



# Sunnybrook United Church

## Ministry Job Posting – Detailed Information Supplement

May 2020

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## MINISTRY PERSONNEL POSITION DESCRIPTION

Sunnybrook United Church is seeking a qualified, dynamic, and innovative minister to lead us in our ministry together. We are looking for an individual who will work with our existing congregational services and activities, while providing new ideas to expand our faith and lead us in outreach within the community. The candidate should have a strong passion for working with children, youth and young families. The applicant should also have a good understanding of adult learning and volunteer management to enhance the use of volunteers in the operations and leadership of the church and in its role in the community. The applicant may be Ordained, Diaconal or Designated Lay Ministry. Sunnybrook's ministry priorities are:

Worship: Demonstrate energy & enthusiasm in worship and music

- Possess excellent communication skills

Community: Create an atmosphere that is welcoming and engaging for all to participate in activities, events and programs

Governance: Be open minded, supportive and willing to try new ideas, while working within the framework of the UC Manual

## SKILLS AND KNOWLEDGE REQUIRED OF THE MINISTRY PERSONNEL

### **Work Place Philosophy**

Sunnybrook United Church is a caring and compassionate Christian community. Together we intend to foster an open, trusting and collegial work environment. This type of work environment is achieved when individuals feel they are treated with dignity and respect without being subjected to discrimination or harassment. Our Congregation members are theologically curious seekers who appreciate opportunities to explore their faith and is receptive to new programs and ideas.

### **Expectations:**

- To prepare and deliver relevant and engaging worship and sermons;
- To work collaboratively with our Music Team to provide an enthusiastic and worshipful music program;
- To deliver the sacraments and minister to those in need;
- To play a leadership role in coordination and collaborative planning of church activities;
- Work closely with other staff and volunteers to achieve the goals of Sunnybrook United Church;
- Provide ministry leadership in accordance with the Policies and Practices of the United Church of Canada.
- Creating Community
  - Help us in our efforts to create open and honest discussion and build healthy relationships for our Christian Community.

- History
  - Help us to celebrate our history and define our strengths and weaknesses through honest and open discussion.
  
- Identity / Mission
  - Help us to focus on our vision and mission now and moving forward.
  - We are an inclusive and welcoming congregation, and are proud of the initiatives we have worked hard to build, such as:
    - Performing equal/open marriages,
    - Having gay and lesbian members within our congregation.
  - Work with us to find new ways to expand our horizons to do the work of the church both within and outside our community
  
- Governance
  - Help us to assess the effectiveness of the current governance model and to determine our next steps. Work with the Council and Congregation to define an ongoing realistic assessment of our resources both financial and human and to adjust our programming to that reality wherever adjustments may be appropriate. Support and advise committees of Sunnybrook United Church, which are:
    - Faith in Action Committee (newly created Committee in February 2016 and is combined of the following Committees)
      - Worship
      - Faith Formation
      - Pastoral Care
      - Faith and Justice
      - Sunday Club
    - Property and Finance Committee;
    - United Church Women;
    - Resource Development Committee;
    - Ministry and Personnel Committee;

### **Administrative Operations**

- Take a leadership role in planning for and ensuring that regular staff meetings and communication with other staff members occur;
- Administer the Benevolent Fund;
- Abide by guidelines established by Sunnybrook with respect to fees, honoraria gifts and reimbursable expenses;
- Participate in denominational activities such as Region, meetings and learning opportunities;
- Participate in Ecumenical events (Presbyterian, Lutheran, United, Roman Catholic and Anglican - PLURA) within Red Deer.
- Sunnybrook works together with Gaetz United Church as Team United on various projects.

# TERMS

Minister to the Congregation of Sunnybrook United Church.

A comprehensive orientation of Sunnybrook will be provided by the M&P Committee.

## Working Conditions

- Work Hours – Full time;
  - 40 hour work week;
  - The hours are often irregular;
  - It is recognized that in some weeks the hour workload is in excess of forty hours;
  - In lieu of these irregular hours the opportunity for flexible hours exist where appropriate, and in consultation with the M&P Committee.
- Work Space – a large private office with computer provided;
- Plentiful shelving and cupboards within the Office for personal storage;
- Clerical support – Full time support by the Church Office Administrator;

## Compensation

- Salary: based on the current base unified salary CLO – 3.
- May pay a premium based on qualifications.
- Communication Allowance: reimbursement is based on reasonable expenses (telephone/internet).
- Travel Expenses: reimbursement based on current General Council Policy.
- Miscellaneous Expenses: expenses related to position responsibilities and approved by the Finance Committee will be reimbursed at cost.
- Leave: 1 month vacation, a 3 week study leave, and additional time off may be negotiated with M&P.
- Moving Costs: based on reasonable estimates and receipts.

## Performance and Salary & Benefits Review

- Performance is reviewed by the Ministry & Personnel Committee in the fall season, with input from the congregation, committees and Church Council, and is based on position goals and objectives. Salary and benefits are also reviewed in the fall season, and considered jointly by the Ministry and Personnel Committee and the Church Council.



## COMMUNITY OF THE PASTORAL CHARGE

The City of Red Deer is centrally located between the two major cities of Calgary and Edmonton, which are about an hour and half drive, either way. In 2015, Red Deer surpassed 100,000 residents, making it the third largest city in Alberta.

Red Deer's economic basis is made up of manufacturing, strong retail and whole service industry, agriculture, tourism, oil and petrochemical industries. This helps ensure a diversified economy.

Red Deer has been previously designated the Cultural Capital of Canada. The Red Deer College Arts Centre, the Memorial Centre, and the Westerner Park Centrium provide a year-round schedule of excellent live performances in theatre, dance, music and other artistic productions. The Arts Centre is home to the Red Deer Symphony Orchestra. The Red Deer Memorial Centre is home to Central Alberta Theatre. The Westerner Park Centrium is home to the Red Deer Rebels of the Western Hockey League and the Canadian Finals Rodeo.

Located throughout the city are sport fields, tennis courts, swimming pools and fitness centres. There are six artificial ice surfaces (including the newly rebuilt SERVUS Arena) and numerous natural outdoor rinks to meet the demand of all winter sports. With guidance from the Primary Care Network, Red Deer has also installed approximately seven outdoor exercise parks throughout the city. The Collicutt Centre, which opened in 2001, is the community common that houses an ice arena, soccer pavilion, multipurpose field, 4 lane track, fitness and wellness studio, wave pool, water park, a climbing wall and much more. The Collicutt Centre is also home to the Red Deer Exelta Gymnastics Club. The Red Deer Recreation Centre boasts an indoor 25 meter salt water pool with an expanded deck, an indoor whirlpool, sauna and steam room. It also boasts an outdoor children's wading pool, an outdoor 50 meter pool with diving facilities, fitness and lifestyle program area, and an outstanding art collection located throughout the building. Pickle ball has become a growing sport and a special area with about 21 courts was recently built. There are three golf courses and for fans of baseball, soccer, rugby or football, there are modern facilities at Great Chief Park and other locations around the city. Legacies from the 2019 Canada Winter Games are the Gary W Harris Canada Games Centre and a new outdoor Long Track Speed Skating oval. For the downhill ski enthusiast, Canyon Ski Area is just 10 minutes east of the city. Canyon Ski Hill has received unbelievable recognition for its Ski Cross trail and the Moguls hill as a result of the Winter Games and recently hosted an International event.

The beautiful Waskasoo Park trail system has won National awards. Red Deer is often referred to as the Park City. The trails are used year round for cross-country skiing in the winter and walking, running, and cycling in the summer. There are over thirty playgrounds for children. Most small sub-division areas have their own green space with soccer fields, ball fields and basketball courts. The picturesque Bower Ponds offers recreational skating in winter and picnicking, canoeing, fishing and paddle boating in summer. Sylvan Lake (home of the United Church's Camp Kasota), a lakeside community that offers camping, water sports and golfing is just a 20-minute drive away. There are also a number of surrounding parks and lakes around the city, including Gull Lake, Pine Lake and many others.

Red Deer is a city of volunteers and is best demonstrated through some of the major events that have been and will be hosted here: the World Junior Hockey Tournament in 1994 & 2021, Canadian Women's Scotties Curling Championship in 2012 & 2004, Canadian Hockey League Memorial Cup in May 2016, Hlinka/Gretzky Cup in 2018 and Canada Winter Games in 2019. There were over 5000 volunteers for the Winter Games.

Red Deer has two retail malls and several strip malls with numerous nationally branded commercial retail facilities.

Learn more about Red Deer and Central Alberta at these websites:

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

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

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

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

[www.rdc.ab.ca](http://www.rdc.ab.ca) (Red Deer College)

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

[www.rdpsd.ab.ca](http://www.rdpsd.ab.ca) (Public school Board)

[www.rdcrcs.ca/](http://www.rdcrcs.ca/) (Red Deer Catholic Regional Schools)



## MINISTRY of PASTORAL CHARGE

We are a congregation that practices hospitality that includes all ages in worship and are intentional about being inclusive. Sunnybrook is one of two United Churches in Red Deer and is located in the Southeast part of the city. Sunnybrook was established in 1964 and celebrated 50 years as a congregation in 2014.

There are approximately 234 financially contributing families with an average Sunday worship attendance of approximately 115 per week, comprised of a combination of young and older retirees, and a solid base of young families. Membership is made up of both city and rural residents. The Sunday Club has a limited attendance with a staff layperson coordinating the school aged children. Sunday morning service includes a staffed baby/toddler room for children under 5 years.

Spiritual development events are well attended. Ongoing activities include weekly bible study groups, an active UCW group, a monthly men's breakfast, a women's breakfast, a men's lunch, annual Ham supper, Shrove Tuesday Pancake Supper, Morning Musings, and a Social Club. We have also enjoyed many years of Vacation Bible School and Women's Retreats, in collaboration with the other Red Deer United Church.

Other events that have been well enjoyed and repeated due to their success include Jesus Redux sessions, Aging well, Feeding the Spirit, Soul Space, Soul of Aging, and Mindful Meditation & the Body. Our neighbourhood Fall Fair, in collaboration with the Korean Community Church that shares our facilities, is a great success in our community. We enjoy many types of musical talents, Korean food, kids activities, and various vendors.



## MINISTERIAL HISTORY

From 1964 until 1986, three individual ministers served Sunnybrook. They served 4 years, 10 years and 19 years respectively. In 1986, we moved to team ministry (two-full time positions) with most terms lasting approximately 7-10 years. Our last team ministry ended in 2011.

Below is a list of Ministers and their terms

Ministers	Term Served	
<b>Rev. Stewart Hewlett</b>	1964-1968	Ordained
<b>Rev. Harold Jenner</b>	1968-1978	Ordained
<b>Rev. Dale Watson</b>	1978-1997 1988-1989 sabbatical	Ordained
<b>Ann Myers</b>	1981-1982	Student
<b>Rev. Bill Cantelon</b>	1986-1993	Ordained
<b>Rev. Brick Thackeray</b>	1988-1989 Sabbatical relief	Ordained
<b>Barb Myers</b>	1991-1993	Student
<b>Mark Green</b>	1993-2003	Diaconal
<b>Rev. Mary Ellen Moore</b>	1997-2004	Ordained
<b>Chris Giffen</b>	2003,2004 &2006	Youth – staff associate
<b>Jan Richardson</b>	2004 - 2007	Diaconal
<b>Rev. Paul Mullen</b>	2004 - 2007	Ordained
<b>Ray Goodship</b>	2010-2011	Ordained
<b>Linda Ervin</b>	2008-2014	Diaconal
<b>Dr. Rev. Peter Kugba-Nyande</b>	2014 - 2016	Interim – Ordained
<b>Rev Ross Smillie</b>	2016 - 2020	Ordained

### Current Staff

Our ministerial staff guides the work of our many committees and volunteers to achieve our mission.

Our music ministry team includes a pianist and a Choir Director. We have a full-time office administrator and a part-time caretaker. We have an enthusiastic volunteer labor force who is dedicated to maintenance and/or improvements to the church property.

We have a Sunday Club Coordinator & Nurse Supervisor dedicated to youth needs.

## Church Statistics

	2015	2016	2017	2018	2019
<b>Weddings</b>	1	0	6	5	7
<b>Funerals</b>	6	4	18	9	11
<b>Baptisms</b>	4	5	2	6	1

## Financial Summary

Sunnybrook has been able to minimize expenses which has allowed us to maintain a stable financial situation due to a committed congregation.

Year	Income	Expenses	Balance
<b>2015</b>	\$277,969	\$279,876	\$-1,907
<b>2016</b>	\$364,607	\$341,940	\$22,667
<b>2017</b>	\$323,336	\$299,933	\$23,403
<b>2018</b>	\$324,519	\$314,545	\$9,974
<b>2019</b>	\$514,202	\$348,657	\$165,544

## Membership Summary

Year	Financially Supporting Households
<b>2015</b>	204
<b>2016</b>	242
<b>2017</b>	247
<b>2018</b>	223
<b>2019</b>	234

Sunnybrook United Church is an excellent building that was renovated in 1994. These renovations included adding a Narthex that is very inviting and hospitable, and installing an updated kitchen in the basement that can be used for congregational meals such as Shrove Tuesday Pancake suppers, ham dinners, pot luck lunches and dinners. Since then there have been other upgrades such as new carpeting and new furnaces. We have a grand piano, organ and drums in our sanctuary to support our music ministry. We also have an audio sound system and video projection system to enhance our worship service.



