

# Diocese of Nova Scotia & Prince Edward Island

## PARISH PROFILE FORM



Please include with the completed Profile Form:

- Appendix A.
- A photocopy of the completed Parochial Return Form (one copy for the Bishop only -- DO NOT ATTACH TO PROFILE).
- The Parish Annual Report for the most recent full calendar year (one copy for the Bishop only -- DO NOT ATTACH TO PROFILE).

**SEPTEMBER 2005**

# PARISH PROFILE FORM

(September 2005)

## PART 1

**PARISH NAME:** St. George's

**ADDRESS:** 2222 Brunswick Street  
Halifax, NS  
B3K 2Z3

**WEBSITE:** [www.roundchurch.ca](http://www.roundchurch.ca)

<b>PARISH OFFICE</b>	(902) 423-1059 (+TTY)	<b>PARISH OFFICE</b>	stgeorgeoffice@eastlink.ca
<b>TELE.#</b>	(902) 423-0897	<b>EMAIL</b>	a
<b>Parish Office Fax#</b>	_____		_____

**BRIEFLY DESCRIBE THE LOCATION AND GEOGRAPHY OF THE PARISH:**

Inner City Halifax/Northend Halifax

The Parish Churches (St. George's and the Little Dutch Church) are located in the inner city, but parishioners are drawn from all over Halifax/Dartmouth and the surrounding area. Halifax is a growing community, but continues to have many of the pleasant attributes of a small city of neighbourhoods.

**PAROCHIAL COMMITTEE:**

Chairperson: Susan Harris Tele.# (H)(902) 429-5308 (W)(902)494-2862

E-Mail: [Susan.susanharris@gmail.com](mailto:Susan.susanharris@gmail.com)

Mail: \_\_\_\_\_

Parish Participation: Warden, Parish Council, Spiritual Development Committee, Music Sub-Committee, Christian Education Sub-Committee, Stewardship Committee, After Church Fellowship Team, YouthNet Board, Deaf Ministry Support Group, occasional Evensong choir (formerly: Choir member, Restoration Sub-Committee) Member of the parish: 25 years

**Members' Names:**

Kate Freeman

**Parish Participation:**

Warden, Parish Council, Pastoral Care Committee, neighbourhood contact, occasional Evensong choir (formerly: volunteer/paid employee YouthNet, Community Happenings and Advocacy bulletin editor/writer, group organizing visit of Palestinian Christian Youth) Member of the parish: 5 years

Tracy Lenfesty

Parish Council, Co-Chair Finance Committee, Spiritual Development Committee, Altar Guild, After Church Fellowship Team, YouthNet Board, conducts Morning Prayer on Wednesday (formerly: Warden, Sunday School Superintendent) Member of the parish: 10 years

Mary Martin

Stewardship Committee, offering counter team. (formerly: Chair Finance Committee, Restoration Fund-Raising Committee, Parish Council) Member of the parish: 20 years

Gary McGonagill

Parish Council, Chair Spiritual Development Committee, Music Sub-Committee, Christian Education Sub-Committee, Budget Committee, occasional Evensong Choir. (formerly: offering counter team, conducted Evensong on Tuesdays, Synod delegate) Member of the parish: 4 years (plus 2 as a student in the early 90's)

Neil Robertson

Parish Council, Spiritual Development Committee, Christian Education Sub-Committee. (formerly: Chair Spiritual Development Committee, Synod delegate) Member of the parish: 15 years

John Swaine

Senior Warden, Parish Council, Chair Stewardship Committee, Spiritual Development Committee, Property Committee, Sacristan, Lay Reader, YouthNet Board, Deaf Ministry Support Group, Budget Committee, Finance Committee. (formerly: Restoration Committee, Synod delegate) Member of the parish: 25 years

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**PREVIOUS INCUMBENCIES:**

Previous The Rev. Canon Gary Thorne

**Term**

16 years

**Years**

Jan. 1990 to Dec. 2005

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2nd The Rev. Robert Petite  
Prev.

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10 years

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1979 to 1989

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3rd The Rev. Hayward Hodder  
Prev.

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22 years

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1957 to 1979

<b>PARISH STATISTICS FOR THE MOST RECENT 3 YEARS</b>			
	<b><u>2004</u></b>	<b><u>2003</u></b>	<b><u>2002</u></b>
# of Families on Parish List	264	247	258
Average Weekly Attendance	213	206	201
# of Easter Communicants	321	362	303
# of Baptisms	11	13	15
# of Confirmations	10	7	1
# of Marriages	9	6	6
# of Burials	5	9	10
# of Sunday Schools [total students]	1(30)	1(16)	1(23)
# of Choirs [total members]	1(22)	1(24)	1(20)
# of Altar Servers	14	12	11
# of Lay Readers	7	7	9
# of Altar Guilds [total members]	1(16)	1(18)	1(17)
# of Women's Groups [total members]	2(25)	2(27)	2(28)
# of Men's Groups [total members]	0	0	0
# of Youth Groups [total members]	1(5-10)	University Liaison Team - numbers varied	2(30)
# of other groups [total members]	1(12)	1(10)	
# of Unit and Church Councils	1	1	1
# of Council Committees	4	4	4

(We are assuming that "Council Committees" means the Standing Committees of PC designated by Canon 35, such as Spiritual Development, Pastoral Care, Finance, Property, etc.)

<b>PARISH FINANCIAL STATISTICS FOR THE MOST RECENT 3 YEARS</b>			
	<b><u>2004</u></b>	<b><u>2003</u></b>	<b><u>2002</u></b>
# of Identifiable Givers	163	152	168
Total Annual Offering	199,652.13	207,923.93	181,700.57
Endowment Income [excluding Cemetery]	8,713.71	8,590.76	7,596.02
Total Parish Income	229,934.68	239,965.05	201,761.78
Diocesan Allotment Due	39,615.24	34,429.80	35,919.00
Diocesan Allotment Paid	39,615.24	34,429.80	35,919.00
Diocesan Allotment Arrears	0	0	0
# of Mortgages & Total Amount	0	0	0
Parish Grants Received	0	0	0
Total Year-End Balances	(42,754.71)	1,227.23	(436.97)
PWRDF Total Offerings	1,822.75	2,498.00	845.00

Rector's Stipend*	43,239.96	42,239.96	43,240.00
Rector's Housing Allowance**	14,210.04	14,210.04	13,744.00
Total Stipend and Housing	57,450.00	57,450.00	56,984.00
Rector's Travel Allowance	5,700.00	5,700.00	5,700.00
Rector's Discretionary Fund***	3,390.75	324.32	3390.80

\*Note: In the figures for 2002-2004, the financial statements breakdown the total package as above. For greater clarity we include the 2005 figures, listing the Rector's stipend as \$36,920.00 and the housing allowance as \$25,400.00, for a total of \$62,320. The stipend and housing allowance for 2005 have been calculated according to the revised Diocesan Policy 2.2.11, Housing Allowances, and the Clergy Stipend Scale Policy 2.1.19

\*\* The parish Rectory could be made available in 2006. It is currently being used for Trinity House, a group of people living in Christian Community established in 2004.

\*\*\* The Rector was on leave from the parish for 6 months in 2003.

<b>PARISH PROPERTY ANNUAL EXPENDITURES</b>			
<b>BUILDING</b>	<b><u>2004</u></b>	<b><u>2003</u></b>	<b><u>2002</u></b>
Rectory <sup>1</sup> 2392 Cornwallis Street	\$8,272	\$4,888	\$6,555
Round Church <sup>2</sup> 2222 Brunswick Street	\$27,568	\$38,694	\$25,244
Church Hall <sup>3</sup> 5429 Cornwallis Street	\$39,756	\$35,331	\$23,768
Little Dutch Church <sup>4</sup> 2393 Brunswick Street	\$489	\$1,316	\$1,115
Little Dutch Church Burying Ground	\$0	\$0	\$0
General Church Property <sup>5</sup>	\$30,850	\$16,159	\$6,436
<b>Total Property Expenditure</b>	<b>\$106,935</b>	<b>\$96,388</b>	<b>\$63,218</b>

#### **OTHER WORK:**

Note 1: There are upgrades to the Rectory (1838) planned for 2006, including painting, work in the kitchen, bathroom, and replacement of windows.

Note 2: This building (1800) was partially destroyed by fire in 1994 and a massive restoration project was completed in 1999. Each year one third of the Round Church is painted. Maintenance of this building comes primarily from a Preservation Endowment Fund established after the restoration of the building.

Note 3: Major work is needed on this building (1887 and 1912). The congregation, after considerable study and consultation, decided in 2004 that it wanted to build a new building consistent with the historical architecture of the site. However, it is unlikely that this can be managed financially, and the Hall may be in better condition than originally anticipated, so this project will need to be carefully revisited by the parish in the near future.

Note 4: This small but important building (circa 1753) was partially restored 1996-1998 and is primarily maintained by a small group of individuals with an interest in the building and its graveyard. It is used regularly for smaller services during the summer.

Note 5: These amounts include snow removal, architectural consultation and ever-increasing insurance costs.

## PARISH MONTHLY SERVICE SCHEDULE

All services of public worship are conducted according to the Book of Common Prayer (Canada, 1962), as they are printed, without substitutions, alterations, additions, or rearrangement. The Daily Office and Eucharistic Lectionaries of the Prayer Book are regarded as belonging essentially to the Prayer Book liturgies. All offices are generally conducted by the laity.

<b>Every Sunday:</b>	8:00 AM	Holy Communion (said)
	10:00 AM	Morning Prayer (said)
	10:30 AM	Holy Communion (choral)
	5:30 PM	Evening Prayer (sung)
	9:00 PM	Compline (choral)
<b>Daily:</b>	7:30 AM	Morning Prayer (said) (Fridays, followed by the Litany)
	12:00 Noon	Prayers at Mid-day (said)
	5:30 PM	Evening Prayer (said)
<b>Wednesday:</b>	10:00 AM	Holy Communion (said) (celebrant: honorary assistant)
<b>Friday:</b>	12:15 PM	Holy Communion (said) (signed for the deaf)

In addition, Feast Days of the Church Year are observed on the day designated in the calendar of the Book of Common Prayer by a celebration of Holy Communion, choral in the case of major festivals such as Epiphany, Ascension, All Saints, etc. Choral Holy Communion on Sundays and on major Holy Days are generally celebrated with priest, deacon and sub-deacon. Incense is used on major festivals.

The Litany in Procession is sung on the first Sunday of each season of the church year.

On the First Sunday of Advent there is a service of Lessons and Carols. There is a service of Christmas Lessons and Carols during the week following Christmas Day.

Holy Week is observed with an ecumenical street procession with donkey on Palm Sunday, Choral Communion on Monday and Tuesday, Choral Tenebrae on Wednesday, Choral Communion of the Institution of the Lord's Supper on Maundy Thursday, followed by the Stripping of the Altar and an all-night vigil, a Three Hour Service on Good Friday, and the Easter Vigil and First Eucharist of Easter on Saturday night and Choral Eucharist on Easter Sunday Morning.

### **A. Please explain the Parish Baptismal customs:**

In accordance with Diocesan Guidelines, Baptism occurs normally in the context of regularly scheduled services of public worship. In general, and always in the case of Baptisms conducted in the context of regularly scheduled services of public worship, Baptisms are conducted in strict accordance with the liturgies of baptism as printed on pages 522 through 540 in the Book of Common Prayer. A baptism preparation team meets with the family of the infant or adult to be baptised, and very often with the Godparents or witnesses as well. At least one member of this baptism preparation team will stand with the family at the font and assist the family in every way possible. The baptismal preparation team and indeed the whole of the congregation endeavour to encourage the newly baptised and their families to become active members of the parish family.

### **B. Please explain the Parish Matrimonial customs:**

We follow Diocesan Guidelines. A fee structure is clearly laid out. Opportunities for marriage preparation are made known, but not insisted upon. Couples planning to be married at Saint George's are encouraged to attend worship, participate in the liturgy and reflect upon sermons. While the Book of Common Prayer is the norm and embodies the parish's doctrinal understanding of Holy Matrimony, the Rector's discretion and pastoral sensitivity allow for additions or alternatives to the Prayer Book liturgy. The newly married are encouraged to become active members of the parish family.

**C. Please explain the Parish Funeral customs:**

We follow Diocesan Guidelines. The Book of Common Prayer is the norm. The liturgical colour is purple. The Rector's discretion and pastoral sensitivity in relation to a family's wishes allow for additions or alterations to the liturgy of the Book of Common Prayer. The Parish strives to supply choral leadership for all funerals. The Rector provides pastoral care to the grieving.

### AVERAGE MONTHLY SCHEDULE OF MEETINGS

*\* The Rector is required to attend; + the Rector's presence is desired occasionally.*

WEEK	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
1	Property+ 7-8.30pm Parish Hall	Staff Meeting*  10-11am, Parish Office  Rector/Wardens *, 4.30-6pm, location varies		Admin.+, 2.30-3.30pm,  Parish Office			
2		Staff Meeting*,  10-11am, parish office  Rector/Wardens *, 4.30-6pm, location varies	YouthNet Board*, 5.30- 7.30pm, Parish Office				
3		Staff Meeting*,  10-11am, parish office  Rector/Wardens *, 4.30-6.30, location varies  Finance/Budget + 5.30-6.30, Parish Office  Parish Council*, 6.30- 8.30pm, Sunday School Room, Parish Hall					
4	Stewardship +, 6-7pm  Location varies	Staff Meeting*  10-11am, Parish Office  Rector/Wardens *, 4.30-6.30, location varies					
5		Staff Meeting*  10-11am, Parish Office  Rector/Wardens *, 4.30-6.30, location varies					

Unless a need arises, committees do not meet in July and August, or during Advent and Lent.

The Staff Meetings are attended by the Rector, Parish Secretary, a representative from YouthNet, and a janitor. Representatives from other groups using the Parish Hall may be invited.

(YouthNet has its own budget separate from the parish and operates as a youth mentoring organization in the inner city of Halifax, with both paid employees and many volunteers from inside and outside of the parish. It runs or oversees such programmes as: after school computer use for homework and games and also active games, breakfast and lunch programmes, Latin and Greek Club, Beavers/Cubs/Scouts, and in the summer, wilderness camping, Art Club, reading and gardening.)



**OTHER PAROCHIAL COMMITMENTS:**

**Spiritual Development**, Sundays, 12.30-1.30pm, Guild Room, Parish Hall. Meets three times/year in preparation for Advent and Christmas, Lent and Easter, and in the spring to plan for fall programmes. Sub-committees for Christian Education and Music meet approximately 5 times each year to plan events, in consultation with the Rector. The Rector’s presence may not always be required at meetings of sub-committees.

**Pastoral Ministry**, Sundays, 12.30-1.30pm, Guild Room, Parish Hall. Functions through various sub-committees throughout the year, meets as a group to prepare for Christmas outreach or other special events. The Rector’s presence may not always be required at meetings of sub-committees.

**Deaf Ministry**, Sundays, 12.30-1.30, the Round Church. Meets occasionally to deal with concerns specific to St George’s deaf parishioners.

The Rector will also be consulted in scheduling other parish events such as parish suppers (3/year), the weekly soup kitchen, and the annual yard sale.

**LIST EACH ITEM OF OFFICE EQUIPMENT AND ITS CONDITION**

**Telephones:** parish office (+TTY for the deaf), hall kitchen, church - excellent condition.

**Computers:** parish office - fair condition, Treasurer’s laptop – very good condition, money has been set aside to purchase a new computer for the Rector.

**Fax:** excellent condition.

**Photocopier:** excellent condition.

**Router** (wireless network in Parish Hall): very good condition.

**Safes:** one in parish office and one in vestry – both very good condition.

**Website:** The parish has its own website ([www.roundchurch.ca](http://www.roundchurch.ca)).

YouthNet shares some office equipment with the parish.

PARISH HUMAN RESOURCES					
<i>[Please attach Position Descriptions.]</i>					
POSITION	#	FULL TIME	PART TIME	STIPENDIARY	NSOM/ VOLUNTEER
Assisting Clergy					
Retired/Honourary Clergy*	2				X
Postulants for Ordination**	1				X
Secretary	1		X	X	
Organists	1		X	X	
Janitors	2		2	1	1
Other: Sexton	1		X	X	
Other: Deaf Interpreter	1		X	X	

\*One Honourary Assistant assists at the main Sunday service (10.30 Choral Communion), celebrates each Wednesday morning at 10am and is available to celebrate weekday services and for pastoral emergencies in the absence of the Rector.

\*\* Two other parishioners entered the discernment process with the Diocese of Nova Scotia and Prince Edward Island in 2005.

[Please show the results of discussions held within the Parish in relation to **Appendix A**, by showing in each category the 2 most important elements of ministry, and by ranking the categories in the priority given them by the Parish.]

<p><u>2</u>    <b>PASTORAL MINISTRY</b></p> <hr/> <p>Visiting and counselling at the time of death, illness or crisis</p> <hr/> <p>Shut-in ministry of visiting and sacramental care on a regular basis</p> <hr/>	<p><u>1</u>    <b>SPIRITUAL DEVELOPMENT</b></p> <hr/> <p>Using the Book of Common Prayer in a sensitive and caring manner</p> <hr/> <p>Preaching clear, intelligent and relevant sermons</p> <hr/>
<p><u>5</u>    <b>PROPERTY AND ADMINISTRATION</b></p> <hr/> <p>Conducting the business of the Parish in a timely manner</p> <hr/> <p>Providing leadership in programs which enhance participation in the Parish</p> <hr/>	<p><u>4</u>    <b>FINANCE</b></p> <hr/> <p>Supporting initiatives which enable broad-based support for the Parish</p> <hr/> <p>Providing leadership in the development of the Parish budget and budgeting process</p> <hr/>
<p><u>3</u>    <b>STEWARDSHIP</b></p> <hr/> <p>Providing leadership for the development of our Baptismal ministry</p> <hr/> <p>Providing community outreach pastoral care at times of crisis in the lives of all</p> <hr/>	

NOTE: While the results of this exercise were compiled faithfully and to the best of our ability, it is important to note that many of the returned surveys were "spoiled"; many parishioners felt that Appendix A was confusing and difficult to fill in. Many felt that the strict ranking of priorities within categories was unhelpful and that some important priorities were not included for consideration. However, the parish's priorities were clear, demonstrating a marked preference for Spiritual Development and Pastoral Care, both ranking very high.

**CENSUS:**

Does the Parish have up-to-date family census information? No.

In what year was the family census last updated? 1993

Does the Parish have an up-to-date Mailing List? Yes, including email

In what year was it updated? Constantly

Please describe the worshipping community of the Parish:

<u>GEOGRAPHICALLY</u>	<u>FUNCTIONALLY</u>	<u>CENSUS</u>	<u>PARISH DEMOGRAPHICS</u>
<u>      </u> Rural	<u>      </u> Industrial	<u>  X  </u> Growing	<u>  7%  </u> 0 - 11 yrs.
<u>      </u> Suburban	<u>      </u> Institutional	<u>      </u> Static	<u>  9%  </u> 12 - 20 yrs.
<u>  X  </u> Urban	<u>      </u> Educational	<u>      </u> Declining	<u> 14%  </u> 21 - 35 yrs.
<u>  X  </u> Inner City	<u>      </u> Resource Industry	<u>      </u> Fluctuating	<u> 14%  </u> 36 - 50 yrs.
	<u>  X  </u> Commercial		<u> 28%  </u> 51 - 64 yrs.
	<u>  X  </u> Residential		<u> 28%  </u> 65 & Older

NOTE: Although a parish demographic profile is not currently available, the congregation consists of a healthy mix of all ages, with none predominating. The figures above are "best guesses" made by looking over the Parish List. It is noteworthy that while the church property is located in the inner city, the congregation comes from throughout Halifax Regional Municipality, not only from the surrounding neighbourhood.

## **PLEASE DESCRIBE THE MAJOR CHALLENGES FACING THE PARISH AT THE PRESENT TIME:**

### ***Spiritual Development and Pastoral Ministry***

As a parish, we are committed to maintaining a faithful and thoughtful adherence to the Book of Common Prayer in all its liturgical richness and supported by an excellent musical tradition. We are challenged to provide excellent Christian education, for both adults and children. Saint George's is home to parishioners of considerable diversity, in both practical and theoretical matters, all of whom are brought together in the worship which is at the centre of our parish life. This diversity results in the need for a variety of programmes and activities flowing out of this worship, both within the parish and in our neighbourhood. Much prayer and effort must be put into developing programmes that will encourage and nurture people in their Christian lives and also foster a spirit of understanding and appreciation of one another.

We are continually challenged (and blessed) by the community in which Saint George's is located, an inner-city neighbourhood with unique strengths but facing numerous challenges. We must strive to be welcoming to this community, while at the same time being sensitive to its culture and social and spiritual life. We must continue our efforts to represent Saint George's and its Christian witness in the community, through such outreach programmes as YouthNet, Beavers/Cubs/Scouts, the Deaf Ministry and Soup Kitchen. Currently there is a particular opportunity to embrace children, young people and young families within the parish, and involve them more meaningfully in parish life.

We will also be seeking a new Music Director whose contract will begin in September, 2006. Our budget does not allow for the Music Director's salary to reflect fully the centrality of music in the life of the parish. This means that it is likely that we will be looking for someone early in his or her career, and this will entail potentially intensive instruction by the Rector of the new person in the spiritual logic of traditional Anglican worship in order that the music support our worship.

### ***Property***

One of the challenges for the parish is the number and age of the parish buildings (See Parish Property Annual Expenditures). We have two very significant historic churches (the Round Church and the Little Dutch Church) entrusted to our care. We also have a Rectory that is 165 years old, and a Hall, also very old, both of which require much-needed upgrades in the very near future. The maintenance of these buildings is an expensive responsibility, and yet they are key sites that reflect the historic heritage of the parish that we are expected to maintain. Raising funds for the upgrades will be difficult, and any work done will need to reflect the historic nature of the parish.

### ***Administration and Stewardship***

We have been challenged to maintain a stable committee structure in general, and, in particular, a committee to address the stewardship needs of the parish. In 2006, we will be establishing a permanent Stewardship Committee. This committee will continue to develop ways of encouraging and retaining new congregational members, and the enhancement of levels of giving, participation in worship, outreach programmes and volunteer services and lay leadership.

## **PLEASE DESCRIBE HOW THIS INFORMATION IS AFFECTING YOUR EXPECTATIONS OF A NEW RECTOR:**

The Parish would expect a priest capable of and desiring to lead the Parish in responding to the many and multi-sided challenges outlined in the previous question. But the core of any such expectation is that the priest lead the Parish in aspirational worship and prayer using the *Book of Common Prayer* vigorously and exclusively. It is this above all that holds the Parish in all its diversity together, the centre around which all its activity operates, and it is through this that there is to be found the surest route to responding to the multiple challenges that the Parish faces.

St. George's, like many Anglican parishes, expects considerable leadership of its priest and yet that this leadership be exercised in the context of significant lay volunteer work informed by a clear sense of the traditions, practices and purposes of the Parish. We would hope for a priest who could both lead and at the same time encourage and strengthen the role of laity in the self-governance and spiritual development of the Parish. To do this effectively requires sensitivity and good judgement. But it also requires trust: that the priest has trust in the parish and that the parish can trust its priest.

St. George's has, for a quarter of a century at least, defined itself in a threefold manner: that its foci are liturgy, music and outreach – all done in the context of the *Book of Common Prayer* and its lectionary. Our expectation would be that our priest would respect and build upon these established traditions, but more: help us see and deepen our understanding of the inter-relation of them. How is it that an elevated form of worship is drawn into a connection to love and ministry in the inner-city? The Parish can readily fall into either assuming a connection or losing sight of the connection all together. Our hope is that our rector would help the Parish reflect thoughtfully and honestly on its liturgy, music, and outreach, and what it means to be living through them in the contemporary world. So study, prayer and reflection upon the theological tradition must be an integral part of what informs the preaching of the Word, together with a capacity to connect with the living demands of St. George's and its context.

St. George's has a strong sense of itself. We are not looking for a priest who will make us over into something we are not. And yet, we know ourselves to be facing many challenges. No doubt many of these challenges arise from our upholding of the three foci, the very traditions and practices by which we have come to define ourselves; yet rather than evade or diminish these challenges by putting aside or watering down some or all of these traditions and practices, we would hope to be led to confront these challenges precisely as they present themselves to us in and through our traditions and practices. Our hope then is in a priest who can lead us to be more fully the parish we have been called to be.

## APPENDIX A

*[This page is to be distributed to all who attend the Parish General Meeting at which the Parochial Committee is selected. The collation of this material for inclusion in the Parish Profile form is the responsibility of the Parish Wardens.]*

- A. In each category, on a scale of 1-5, where 1 is **(highest, rank in priority for your parish)** most important and 5 is least important, rate the strengths in ministry that you expect of your next Rector. A number can only be used once within each category.

### CATEGORY

### STRENGTHS IN MINISTRY

\_\_\_\_\_ PASTORAL MINISTRY

- \_\_\_\_\_ Visiting and counselling at the time of a death, illness or crisis.
- \_\_\_\_\_ Providing leadership and support for lay programs of pastoral care.
- \_\_\_\_\_ Shut-In ministry of visiting and sacramental care on a regular basis.
- \_\_\_\_\_ Regular home visiting to all members.
- \_\_\_\_\_ Providing leadership and support in programs for Mission and Evangelism.

\_\_\_\_\_ SPIRITUAL DEVELOPMENT

- \_\_\_\_\_ Preaching clear, intelligent and relevant sermons.
- \_\_\_\_\_ Using both prayer books of the Church in a sensitive and caring manner.
- \_\_\_\_\_ Planning of worship with Laity on a regular and on-going basis.
- \_\_\_\_\_ Developing musical and liturgical resources of the Unit that enhance worship.
- \_\_\_\_\_ Providing leadership and oversight for Christian Education programs for all ages.

\_\_\_\_\_ PROPERTY AND ADMINISTRATION

- \_\_\_\_\_ Conducting the business of the Parish in a timely manner.
- \_\_\_\_\_ Providing leadership in programs which enhance participation in the Unit.
- \_\_\_\_\_ Providing leadership in the councils and committees of the Unit and community.
- \_\_\_\_\_ Providing leadership and support for Canons and Guidelines of this Diocese.
- \_\_\_\_\_ Providing leadership and support for the maintenance of a Unit List of members.

\_\_\_\_\_ FINANCE

- \_\_\_\_\_ Providing leadership in the development of Unit budget(s) and budgeting processes.
- \_\_\_\_\_ Providing leadership in planning which meets goals and objectives of Unit and Diocese.
- \_\_\_\_\_ Supporting initiatives which enable broad based support for the Unit.
- \_\_\_\_\_ Providing education and information concerning Unit goals and resources.
- \_\_\_\_\_ Providing leadership in the supervision of the finances of the Unit.

\_\_\_\_\_ STEWARDSHIP

- \_\_\_\_\_ Providing leadership for development of our Baptismal ministry.
- \_\_\_\_\_ Supporting ecumenical worship and programs locally and beyond.
- \_\_\_\_\_ Providing community outreach pastoral care at times of crisis in the lives of all.
- \_\_\_\_\_ Supporting programs which focus on just and generous use of all our resources.
- \_\_\_\_\_ Supporting programs which focus on justice, peace and social concerns.

- B. When "A" is complete, please rank each category of concerns from 1-5, where 1 is the **(highest category.)** most important and 5 is the least important. These then reflect the skills, interest and priorities you expect **(for ministry in your parish.)** your next Rector to possess. *[Transfer this data to page 6]*

**THIS FORM IS TO BE RETURNED TO THE WARDENS AT THE END OF THE PARISH MEETING.**

*[ To be included with Part 1 when submitting to the Bishop's Office ]*

**PART 2A****1.1.9**

Revision Date - April 2000
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Source - Bishops Office
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**EXPECTATIONS OF ORDAINED MINISTRY**

Diocese of Nova Scotia &amp; Prince Edward Island

1. The priest is expected to be supportive of the process by which he/she and the parish, to which he/she is appointed, enter into a formal covenant relationship in ministry, the said covenant being developed in accord with Diocesan standards.
2. The priest is expected to enable the ministries of all the baptized.
3. The priest is expected to encourage the people of the parish to be actively involved in leadership responsibilities for worship, spiritual development, pastoral care, stewardship and administration of the parish.
4. In matters of administration, the priest is expected to uphold the Constitution, Canons and Guidelines of the Diocese.
5. Conforming to the doctrine, discipline and worship of The Anglican Church of Canada, the priest is expected to follow Episcopal Guidelines as set forth by the Bishop from time to time.
6. The priest is expected, with sensitivity, to encourage the use of The Book of Alternative Services in the parish.
7. The priest is expected to consult with the Regional Dean regarding matters of administrative concern, and with the Archdeacon regarding matters of pastoral concern.
8. The priest is expected to give strong leadership in the parish as it seeks to develop and maintain a good working relationship with the Diocesan Synod Office.
9. The priest is expected to take an active part in Diocesan Synod, Clergy Conferences, meetings in the Archdeaconary, as well as Regional Clericus and Regional Council meetings.
10. The priest is expected to work in a collegial and supportive manner with all other priests -- female and male.
11. The priest is expected to encourage the parish to be actively involved in Regional, Archdeaconary and Diocesan gatherings of the Church.
12. The priest is expected to maintain a strong spiritual life. Daily prayer as well as reading and study of The Scriptures are normative practices. The acquiring of a Spiritual Director or Mentor is strongly encouraged. An annual retreat or planned Quiet Days throughout the year are highly recommended.
13. For his/her own well-being, the priest is expected to take a full day off each week and to take his/her full vacation according to Diocesan policy.
14. In accordance with the Continuing Education Programme of The Anglican Church of Canada, and by Episcopal recommendation, the priest is expected to be actively involved in a planned programme for continuing education.
15. If in receipt of a Housing Allowance, the priest is required to live within reasonable distance from the parish church, the location being approved by the Bishop.

**PART 2B****1.1.17**

Revision Date - February 1997
Source - Bishops Office

**EXPECTATIONS OF PARISHES**

Diocese of Nova Scotia &amp; Prince Edward Island

1. The parish is expected to be faithful in its purpose as set forth in Canon 35-2 (III Purpose) and to organize its life in accordance with the said Canon.
2. The parish is expected to conform to the doctrine, discipline and worship of the Anglican Church of Canada.
3. In matters of liturgy, the parish is expected to honor Diocesan Policies & Procedures and Episcopal Directives as issued from time to time.
4. In matters of administration, the parish is expected to honor the Canons of the Diocese and the Policies authorized by Diocesan Synod as well as Diocesan Council.
5. In matters of ministry, the parish is expected to foster and nurture a practice of ministry which expresses the ministry of all the baptized.
6. The parish is expected to be supportive of the clergy's efforts towards the practice of self care, in particular:
  - maintaining a healthy spiritual life;
  - taking appropriate off time (at least one day a week) and a full annual vacation;
  - pursuing events of continuing education
7. The parish is expected, with the Rector, to consult with the Regional Dean concerning financial and administration matters and with the Archdeacon concerning pastoral and ministry matters.
8. The parish is expected to have active involvement in the life of the Region, Archdeaconry and Diocese.

## PART 3

### THE CONSTRUCTION AND USE OF AN INTERVIEW INSTRUMENT

*[The following material is provided for the assistance of the Parochial Committee in the development of an Interview Instrument. The Archdeacon will consult with the Committee to review the finished material.]*

#### Possible Questions for Parochial Committee Interviews:

1. Tell us something about yourself. (Résumé could be used as a jumping off point)
2. In our profile our parish is particularly interested in a priest who will . . .  
  
The profile says we have a need for someone who will . . .  
  
Can you tell us about your experience in this area; e.g. pastoral visiting, outreach, worship, Christian education?  
  
How do you go about it? Have you faced any difficulties, etc.?
3. What communication skills do you think are most important in ministry? How have you used them in your present parish?
4. How would you describe your role in your present parish? Would you want to do some things differently, and why?
5. How do you see program planning in the Church today? How do you do program planning in your present parish?
6. What are the questions raised for you as you read our parish profile?
7. What special gifts do you bring to parish ministry?
8. What do you consider some of your strong points in ministry? Your weaknesses?
9. What has been your role in the community in your present Parish, in the Region, Diocese, National Church?
10. What have you done in continuing education programs in the last couple of years? What particular interests do you now want to explore? Why?
11. What questions do you have for us?

#### Parochial Committee Interview Suggestions:

1. Each meeting is to have an agenda.
2. A written record of the interview will need to be kept as this record, together with the Parish Profile, will form the basis of the Covenant in Ministry.
3. Ask the same questions.
4. Different members of the committee to ask different questions.
5. Different people to listen for different things; e.g. Christian education, program, administration, etc.
6. Give candidates equal interview time (avoid highjacking by candidate).



- 7. Scoring questions (e.g. numerical or high, medium, low) brings focus, accountability to the interview process.
- 8. Could be completed during the interview -- general observations:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Voice .....				
Speech and use of language .....				
Ability to express ideas .....				
Sense of humour .....				
Self-confidence .....				
Grooming and appearance .....				

**Questions the Committee to Ask Itself:**

What gifts would this individual bring to the parish?

General impressions.

NOTE: Committees should be familiar with the human rights brochure:  
**Human Rights: A Guide for Employers**

**WHAT HUMAN RIGHTS ARE WE TALKING ABOUT?:**

The following represent some of the grounds on which Canadians are guaranteed freedom from discrimination in most jurisdictions:

- |                   |                      |                                |
|-------------------|----------------------|--------------------------------|
| - Race            | - Colour             | - Marital Status               |
| - Ancestry        | - Creed              | - Family Status                |
| - Place of Origin | - Sex                | - Political Affiliation        |
| - Citizenship     | - Sexual Orientation | - Receipt of Public Assistance |
| - Ethnic Origin   | - Handicap           | - Record of Offences           |
|                   | - Age                |                                |

**It is Appropriate to Ask:**

- ✓ “Are you able to relocate in order to accept this position?”
- ✓ “Have you ever been convicted of a criminal offence for which a pardon has not been granted?”
- ✓ “How many languages do you speak?”

**It is NOT Appropriate to Ask:**

- ✗ “Are you married?” “Do you have a second income?”
- ✗ “Have you ever been arrested?”
- ✗ “What is your racial origin?”
- ✗ “What clubs or organizations do you belong to?”



**Interview Response Form – Page 2**

3. \_\_\_\_\_

What questions or concerns did the candidate bring to this interview? How did this affect the outcome of the interview?

4. \_\_\_\_\_

4. \_\_\_\_\_

Others. \_\_\_\_\_

Are there any other reflections that will help the bishop understand your decision regarding this candidate?

Signed \_\_\_\_\_  
Chair of the Parochial Committee of the Parish of \_\_\_\_\_  
Date \_\_\_\_\_

## **PART 4A**

### **A COVENANT IN MINISTRY PROCESS**

*[The Parish Covenant with the New Incumbent will be patterned in the following manner, and completed prior to the appointment, under the oversight of the Archdeacon.]*

#### **Introduction:**

The development of a covenant between the parish and a prospective incumbent at the time of an appointment is an expectation of the diocesan bishop. The term covenant is one with a rich biblical and liturgical history. We speak of the covenant between God and the people of God, the baptismal covenant, the covenant of marriage, and a covenant in ministry.

A covenant in ministry is intended to facilitate the transition from parochial committee interviews to a shared ministry between the parish and the new incumbent.

The covenant in ministry should:

- (1) provide a reference point in the development of this new pastoral relationship;
- (2) help avoid potential misunderstandings; and
- (3) establish a reference point for discussion of the ministry of both covenanting parties.

The covenant shall be understood with the context of the evolving Anglican tradition of pastoral care, the ordination rites, canon law, as well as, episcopal/diocesan guidelines, directives, expectations, and policies which may be in effect from time to time.

#### **Making The Covenant:**

Agreement as to the terms of the covenant, based on the Parish Profile and the Written Record of the Parochial Committee Interview, will be required before the appointment of a new incumbent can be finalized and announced. Completion of the covenant is the responsibility of the prospective incumbent and the parish wardens. The actual writer for the covenant document may be the prospective incumbent, or one of the wardens, or a joint effort between the two as circumstances permit. The final draft of the covenant shall be presented to the parish council for purposes of information and affirmation prior to the induction.

The foundations for the covenant shall be:

1. (a) The completed parish profile; and  
(b) The completed parish self-evaluation (this item has yet to be developed)
2. The written record of the interview between the parochial committee and the prospective incumbent.

The five categories of Appendix A in the completed parish profile shall provide a framework for outlining the terms of the covenant between priest and people. It will be helpful to indicate under each category the following:

1. Responsibilities shared by the incumbent and laity as the whole people of God in that place;
2. Responsibilities assumed by the incumbent;
3. Responsibilities assumed by laypersons as part of the ministry of the laity.

The priorities of the parish should be used creatively and suggestively in the covenant document. The covenant should be concise (a page or two maximum). The covenant should complement the parish profile. The covenant should not contain items of an “employment” or contractual nature. Those items should be worked through outside the covenant framework.

### **The Archdeacon:**

The Archdeacon will initiate, and provide education and elucidation about, the covenanting process. The Archdeacon will read the covenant for sense of clarity making suggestions which enhance an understanding of the goals and aspirations of the covenanting parties. The Archdeacon will not contribute to the content or substance of the covenant. Such is the prerogative and responsibility of the covenanting parties. The covenant when completed should be read and approved by the Bishop who will want to make certain that the covenant fits into the context of both the local and universal church (see Introduction above).

### **Signing The Covenant:**

The covenant will be signed by the incumbent and the parish wardens acting on behalf of the parish at the induction service. The signing will take place during the “Covenant in Ministry” portion of the liturgy. Prior to being signed the covenant will be read as a public parish document. The covenant may be written so that parties to the covenant may read their respective parts.

### **Review:**

The covenant may be reviewed informally by the covenanting parties six months following the induction. The covenant shall be reviewed formally by the covenanting parties (with the Archdeacon acting as a resource person) twelve months after the induction. The covenant shall thereafter be formally reviewed at least every twenty-four months. The purpose of each formal review is to note successes and challenges and make recommendations for changes to the covenant, parish profile, position descriptions and other related documents. Within the pastoral context of the review process all participants should emphasize methods of celebrating the successes and resolving the challenges (adapted from draft guidelines on Mutual Ministry Review). The covenanting parties may call upon the services of the Archdeacon at anytime.

### **Special Circumstances:**

Some parishes may be served by ordained ministers other than the incumbent (curate, stipendiary or non-stipendiary assistants or associates, or retired clergy acting in a paid or voluntary capacity). Where a covenant relationship exists between the incumbent and a parish a covenant shall also exist between the parish and other ordained ministers. Position descriptions shall be in place for those who exercise responsibility within the church community. These are individuals who:

- a) Have an identifiable role in the church community under review;
- b) May be clergy, lay, male, female, Christian, non-Christian, salaried, full or part time, paid, contract, stipend, fee, honorarium, or voluntary;
- c) May minister (i) within the church community, (ii) beyond the church community in the society at large by or on behalf of the church community (adapted from draft guidelines for Mutual Ministry Review as discussed). Such position descriptions shall be attached to the parish profile.

**PART 4B**

[This document serves as a “template” in developing the Covenant in Ministry.]

**A COVENANT IN MINISTRY**

between

**The Parish of** \_\_\_\_\_

and

**The Reverend** \_\_\_\_\_

and

(if necessary)

**The Reverend** \_\_\_\_\_, (*Curate, Assistant Priest, etc.*)

**Preface:**

This covenant affirms such documents as the Bishop’s Expectations of Ordained Ministry, and the Constitution, Canons and Guidelines of the Diocese of Nova Scotia and Prince Edward Island, as well as the Parish Profile received by Parish Council.

We affirm that the position of Rector assumes the ministry of a person ordained to the Office of a Priest. This ministry is described as the work of “pastor, priest and teacher” which includes: “to proclaim by word and deed the gospel of Jesus Christ . . . to fashion life in accordance with its precepts . . . to love and serve the people . . . preach, declare God’s forgiveness . . . to pronounce God’s blessing . . . to preside at the administration of holy baptism and at the celebration of the mysteries of Christ’s body and blood, and to perform other ministrations entrusted . . .”

**\* If necessary:**

We affirm the position of (*Curate, Assistant Priest, etc.*) assumes the ministry of a person ordained to the Office of a (*Priest/Deacon*). This ministry is described as the work of (“*pastor, priest and teacher*”/a “*servant*”) which includes: “to proclaim by word and deed the gospel of Jesus Christ . . . to fashion life in accordance with its precepts . . . to love and serve the people . . . preach, (*declare God’s forgiveness . . . to pronounce God’s blessing . . . to preside at the administration of holy baptism and at the celebration of the mysteries of Christ’s body and blood*), and to perform other ministrations entrusted . . .”

We affirm the context of parish life as it is described in Canon 35, Parochial Government, in the Diocese of Nova Scotia and Prince Edward Island, recognizing in its provisions the vital parts of our common life. The Office of Rector provides for primary leadership throughout the parish, and is best expressed through a consultative, shared ministry in the community of the baptized.

**Pastoral Ministry:**

As Rector, I affirm the primary priority of . . .  
I covenant to . . .  
I commit myself to . . .

\* If necessary:

As (*Curate, Assistant Priest, etc.*), I affirm the primary priority of . . .  
I covenant to . . .  
I commit myself to . . .

We, the laity, affirm the primary priority of . . .  
We covenant to . . .  
We commit ourselves to . . .

Together we affirm the priority of Pastoral Ministry, and will strive to . . .

**Spiritual Development:**

As Rector, I affirm the primary priority of . . .  
I covenant to . . .  
I commit myself to . . .

\* If necessary:

As (*Curate, Assistant Priest, etc.*), I affirm the primary priority of . . .  
I covenant to . . .  
I commit myself to . . .

We, the laity, affirm the primary priority of . . .  
We covenant to . . .  
We commit ourselves to . . .

Together we affirm the priority of Spiritual Development, and will strive to . . .

**Stewardship:**

As Rector, I affirm the primary priority of . . .  
I covenant to . . .  
I commit myself to . . .

\* If necessary:

As (*Curate, Assistant Priest, etc.*), I affirm the primary priority of . . .  
I covenant to . . .  
I commit myself to . . .

We, the laity, affirm the primary priority of . . .  
We covenant to . . .  
We commit ourselves to . . .

Together we affirm the priority of Stewardship, and will strive to . . .

**Property and Administration:**

As Rector, I affirm the primary priority of . . .  
I covenant to . . .  
I commit myself to . . .

\* If necessary:

As (*Curate, Assistant Priest, etc.*), I affirm the primary priority of . . .  
I covenant to . . .  
I commit myself to . . .

We, the laity, affirm the primary priority of . . .  
We covenant to . . .  
We commit ourselves to . . .

Together we affirm the priority of Property and Administration, and will strive to . . .

**Finance:**

As Rector, I affirm the primary priority of . . .  
I covenant to . . .  
I commit myself to . . .

\* If necessary:

As (*Curate, Assistant Priest, etc.*), I affirm the primary priority of . . .  
I covenant to . . .  
I commit myself to . . .

We, the laity, affirm the primary priority of . . .  
We covenant to . . .  
We commit ourselves to . . .

Together we affirm the priority of Finance, and will strive to . . .

**Conclusion:**

We covenant to carry out our ministries in partnership with the Bishop and the whole Church as the People of God in the Parish of \_\_\_\_\_.

We commit ourselves to review annually our performance within the Covenant, and to the bi-annual renewal of the Covenant under the oversight our of Bishop through our Archdeacon.

Together, and on behalf of the Parish Council and Parish Family, we make this Covenant commitment on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



**PART 5****2.1.19**

Revision Date - November 25, 2004
Source - Administration and Finance
Committee - Diocesan Council

**2005, 2006, 2007 MINIMUM STIPEND SCALE**

The stipends listed in this Scale are minimum only. Only Parishes that are (1) paying all Diocesan Allotments and Assessments in full, and are (2) not in receipt of a Diocesan Grant, are permitted to pay above these minimums (by Resolution of Synod).

Years of Service	Minimum 2005 Scale	Minimum 2006 Scale	Minimum 2007Scale
Base Year	26,420	26,420	26,420
Year 1	26,420	26,420	26,420
Year 2	26,420	27,120	27,120
Year 3	26,420	27,820	27,820
Year 4	26,420	27,840	28,520
Year 5	26,420	27,840	29,220
Year 6	27,120	28,540	29,920
Year 7	27,820	29,240	30,620
Year 8	28,520	29,940	31,320
Year 9	29,220	30,640	32,020
Year 10	29,920	31,340	32,720
Year 11	30,620	32,040	33,420
Year 12	31,320	32,740	34,120
Year 13	32,020	33,440	34,820
Year 14	32,720	34,140	35,520
Year 15	33,420	34,840	36,220
Year 16	34,120	35,540	36,920
Year 17	34,820	36,240	36,920
Year 18	35,520	36,920	36,920
Year 19	36,220	36,920	36,920
Year 20	36,920	36,920	36,920

The "Base Year" is the calendar year that a priest enters the ministry for the first time. "Year 1" begins on the following January 1st.

"Years of Service" will mean years of service in Parish ministry or some affiliated Church sponsored service such as Chaplaincies or National Staff.

Credit for years of affiliated ministry may be granted upon approval by the Bishop.

Parishes may pay their clergy above the listed minimums but may not reduce the stipend if it is above the minimum, listed for the appropriate years of service.

When two members of the clergy are married to each other, the salary compensation package for each shall consist of stipend plus housing (either a rectory or a housing allowance). (Approval by Diocesan Council on February 26, 2004).