

**Summary Form of Joint Needs Assessment Committee Report  
Castleton Grafton Pastoral Charge, Cobourg Presbytery, Bay of Quinte Conference**

**Community Profile:** The Castleton Grafton Pastoral Charge is an agricultural community situated mid-way between Kingston and Toronto on Highway 401. However, many urban retirees and commuters also live in the area and a social cultural change is occurring. Our location offers easy access to excellent hospitals, schools, educational institutions, sports and cultural activities.

**Pastoral Charge Profile:** The Charge is one of 16 in the presbytery. The congregations seek spiritual growth through worship, and endeavour to provide opportunities for numerical and spiritual growth through community outreach, music, drama and ecumenical activities.

**Resources Profile:** The two churches operate on a five year projected charge budget of approximately \$58,000 per year. Church buildings are well maintained with adequate staff. Contributions to the Charge Council, church boards and other groups, are made by many creative, resourceful people.

**Position Profile:** The Charge requires a half time minister with a focus on worship, sacraments, pastoral care and Christian development. Emphasis will be on nurturing worship and visitation of seriously ill, with contact by e-mail or telephone where suitable and with support of a visitation committee.

**Skills Profile:** The Charge requires a leadership style that provides direction through facilitation. A capable speaker is needed who will provide relevant and innovative worship opportunities. Pastoral care requires an empathetic person who relates to persons of all ages.

**Terms Profile:** The Charge offers a half time position with a salary up to Category F and an annual housing allowance of \$6000 in place of a manse. Also included is travel compensation at \$0.41 per km to a maximum of \$5000 annually, moving expenses, telephone, Life Long Learning and book and tape allowance. Adequate secretarial assistance with flexible hours is provided. Other benefits, leaves and remunerations will be provided according to the United Church of Canada and government requirements.

## **COMMUNITY PROFILE**

The Castleton Grafton Pastoral Charge is located in the townships of Alnwick/Haldimand and Cramahe, in the County of Northumberland in south central Ontario. It is an agricultural community situated mid-way between Kingston and Toronto on Highway 401. The community is nestled in the gently rolling hills of the county, and consists of several small villages and hamlets, many of which date back to the late eighteenth hundreds or early nineteenth hundreds, and was first settled by the United Empire Loyalists. The churches of the charge are located in the villages of Grafton and Castleton and are about twenty minutes apart by car. Other United Churches are located within ten kilometres. St. Mary's Catholic and St. George's Anglican Churches are also in Grafton, and Eddystone Baptist Church is just outside Grafton.

The area is predominantly rural in character and is described as the "home of home occupancies". Many residents operate businesses such as antique shops out of their homes, thus providing an active but non-intrusive commercial base for the township. Farming is a way of life in the community and was handed down through the generations as can be seen in many century farms. Large tracts of land support cattle and dairy farming, as well as other livestock and grain producers. The population of the county as well as the community is comprised of people of various nationalities; however, there are no definite ethnic enclaves.

The demographics of the community are changing as the population moves eastward from the City of Toronto. Retirees from the city are finding the area a quieter, lower cost place to live with the convenient nearness of the city. Additionally, the industrial base surrounding the community is growing which brings another dimension to the population. These changes, as they continue to occur, will force social and cultural change. The community will become more urban in political structure and thinking, as newcomers bring their capabilities to bear.

### **Economic/Cultural Base**

Many of the community people are employed by industries and smaller commercial businesses located in neighbouring cities and towns. Major employers such as General Electric, Beldon Inc., Weetabix and General Motors are located within commuting distance. Despite this, farming continues to be a major employer in the community. More recently, the community is becoming a place for retirement, as retirees from other communities find this area an attractive and reasonably priced place to live. Attractive new housing developments are growing near Grafton which is encouraging growth within the township.

Elementary schools are located in Grafton and Castleton, as well as an elementary Christian School in the Town of Cobourg. Students from this community are transported by bus to high school in Cobourg or Brighton depending upon their home address. Trent University and Sir Sanford Fleming College are located in Peterborough, some forty minutes from the area. Sir Sanford College has a campus in the Town of Cobourg. Trillium College is also located in Cobourg. Loyalist College is located in the city of Belleville and Durham College in Oshawa. Canada's newest university, University of Ontario Institute of Technology, is also located in Oshawa. Again, all are within commuting distance.

Health care is available from the new Northumberland Hills Hospital located just off Highway 401 in Cobourg. There is also a hospital in Trenton. As with most smaller communities in Ontario, there is a deficit of family physicians, but primary care services can be accessed from a walk-in clinic located in Port Hope (10 km to the west of Cobourg).

## **PASTORAL CHARGE PROFILE**

Currently Cobourg Presbytery consists of 16 Pastoral Charges with 30 congregations. It ranges geographically from Port Hope to the west to Brighton in the east and to Hastings and Campbellford in the north. We are a two-point charge consisting of approximately 80 families under pastoral care, and 50 families that contribute financial support. Each point serves residents with both an agricultural and non-agricultural background.

Castleton United Church was founded in 1865 and continues to occupy the same simple and charming brick building (now designated a Heritage Building) in the village of Castleton, a small community in Cramahe Township.

St. Andrew's United Church, founded in 1844, is located approximately 15 kilometers to the southwest of Castleton in Grafton, a community in Alnwick/Haldimand Township.

Our current Mission Statements are included but need to be reviewed.

### **Castleton Mission Statement**

Castleton United Church is a community of faith, celebrating and exploring Christ's life and presence in our midst by:

- Providing and maintaining a place of worship where prayers, music, sharing the good news of the gospel help us experience God's grace and love
- Providing a welcoming tranquil atmosphere
- Reaching out to others in the community and the world
- Encouraging and providing spiritual development for all
- Respecting our traditions and being open to our evolving needs

### **St. Andrew's Mission Statement**

St. Andrew's United Church is a community of believers celebrating with joy the life, death and resurrection of Christ, in our midst by:

- Growing in our faith through worship, study and reflection involving our children, youth, young adults and seniors
- Communicating openly within our church and beyond
- Reaching out and caring for those around us with love

A Charge Council and Church Board system are used at both churches. The church boards meet monthly or alternate months depending on need. There is also a Charge Council comprised of representatives from both church boards, which meets four times a year. Both churches have active UCW's, choirs and Sunday Schools.

Congregation members contribute to worship services by reading scripture and participating in drama.

Although there is a wide range of ages that make up both congregations, approximately two thirds are 60 and over. There is abundant evidence in the Charge of kindness, friendship and good humour. Many ecumenical activities are organized where people from several denominations share in fellowship.

In 2002-2003 the Charge, along with other members of churches and the community, came together to sponsor a family of four refugees from Columbia. Also, a community project has been initiated in Grafton and housed in the old Presbyterian Sunday School building located on the property of St. Andrew's United Church. Members from the three Grafton churches and community members came together to establish the "Christian Community Outreach Project". Its mission is to support people in the community by providing quality used clothing and emergency assistance.

A quilting group, called Quazy Quiltmakers, has been established which makes quilts out of new and used materials and sells them with proceeds going to support the Christian Community Outreach Project. In 2008, St. Andrew's started hosting a 100 Mile Diet Event "to encourage and showcase local products on the land and to live with respect in creation."

The UCW of Grafton have initiated a morning coffee time called "Morning Glory Cafe" which takes place the last Saturday of each month. One of the outreach projects that is planned and carried out jointly is the Vacation Bible Camp program which takes place for one week during the summer, in Vernonville.

Outreach continues to be a focus of both congregations with the recently formed Outreach Committee which has made contact with community members through delivery of pamphlets. This committee communicates with neighbouring United Churches concerning similar issues.

In summary, Castleton Grafton Pastoral Charge is a mixture of caring persons from varying backgrounds that are proud of the history of the Charge and look forward to serving God and the needs of the congregations and the community.

## **RESOURCES PROFILE**

### **Finances**

The Castleton Grafton Pastoral Charge budget is forecast to be \$58,000 annually over the next five years. Operating and administrative costs are estimated to be \$14,000, leaving approximately \$44,000 for the Ministry package.

### **Property**

St. Andrew's Church will accommodate approximately 175 persons. It has a downstairs hall (Sunday School room), a newly renovated approved kitchen, a minister's office, secretary's office and a small kitchenette. There is an elevator and washrooms are accessible. It also has an additional brick building, currently used as a Christian Community Outreach Project, that was originally used as a Sunday School. There is a recently acquired projector and screen for the sanctuary.

Castleton Church will accommodate approximately 150 persons. It has a downstairs hall (Sunday School room), and a newly renovated approved kitchen.

Office equipment includes a computer, 2 printers, shredder and telephones with an answering service.

There is no manse.

### **Stewardship, Gifts and Talents**

Weekly offerings are supplemented through generous contributions to special services such as anniversaries, candlelight services, and seasonal worship services, which are often joint Charge events. Some members contribute through pre-authorized remittance (PAR). Mission & Service givings amount to about \$15,000 for the Pastoral Charge. Outreach programs have included Food Bank donations, monies to Salvation Army from White Gift services, Physician Paks to Nicaragua and support to the Morogoro project.

Ecumenical activities include Week of Prayer for Christian Unity and World Day of Prayer.

Joint charge activities take place through Easter and Christmas cantatas, combined choirs at anniversaries and support at fundraisers.

Capable leaders and participants are available for music, drama, Sunday School, worship, fundraising events and visitations, as well as Church Boards and Charge Council.

### **Staff**

Charge staff includes a secretary and a treasurer. Each church has its own organist. St. Andrew's has a paid custodian and Castleton has volunteers.

## **POSITION PROFILE**

### **Purpose**

- To provide ministerial services for the Castleton-Grafton Pastoral Charge. The focus of this ministry will be on Worship, Sacraments Pastoral Care and Christian Development.
- A major priority is spiritual growth through regular Sunday worship services. The goals are to provide interesting, relevant and varied worship services.
- The Charge needs basic pastoral care with specific emphasis on visitation or communication with sick, shut-in or bereaved persons.

### **Responsibilities**

#### **Leading Worship and Preaching**

- Design weekly order of service and conduct worship with adequate sermon preparation

#### **Pastoral Care**

- Visit or communicate with seriously ill persons and shut-ins on request
- Work with Board in a co-operative visitation program

#### **Administration**

- Work with charge secretary, music directors, church boards and charge council
- Ensure that membership records are complete and up to date
- Conduct weddings and funerals pertaining to charge members and adherents

### **Personal and Spiritual Growth**

- Participate in continuing education as outlined in the United Church Manual, with Charge Council approval of course and cost

### **Working Hours**

- Work week of approximately 20 hours with a high degree of flexibility

### **Accountability**

- Support and direction is provided by the Ministry and Personnel Committee, which reports and responds to the Charge council
- The Minister is the supervisor of the Charge secretary
- Cobourg Presbytery and Bay of Quinte Conference membership is required

### **SKILLS PROFILE**

- Presents sermons that relate the Word to daily life and are relevant to a rural community
- Relates to people of all ages
- Provides leadership through facilitation
- Shows understanding and empathy toward those who are in need of support
- Has well developed verbal skills
- Willing to be a part of growth in outreach in the Charge
- Shows initiative and leadership
- Computer skills would be an asset

### **TERMS PROFILE**

#### **Salary and Housing**

- Salary: at a level up to Category F, at 50% for the year 2013 (\$18000 to \$22000)
- Housing: \$6000 annually

#### **Expenses and Allowances**

- **Travel:** \$0.41 per km up to \$5000 annually
- **Moving Expenses:** In accordance with the United Church of Canada Manual
- **Telephone:** Basic service for listed home telephone and charge related long distance calls as verified
- **Life Long Learning, Books and Tapes:** \$650 annually
- **Sabbatical:** \$500 in reserve annually for five years
- **Secretarial:** Adequate secretarial assistance with flexible hours as needed.
- **Office Equipment:** a computer, Internet service shared with secretary, copier, 2 printers, shredder, telephones and answering machine

- **UCC Pension:** Based on salary and Housing
- **UCC Group Insurance:** According to government requirements

**Annual Leave:**

- Holidays: one month per year
- Study Leave: 11 days per year