)

To shine the light beyond the borders of our church building to the communities of Portal and North Portal. To shine the light beyond the borders of our congregations to include the St. Paul's Pastoral Charge. To shine the light beyond global borders in reaching out where there is need for help, understanding, and dialogue. To shine the light beyond generational borders to include all ages and seasons of life in our worship and church community

Current Goals for Portal/North Portal

There are many ongoing opportunities for the North Portal and Portal congregations to reach out to the local communities. A core belief of ours is that the more we support community outside of Sunday, the more our church can help in bringing community together. This includes opening our buildings to non-church related events to help us be a welcoming, supportive and visible presence.

4. Resources Profile**Personnel Resources**

St. Paul's International Pastoral Charge has been served by one full-time ordained minister, as well as a part-time Pastoral Care worker. Our last minister was here for four years, leaving in July 2015 to serve in a church closer to family. Our pastoral care worker continues to visit members of the congregation, particularly seniors, visit at the hospital, conduct services at some of the seniors' homes, and plan workshops on topics of interest. Previous to these two people being hired, the charge went through a two year period of Interim Ministry, during which we worked to create a better understanding of the identity of the International Pastoral Charge and spend time in thoughtful prayer about what our future would look like.

St. Paul's in Estevan has a paid Office Administrator while the rural churches have volunteer secretaries. Both St. Paul's and Knox United have offices equipped with computers and high speed internet; however St. Paul's is designated as the main office.

There are paid caretakers at both St. Paul's and Knox United.

There are many others who volunteer in all aspects of church life in the International Charge. The United Church Women also play an important and dedicated part in our congregations through service to the community and through their outreach. Currently there are 224 households under pastoral care at St. Paul's, 15 at Knox United, and 4 at First Presbyterian.

Worship Resources

Music resources used at all the Pastoral points are "Voices United" and "More Voices." St. Paul's currently has a small senior choir, a pianist, and an organist, as well as many singers and musicians who are willing to contribute their talents during the service.

The choir at the Portals disbanded quite a few years ago, but there is still a volunteer organist and fill-in pianist to help celebrate each Sunday. Occasionally members from the congregation perform special music.

Bible study groups have frequently been held at St. Paul's. Book studies and seasonal informational classes are attended by some members of the congregation. For children, Vacation Bible School has been held in Estevan for the last four years, and has been well attended and enjoyed by the young people. St. Paul's is fortunate to have a volunteer Sunday School coordinator, and has a resource package which is being used for our one-class Sunday School this year. There are hopes of forming a youth Sunday School class as well. There is also a "Kids' Corner" at the back of the church sanctuary which can be used by the youngsters to read, color, or do other activities during service. For the youngest children we also have a nursery where the service can be heard during worship.

Financial Resources

Income of St. Paul's United is generated by pledges, offerings through envelopes, church rental, donations from the United Church Women, and fundraisers such as fair booth, auditorium sale, Christmas bazaar, bake sales, and pie sales. Similar sources comprise the income for Knox and First Presbyterian with envelope offerings and donations providing the vast majority of funds for all congregations. However, the Portals too have engaged in fundraising activities such as a fowl supper and a time and talents auction.

The Knox Board in North Portal also attempts an annual visitation each fall to keep in contact with all members and adherents, soliciting their church attendance and support.

Property Resources

St. Paul's United Church in Estevan, SK

St. Paul's United Church has a sanctuary that seats around 350 worshipers, a large narthex, and the church office. It adjoins a Christian Education Centre that contains a Sunday School Room, nursery, other rooms for gatherings, an auditorium, a large newly renovated kitchen, a library, and two offices for ministerial staff.



Knox United Church in North Portal, SK

Built in 1997 and completely financed through the generosity of members, the current church building is modern and efficient. The sanctuary was purposefully built to be multi-functional, so it is comfortable for smaller Sunday morning services and coffee hours, as well as being suitable for large events such as weddings, funerals and the annual Remembrance Day service hosted in conjunction with the Royal Canadian Legion. Nestled on either side of the main sanctuary are bathrooms, a large kitchen, a Sunday School classroom, an office and a



recreational game room. The high ceilings and many large windows offer an airy and bright quality to the interior that nicely compliments the open and friendly feeling of the congregation.

First Presbyterian Church in Portal, N.D.

The historical main sanctuary dating from 1909 has seating for 100 people, and with the addition of the multi-functional annex in the 1960's we now enjoy a convenient space in which to host luncheons, bake sales, coffee hours and Sunday School classes. There are also a kitchen and newly added washroom facilities in the annex, and the recently renovated steeple includes a working bell tower.



5. Position and Skills Profile

St. Paul's is a pastoral, garden variety congregation with lots of potential for spirited growth, but it needs a self-motivated minister with energy, skills, and enthusiasm for watering, tending and nurturing that growth. It has a number of strong lay leaders, and is a helpful, caring congregation. The congregations at the Portals are more like a family picnic – relaxed, coming together with people you know, accepting of what you receive, but perfectly willing to try out something new and looking for a little fun.

Abilities to facilitate, negotiate, organize and appreciate the gifts and skills of others in a working environment are vital. The Pastoral Charge would be well served by someone with gifts of creativity, including music, art and writing, and who can open the congregations to seeing the big picture and new potentials.

A survey was recently done by way of a questionnaire, and congregation members felt that, ideally, the new ministry person would be someone who has strong preaching skills and can provide vibrant and

uplifting worship, connecting the scripture to today's world. In addition to providing ongoing spiritual assistance to the regular membership, the minister would work to bridge the gap between us and the wider community.

Members would appreciate a minister who could lead us forward in major restructuring; due to declining numbers we may eventually have to join with another church, or share our building with another congregation, or explore other avenues to maintain our viability. Looking towards the future as well as the need for someone who can lead us through the wider United Church restructuring.

Continuing with the survey results, our ideal minister is someone who cares for all ages, is approachable and compassionate, has a positive attitude, is accepting of all, has a confident character, and can be a negotiator between strong personalities. We would appreciate a minister who can fuel the strength of the congregation, and will be supportive of volunteers in the congregation, and can encourage new families and new people to join our church family.

All points of the pastoral charge identified a preference for the successful candidate to be an ordained minister.

For position time breakdown, see Appendix A

6. Terms for the Ministry Personnel Position

a. Salary

The salary and benefits offered will be based on the most current Minimum Salaries for Ministry Personnel Schedule designed by the United Church of Canada. Amounts higher than this are negotiable, and are reviewed annually by the Ministry Committee and appropriate personnel prior to setting the budget for the next year.

b. Housing

Housing benefits offered will also be based on the Minimum Salaries for Ministry Personnel Schedule. A comfortable and well-maintained manse is located in North Portal and can be provided to the minister to meet housing needs.

c. Travel

A travel allowance based on the rate and conditions as determined in the Minimum Salaries for Ministry Personnel Schedule will be paid monthly upon submission of a completed travel log.

d. Continued Education and Learning Resources

The cost of attending workshops/conferences, purchasing books, acquiring spiritual direction and obtaining electrical and other resources relevant to providing ministry leadership will be reimbursed according to the recommendations in the Minimum Salaries for Ministry Personnel Schedule. Currently the full time equivalent is \$1332 annually.

e. Telephone

Monthly regular telephone service costs will be paid by the Pastoral Charge as outlined in the Minimum Salaries for Ministry Personnel Schedule.

f. Moving Expenses

Costs associated with moving will be paid according to the recommendations of the Minimum Salaries for Ministry Personnel Schedule, or if a more economical means of moving is available, at the approval of the minister.

g. Office Space

The Pastoral Charge provides two office spaces for the minister, a main office at St. Paul's United in Estevan, and another at Knox United in North Portal.

h. Hours of Work

The work week shall average forty hours per week, prorated on full time equivalent. The work hours will be as flexible as need be, and as agreed upon by the minister and the Ministry Committee.

i. Vacation

The ministry personnel is entitled to at least one month of vacation annually, determined in consultation with the Ministry Committee, as recommended in the United Church of Canada Manual.

j. Study Leave

The ministry personnel is entitled to and expected to take advantage of three weeks of study leave per year, to be arranged in consultation with the Ministry Committee, in accordance with the United Church of Canada Manual.

7. Recommendations

We recommend presbytery to approve the request to declare a vacancy for one full-time ministry personnel beginning _____date_____.

8. Motion

The Joint Needs Assessment Committee of St. Paul's International Pastoral Charge recommends the declaration of a vacancy for a full-time ministry personnel position of work, worship, and pastoral care.

9. References

<http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/details/page.cfm?Lang=E&Geo1=POPC&Code1=0270&Geo2=PR&Code2=47&Data=Count&SearchText=Estevan&SearchType=Begins&SearchPR=01&B1=All&Custom=&TABID=1>

<http://www.estevanchamber.ca/>

<http://tourismestevan.com/index.html>

<http://www.estevan.ca/>

<https://en.wikipedia.org/wiki/Estevan>

<https://www.facebook.com/Village-of-North-Portal-187999069406/?fref=ts>

Minimum Salaries for Ministry Personnel (2016)

<http://www.united-church.ca/files/handbooks/financial.pdf>

Appendix A

Position Time Breakdown Guide Based Upon a 40-hour week

<i>Area of Responsibility</i>	<i>Percentage</i>	<i>Total Hours Per Week</i>	<i>St. Paul's</i>	<i>The Portals</i>
Worship Worship Service, Communion, Baptism	30	12	9.6	2.4
Pastoral Care Visiting, Weddings, Emergency Care, Funerals	20	8	6.4	1.6
Christian Education Provide resources and support for Sunday School and Study Groups	20	8	6.4	1.6
Administration Pastoral Charge committee meetings and business	10	4	3.2	0.8
Community Outreach Community functions and making oneself visible in the communities	15	6	4.8	1.2
Wider Church Involvement Presbytery and Conference committees, etc.	5	2	1.6	0.4