

Tsawwassen United Church

Joint Needs Assessment Committee Report

MAY, 2010

Committee Members

Mary Sambell – Chair
Jim Moore
Ron Wasik
Bob Tarlton
Charynne Armitage

Presbytery Representatives

Rev. Doug Graves
Jane Pallan

Table of Contents

1. Introduction
2. About Tsawwassen United Church
3. The Minister's Job description
4. Recommendations
5. About Delta
6. Appendix

INTRODUCTION

In April 2010, a JNAC Committee was formed and approved by the congregation to determine the needs and future of the Tsawwassen United Church (TUC) as our current minister, Rev. Rose-Hannah Gaskin, is leaving. We met throughout April and May and developed questionnaires which were distributed to the congregation for their input. This allowed us to see the desired qualities which the congregation felt were the most important for our minister and the direction the congregation wanted for the future. We also had very positive input from Rev. Rose-Hannah Gaskin at one of our meetings about the work our church has accomplished in the past three years and what she thought made up her current job description as our full time minister. We looked at the results of the Environics report for our area as well as the 2006 census results.

WHO WE ARE

After the completion of the George Massey Tunnel in 1959, Tsawwassen became an attractive alternative to Vancouver city living. The population boomed and the United Church folks in Tsawwassen got together in 1961 and started holding services in private homes. On June 10, 1962, a Constitution Service was held in the Boundary Bay school gym and Tsawwassen United Church (TUC) officially became a part of the United Church of Canada. In 1963, the first part-time minister was hired and a church was under construction. It was the first of three stages, which now comprises TUC. Five years later with a full time minister and two services every Sunday, the sanctuary was enlarged, and the narthex, administration wing and fireside lounge were added to accommodate the growing congregation. The third stage of development happened in 1981 with a new sanctuary and narthex added. A year of celebration and remembrance marked the 40th anniversary in 2002. Both new and founding members continue to celebrate their life and faith at TUC.

OUR VISION STATEMENT IS:

"Reaching in, we strive to grow in Christ. Reaching out, we nurture God's world."

Within Our Congregation: Currently TUC is home to 273 members and adherents, with a vibrant congregation of committed core people who are active in running the church and its programs. Throughout the years there have been significant changes in the make-up of the congregation and these changes have presented challenge and adjustment. The demographics of our church reflect those of the community, at present, 80% of the congregation is over age 60. With the Tsawwassen community population expected to experience a continued increase in seniors, it means that the average age of our congregation will also continue to increase.

We desire meaningful and reflective worship which involves all members of the congregation. At present we have one service at 10am on Sunday morning, although other times have been explored in the past as it is acknowledged that our families and children face an ever growing competition with sports games and practices on Sunday mornings as well as jobs. We celebrate Communion by intinction on a regular basis. The Sunday School children receive Communion with their family prior to leaving for Sunday School. Godly Play is the curriculum used and it is taught by a volunteer.

MINISTRY & STAFF

The ministry of TUC includes staff that together seek to guide and support those who are connected to the church. This team involves a full-time ordained minister and a Director of Music who works 11 ½ hours per week. The team works together to plan and implement regular services, intergenerational services and other faith activities. In addition, a half time church secretary and a part-time custodian assist in the daily workings of the church facility and website.

Music Ministry at TUC is active and vibrant. A dedicated Senior Choir leads the congregation in song during services and weekly musical renditions of anthems. As well, special musical solos and guest presentations happen throughout the year.

SOCIAL CONNECTIONS AND LIFE AT THE CHURCH:

There are many social activities organized for and by the congregation. A large number of active seniors mean that even throughout the week the church is often abuzz with action. The Pie Ladies meet regularly to make and sell pies using local fruit, the Walking Group can be seen rounding the track next door, conversation and friendship flow with the Lunch Bunch, the Men's Group offers workshops, seminars, dinners and breakfasts and there are organized themed dinner and entertainment during the year. Each year the TUC presents a Fall Fair. It is an anticipated community event with eager consumers traveling from around the lower mainland to sample the wares. We are hoping to continue these activities as our congregation ages.

Within Our Community: TUC is active within the locality of South Delta, as well as within the lower mainland. Our ministerial staff and lay leaders participate in community events, supporting a number of senior's facilities with worship services and song on a regular basis. As the congregation and community have aged, the need for outreach to seniors who are no longer able to attend has resulted in outreach services being shared throughout the year with other local churches. Our minister is active in the South Delta Ministerial Group, and community connections are considered an important part of our ministry. Recordings of the Sunday services are available for those who request them. The Pastoral Care Committee is active in visiting members in hospital, and those who reside at the KinVillage Care Facility, the KinVillage Retirement Centre, Westshore Laylum and the Waterford. During this past year, over 75 cards were sent on behalf of the congregation to those in need of sympathy or encouragement.

The Outreach Committee is always on the lookout for those in need and is eager to embrace new and more traditional causes, including the Ladner Food Bank, First United Church, Deltassist (student book bags, birthday bags), Food on the Corner, Dry Grad Committees and the Community Fund of Faith. In addition, on an on-going basis donations of clothing and sundries are transported to First United Church Mission, Oak Avenue United Church in Surrey, and the Vivian House, a transition house for women. It is not uncommon to find our hallway piled high with treasures ready to travel to those in need.

Throughout the World

The members of TUC feel blessed to be able to reach out to the wider world, offering themselves in many ways, some small, some large, but all with great impact. The Outreach Committee works with several agencies mostly in the form of financial assistance. The choices of who to help are endless, but the current choices are to support the education to the high school level of two African girls through Canadian Harambee Education Society and to Doctors Without Borders (Medecins Sans Frontieres), Canadian Foodgrains Bank, an AIDS hospital in Zimbabwe, and selected disaster situations as they arise. The Refugee Outreach group offer support to refugees in the form of supplies and advocacy, sponsorship and friendship. At this time TUC is combining with another local church to share sponsorship of two Afghani women who are desperately trying to escape their present situation.

Members of TUC participate in the World Day of Prayer and in past times of war or disaster have combined with other congregations of the same and differing faiths to share the desire for peace, reflection and friendship. The Sunday school finances a Foster Child in Africa by well supported sales of cupcake and peace candles.

Working together with the ministerial team, lay leaders, members and adherents of TUC have had a varied history of congregational, community and worldwide involvement. Although at times such involvement has changed due to shifting demographics or needs, there continues to be commitment to the local church, community and the world.

Resources of the Pastoral Charge Finances: It has been the goal of the TUC over the last two years to ensure that a balanced budget is delivered and obtained. This goal has been reached over the last 3 year and it's anticipated the same will be accomplished in 2010.

Church Facility and Property: Tsawwassen United Church owns the land and the building with no mortgage. The most recent professionally appraised value was \$3,361,924.

In 2005, TUC made the decision to sell the Manse. The remaining funds from this sale are held in trust. The interest from the trust is used by the trustees to pay the Minister's housing allowance.

In addition in 2006, \$75,000 from the sale of the Manse was used by the Property committee with Presbytery and Trustee approval to complete some significant non-budgeted repairs and maintenance to the church. These included a new roof, new outside beam structure, and four new furnaces.

TUC is used by several outside groups to facilitate their daily and weekly activities. These groups include: the Beary Good Friends pre-school, the Tsawwassen Stroke Club, yoga classes, and various rentals. To benefit the congregation there is a quiet room that can be used for reflection, meditation, and relaxation; as well it's also used for yoga classes. These groups combined with church groups and activities make the church a busy place most days and evenings.

How We Operate We operate with a Streamlined Board of 5 members plus our Minister. The Trustees, Ministry & Personnel Committee, and other ministry groups report to the Streamlined Board. At the present time the Streamline Board has the following goals:

- Continue to monitor financial health
- Continue to look for creative opportunities for new life at TUC
- Continue to explore opportunities with Ladner United
- Continue to build upon two new areas of growth: the music program and the interface between yoga and meditation programs and our own spiritual journey, using The Quiet Centre as the focus for these outreach programs
- Continue to be proud of who we are and our legacy, going into God's future with trust, joy and gratitude.

Position Description

Minister's Duties 2010

Administration

This includes broad oversight of the workings of the organization (congregation). As former committees have been disbanded, the scope of the Minister's responsibilities has become broader and more inclusive.

Some Examples are:

- Budget oversight – specific responsibility for Worship and CE budgets,
- Programmatic planning,
- Ordering supplies,
- Maintaining official record books,
- Advertising in local newspapers,
- Planning for office closures,
- Discussion and approval of space rental,
- Planning for covering if any staff is absent,
- Planning for the Annual General Meeting.

A close working relationship with the Office Manager is crucial. Much of the work of that position is directed by the Minister's requests, although it is not a supervisory relationship.

Board Meetings

- Initiating policies, setting new ones, approval of changes in direction.
- Ensuring compliance with United Church polity.
- Long range planning efforts concerning the future plans for the life of the congregation.

Worship

- Production of worship bulletins and announcements.
- Co-ordination of plans and collaboration with the Music Director.
- Communication with Power Point volunteers.
- Ensuring banners are changed with each church season.
- Planning for communion and baptism.
- Making sure worship supplies are maintained (candles, batteries, etc.)
- Ensuring orderly Worship and faithful biblical preaching weekly.
- Managing all aspects of funeral and wedding planning and presiding.

Pastoral Care

- Hospital and home visits to congregational members and adherents.
- Co-ordination and support of the pastoral care committee.

Congregational Nurture and Faith Formation

- To ensuring that the spiritual nurture of the congregation is provided for through many vehicles including worship, study, discussion, and counselling.
- To encourage the growth of families and youth to our church family.

Service to the Wider Community and the Wider Church

- Maintaining close professional connection with the Tsawwassen-Ladner Ministerial.
- Regular involvement in the work of Vancouver South Presbytery.
- Ensures and supports appropriate lay leadership for external worship events, e.g. KinVillage services and Delta Hospital Extended Care Unit services.

Summary and Focus

"The ministry position at Tsawwassen United is an inviting one. A successful Intentional Interim Ministry and 3 years under the leadership of our current ordained minister during which we streamlined our governance, clarified our identity and mission which has prepared us for a bright future. The physical building and the finances are sound and the future looks stable."

RECOMMENDATION

The recommendations of the Joint Needs Assessment Committee are the following:

1. That Vancouver South Presbytery declares a vacancy for a Full-Time ordained Minister whose term would begin as soon as possible after July 1st 2010.
2. That a Joint Search Committee be formed to find a suitable candidate for the position of "Minister" as outlined in the report.

ABOUT DELTA

Delta is home for 100,000 people. We pride ourselves on our past and our growing sustainability. Delta has a hospital, an airport, libraries, museum and archives, sports and recreational facilities, and many bike and walking trails in a diverse network of parks including waterfront parks on the Fraser River, Boundary Bay and Strait of Georgia.

Residents enjoy safe, clean quiet neighborhoods. The stable prosperity of the community makes it attractive for businesses to choose as their preferred location. Delta's estimated household average income is 30% higher than the Canadian average. The municipality has one of the fastest-growing industrial areas in Greater Vancouver.

With a rich farming and agricultural history, Delta has grown into three thriving communities: Ladner, Tsawwassen and North Delta. Delta is a vibrant community that is blessed in soil and water, history and industry and especially people.

Delta encompasses 364 square kilometers bordered by the Fraser River on the north, the U.S. border and Boundary Bay on the south, the District of Surrey on the east and the Strait of Georgia on the west.

Each Delta community is proud of their distinct character and amenities. Above all, people still may find a well-preserved sense of rural living in Delta.

BC Ferries run frequent daily service from Tsawwassen terminal in South Delta to Swartz Bay and Nanaimo (Vancouver Island), the Gulf Islands and Prince Rupert. The area is accessible to rail, water and major highways in all directions. Delta is roughly 35 minutes from Vancouver and 25 minutes from the Vancouver International Airport. The Boundary Bay Airport for small planes is located in South Delta.

ABOUT TSAWWASSEN

Tsawwassen is a suburban, mostly residential community located on a peninsula in the south-western corner of Delta, British Columbia, Canada. The name means "facing the sea" in the local native language (Coast Salish), and residents of Tsawwassen pronounce the "T" and not the first "s". Tsawwassen provides the only road access to the community of Point Roberts, Washington via 56th Street. It is also the location of BC Ferries' flagship Tsawwassen Ferry Terminal, built in 1959 to provide foot-passenger and motor vehicle access from the Lower Mainland to the southern part of Vancouver Island and the Southern Gulf Islands. Because Tsawwassen touches a shallow bank, the ferry terminal is built at the south-western end of a 3 km-long causeway that juts out into the Strait of Georgia. The ferry dock and causeway are part of Highway 17, and the ferry terminal is the largest in North America. Boundary Bay Airport, one of the busiest general aviation airports in Canada, is located ten minutes away. The Roberts Bank Superport is also located in Tsawwassen.

A large, mostly undeveloped but agricultural part of northwest Tsawwassen is designated as the Tsawwassen First Nation Community, where members have a Coast Salish ancestry. This land is bounded by the Strait of Georgia on the west, the 2600 block to the north, the 4800 block to the east, and the 1200 block to the south. A condominium development (Tsatsu Shores), the Tsawwassen First Nation Reserve longhouse, a church, cemetery, and several

entertainment facilities - the Splashdown Waterslide Park, F440 Grand Prix Race Track, and Parkcanada RV Park - are located on the land, along with the residential Stahaken subdivision of Tsawwassen, leased to Delta in 1989 to use for 99 years.

Tsawwassen had a population of 20,933 in the 2006 census.

Neighbourhoods and Communities: On the southeast corner of the peninsula is the community of Boundary Bay also known as Boundary Beach, which originated in the 1890s as a seaside summer community for wealthy Vancouverites. Some of the original cottages still stand, many as renovated and updated homes, as well as modern contemporary single family homes and waterfront architectural residences. To the south, "The Bay" as it is referred to by residents, borders on the neighbourhood of Maple Beach in Point Roberts, WA. A Canada/US customs checkpoint joined the two communities (at the foot of 67th Street) until it was closed in the 1970s. Currently, Boundary Bay Road provides the only access route. Tsawwassen is also known for its many wonderful and scenic parks that are situated throughout the area.

Schools: Public schools in Tsawwassen are part of School District 37 Delta. Tsawwassen has only one public high school, South Delta Secondary School (SDSS). There are several public elementary schools in Tsawwassen. These include Cliff Drive, Pebble Hill, South Park, English Bluff, Beach Grove, and Boundary Beach elementary schools. There is also a small fully French programme cadre school, Ecole Du Bois-Joli. Southpointe Academy, a private K-12 school, also serves the area. Sacred Heart Elementary, a private Catholic school located midway between Ladner and Tsawwassen, features a large number of students from Tsawwassen. Delta Christian school, also in Ladner, is a Christian private school, which services North Delta, Richmond, Ladner, and Tsawwassen.

Thank you to:

The congregation for filling out and returning the questionnaires so quickly.

Reverend Rose-Hannah for her thoughtful input.

Reverend Doug Graves and Jane Pallan who gave their time and valuable suggestions in order for us to complete this report.

APPENDIX

1. Questionnaire and Results
2. Finance report 2009/Operating budget 2010
3. Annual Report
4. Job Description of our Director of Music
5. Job Description of our Secretary

SUMMARY QUESTIONS FOR THE CONGREGATION

Top Ranking:

1. What brought you to Tsawwassen United Church?
79% Looking for a local United Church

2. What has kept you in the TUC congregation?

72% Friendly church
46% Preaching & worship
42% Music
42% Caring friends

3. Which words best describe TUC to you. Please select only 3

55% Pastoral care/caring for others
52% Spirituality
49% Musical

4. Which of the following images of God best describes your faith? Please select only 4.

83% Source of Love
77% Spirit
54% Creator
42% Saviour

5. TUC has identified a number of attributes desirable in a minister. Please select only 4.

79% Inspirational preacher
55% Effective people skills
49% Ability to relate to all ages
39% Sense of humour
35% Excellent communication skills

FUTURE DIRECTION FOR T.U.C.

Continuing as we are, with an openness to other options direction	55%
Focus on young families and youth:	34%
Focus on "seniors" ministry	8%

2009 Financial Report	
Total Operating Revenues	228013.85
Total Operating Expenses	220574.02
Surplus/(Deficit)	7439.83
Extraordinary & Other Items	
Restricted funds and clubs	379312.84
On behalf of others	
collected	30164.93
remitted	30164.93
Net surplus/(deficit)	N/A

2010 Operating Budget	
Total Operating Revenues	229912
Total Costs and Disbursements	229912
Surplus/(Deficit)	N/A
Cash Balance Jan .1, 2010	79366.85
Deficit	N/A
Transfer from trustees	6000
Transfer to Outreach	12239.67
Cash Balance December 31, 2010	unknown



Tsawwassen United Church

ANNUAL REPORT

For the Year Ended December 31, 2009

MINISTER'S REPORT

The past year has been a good year of solid work and committed ministry at Tsawwassen United.

We have implemented the new governance structures and they appear to be working very well.

Our small study groups have been reaching a larger number from within our congregation this year and even have included some from our neighbouring churches. These give the participants a wonderful opportunity to talk about faith development in a safe and confidential setting.

We have managed our finances carefully and end the year in a much better state than we forecast, and with no deficit. The Trustees have done a good job at managing our investments and have recently made necessary changes to ensure a good income from those investments.

The Long Range Planning Committee has finished the work you asked of them last AGM and will report to this year's meeting.

We have mourned the passing of more than a dozen members or adherents in the past year, as we are an aging congregation.

We have tried another form of Christian education for children called Godly Play, under the enthusiastic guidance of Marilyn Merry. The number of children is smaller than it used to be of course.

Our Pastoral Care Committee under the leadership of Jean Ryan has been a wonderful help to the congregation and is to be commended for their good ministry among us. The same is true for our Outreach Committee under Archie Mullan and Jean Stuart's leadership.

Our new Music Minister, Sandra Dawn Nash, has done a fine job in her first few months with us. The music at Advent and Christmas was perfect! It is safe to say that we will continue to value music highly at TUC.

Our building and the grounds are very well kept and visitors often tell me how noticeable this is. This is again even more remarkable as we have been managing these jobs in a new way. It is good to know the new ways are working!

Our fellowship and joy is still heartening when we gather as a congregation for community meals. This is always a favourite way to be a community of faith in our congregation.

I think we at Tsawwassen United Church are on a strong foundation and know that we have looked honestly at the challenges we face in the next 5 to 10 years. The challenges are certainly not unique to our congregation but reflect the situation within the denomination across the country. It is encouraging that the congregation is not adverse to creative new ways of doing things. This spirit of adventure is a huge asset for any congregation today.

When all is said and done, this is a great community of faithful people who genuinely care for one another and seek to live a Christian life worthy of being called disciples. Great ministry has happened here over the lifetime of this congregation and your ministry has blessed many people's lives.

We are told that people come to church in search of meaning in their lives, for spiritual growth and a deeper relationship with God, They come looking for opportunities to make a difference in the world and also to find a safe and authentic community where they can be valued for who they truly are. This is exactly the kind of community we seek to be at Tsawwassen United.

May the Peace of Christ be yours,

Rose-Hannah Gaskin, B.N., MScN., MDiv., STM.
Minister

page 1

**MEMBERS OF TSAWWASSEN UNITED CHURCH
WHO PASSED AWAY IN 2009**

PERCIVAL, PatriciaFebruary 9, 2009
McGINN, SophieMarch 13, 2009
KEMPTON, MalcolmMay 30, 2009
BATES, JuneJuly 4, 2009
BENDER, FredAugust 28, 2009
GLOVER, Judith.....October 14, 2009
LEE, SheilaDecember 8, 2009
BUCHANAN, Phyllis.....December 17, 2009

**ADHERENTS AND FRIENDS OF TSAWWASSEN UNITED
CHURCH AT WHOSE MEMORIAL OR FUNERAL OUR MINISTER
OFFICIATED**

KLINE, GraceApril 4, 1996
LIPTROT, DorothyJanuary 1, 2009
LOWE, MargaretJanuary 13, 2009
GIBSON, BarbaraFebruary 7, 2009
PROULX, Rita MarieOctober 31, 2009
WILSON, Elva Jean.....December 3, 2009

REPORT FROM THE STREAMLINED BOARD

One year ago marked the beginning of a new, simplified organizational structure at Tsawwassen United. On a trial basis, the congregation approved the adoption of a Streamlined Board structure as more appropriate for the size and activity level of Tsawwassen United. The structure consists of a small, elected body devoted to mission discernment, mission strategy, policy development, long-range planning and accountability. The various ministry groups are still in place and continue to carry out their mission within the overall direction and boundaries set by the Streamlined Board.

We have now worked with the new structure for a year and it is time to reflect on its effectiveness for Tsawwassen United at this time. Tsawwassen United continues to be in a position of transition and change and volunteer availability continues to be a challenge. The Streamlined Board has freed up our current volunteers' time to focus more on the ministry they choose to be a part of.

The Streamlined Board meets once each month and the meetings are positive and energizing even though at times we wrestle with difficult issues. The Board has considered and passed several policies, such as Bequests, Annuities and Other Donations, Weddings & Funerals, and Conflict of Interest. The Board has spent time in discernment, such as how the building can best be used and how to handle unexpected income in a deficit budget year. The Board has also fulfilled its oversight responsibilities with hiring decisions and other day to day operational items.

In carrying out its role, the Streamlined Board strives:

- to maintain open, honest, respectful discussions
- to remain non-anxious in light of the challenges from transition and change
- to provide effective communication with the congregation.

It has been a positive and fulfilling year serving the wonderful congregation of Tsawwassen United Church.

Members of the Streamlined Board are:
Rev. Rose-Hannah Gaskin, Marleen Soutar, Marilyn Merry, Bill Williams, Mary Sambell and Melanie Williams.

TRUSTEES

Members of the Board of Trustees are: Jim Moore, Mary Jackson, Mary Main, Bob Tarlton and Bill Williams.

The primary concerns of the Trustees were as follows:

We continue to oversee the management of the funds realized from the sale of the Manse, such funds still having

been handled by RBC. Our account has shown a nice recovery from the disastrous market conditions of a year ago. We are continuing to make improvements in our holdings and will, this year, be in a position to provide funds to the Church general accounts.

The Memorial Garden was again maintained by Trustee volunteers and certain improvements were made with the use of the money donated to the garden.

Unfortunately Bell Mobility, for unknown reasons, decided not to use our premises for the installation of the cell phone tower.

The current balance of the Trustee bank account is \$9,200.35.

Respectfully submitted,
Bill Williams
Chair, Trustees

FINANCE DIVISION

The 2009 committee consisted of the following members: Rick Soutar, Glen Stanger, Jan McLaurin and Bill Williams.

At the 2009 Annual General Meeting, the congregation approved a budget of \$252,954 which contained a deficit of \$8,970. The preliminary operating income for 2009 is a surplus of \$9,292.91.

This surplus comes as a welcome surprise, as we cut back in a number of areas while at the same time trying to maintain a good balance in the overall operation. Capital expenditures were kept to a minimum and some areas such as donations, pie income, building rental and weekly offerings were greater than expected.

The main challenge of a shortage of volunteers to carry on the work of the church remains for 2010 and we will continue with paid staff to manage the property inside and outside as well as many of the financial duties. The proposed Bell Mobility tower was withdrawn by Bell and is not expected to happen in the future.

On a positive note our investments, managed by the Trustees, have improved and for 2010 we are budgeting \$6,000 in interest income.

Overall our congregation supports the church in many ways and this year was no different. We are pleased to report that our continued support for First United Church and the Mission and Service Fund amounted to \$30,000. The Finance Division is also pleased to present a balanced budget for 2010.

The Church's financial operations will be reviewed in May by an independent accountant and we will present those statements when they become available.

Rick Soutar
Treasurer

LONG RANGE PLANNING COMMITTEE

The Mandate

The Committee (Rev. Gaskin, Ron Wasik, Glen Stanger, Rick Soutar, and Norrie Paget), made a presentation to the 2008 AGM and was authorized and empowered by the congregation to "explore options that will ensure the viability of our ministry for years to come."

We met eight times in the year.

What We Considered

1. Partner with a developer to develop a building project on our land. This would not be feasible due to the time and effort that would need to be put into the successful completion of such a project. We are very short on volunteers to serve the congregation.
2. Southlands proposal — Met on Feb. 3rd with Sean Hodgins who expressed interest in having an inter faith chapel as part of the overall plan. We were challenged to find one or two "partners" from other denominations. We were unable to do this.
3. Share space in our building with another church group, eg. The Way, St. David's, Benediction Lutheran. No interest was shown.
3. Visit other churches to get ideas of what might work — U-town Church at UBC.
4. Review other United Church of Canada projects and reports: East and South Toronto Ministry area; Derek Evans report to Fraser Presbytery; The Observer article on 'The Amalgamation Puzzle' March 2007; Statistics Canada data; Aging in Place Seniors' Project Steering Committee Report; Alban Institute articles; attended some sessions of the Tsawwassen Area Plan sessions; the December letter from the Spiritual care Network of BC Conference and the letter therein from the Conference President Rev. Dan Chambers.
5. Met with Ladner United church representatives March 18th, 2009, and Jan 17th, 2010. Future discussions are possible.

Conclusions

No clear path has emerged at this time.

We will remain open to the workings of the Holy Spirit and explore any options that arise.

A special congregational meeting would be called at that time to consider the opportunity.

Our financial situation suggests that if we continue on with our ministry as it is today, we will be fine for a period of 5-7 years. This assumes we will likely require deficit budgets spending.

When we come to the point where we can no longer afford full time ministry, or music ministry at least at our present level, or if we can no longer afford the upkeep and insurance of our building, we will recommend that the congregation ask the presbytery to disband the congregation and celebrate our many successful years of ministry in this place.

The Congregation may choose to disband the Long Range Planning Committee at this time or to keep it in place to explore any new options that may develop.

PASTORAL CARE DIVISION

It is the responsibility of the Pastoral Care Division to ensure there is care for the families of the church through the efforts of the Minister and members of the congregation.

To provide a vital, caring link to all we have a group of wonderful caring people who are willing to contact those in their pastoral district with information regarding the events and activities of the church. This included delivering formal invitations to the Fall Communion. These leaders may be called upon three or four times a year but more often if necessary. We greatly appreciate them and thank them for their dedication and support. Sheila Lee had been one of our district leaders for several years and we were deeply saddened by her sudden death in December. She will be missed.

Visiting covers an area from regular visits to members who reside in Kinsmen Care facility, Kinsmen Assisted Living, The Waterford and Westshore Laylum, to hospital and home visits.

Greeting cards are sent to those who are ill, facing or recovering from surgery, grieving the loss of a loved one or just need a "Thinking of You" card. We also acknowledge members who have reached the age of 90+ with a card. We thank Dede Shave for the time she spent sending cards for us during part of the year.

This division was responsible for providing a one-half hour worship service on Sunday afternoon at Mountain View Manor (Delta Hospital ECU) six times in 2009 and will continue in 2010. Leona Prowse was the pianist

until she retired and then Ethel Armitage took her place. Members of the congregation often come to give support.

When possible, we arrange volunteer drivers for those who need transportation to and from worship services Sunday morning.

A luncheon was held May 20 for members in The Waterford, the Kinsmen, and seniors in the congregation, hosted by this division and the Lunch Bunch. Vern Ross played the piano before we ate and accompanied Freda Wise when she sang. Entertainment by Walter Melnyk was well received. An appreciation tea for District Leaders was held September 10. Rose-Hannah thanked them for their contribution to pastoral care. Musical entertainment by a popular trio, Marilyn Merry, Jan McLaurin and Sandra Timuss, was enjoyed by all. We volunteered help with the Seniors' Christmas Luncheon, December 16.

Members of the Prayer Group answer requests for prayer for anyone whether or not they are associated with our church. All information is kept confidential if that is the wish of the families. For prayer requests contact Ethel at 604-943-2949, Rhoda at 604-943-1674 or Doris at 604-943-7102.

Sunday morning worship services are taped thanks to Bill Williams. Tapes are kept in the Library for one month and then recycled.

Members of this division are Mary Wartnow, Marilyn Cotter, Agnes Jackson, Ellen Womersley and Jean Ryan.

Jean Ryan
Chair, Pastoral Care Division

MINISTRY & PERSONNEL COMMITTEE

Much of the work of the Ministry and Personnel Committee is confidential; therefore, some specifics may not be presented here.

At the end of May, we said good-bye to Mrs. Leona Prowse, our Director of Music, who most capably led our music programme for 25 years.

A member of the Ministry and Personnel Committee took part in the search for a new music director. The Search Committee formed in the early spring and the work was brought to a conclusion in September.

Position descriptions were reviewed and those needing it are in the process of being revised.

Since the position description for Director of Music was no longer current, a new description was written. One of the most dramatic changes in this area of ministry is the time allotted to the position: 11.5 hours per week

to accomplish, among other duties, meetings with the minister, choir practice, planning for worship and Sunday worship services.

The position description for our Administrative Assistant was re-written to reflect new duties in the area of finance and changes in other duties.

The Custodian's contract was renewed.

The Minister's position description is currently under review.

In keeping with protocol, the following recommendations were made to the Board for approval:

- to hire a Director of Music
- to generate a new position description for Director of Music
- to amend the position description of the Administrative Assistant
- to increase the salary of the Administrative Assistant

Performance reviews were conducted.

Serving on the Ministry and Personnel Committee for 2009 were Albert Knudsen, Harvey Delaney, Judy Glover and Lynne Meinert. In October we were saddened by the death of Judy Glover who devoted several years to this committee and at one time served as Co-Chair. We miss her.

We are happy that our staff at Tsawwassen United Church interact well and, as a result, there is a pleasant atmosphere to their workplace environment.

The members of M&P are available to hear your joys and concerns. We consider it an honour to serve Tsawwassen United Church on this important Committee.

This report is respectfully submitted by:

Lynne Meinert
Chair, Ministry and Personnel Committee

CONGREGATIONAL ENRICHMENT

Since September, Marilyn Merry has led Sunday School for a small group of children using the Godly Play format. Attendance varies from week to week but we wish to recognize and thank Marilyn for her dedication.

In June 2009 we organized a farewell barbecue for Brenda Miller and, at the same time, recognized our graduates and Sunday School ending for the summer.

During Advent, a small but hardworking group organized a highly successful dinner for approximately 100 guests. Everyone enjoyed our traditional ham and scalloped potato dinner and good fellowship. Thanks to everyone who

volunteered their time and efforts to produce a profitable evening.”

Shelby Delaney

MINISTER OF FAMILIES & CHILDREN — JANUARY TO JUNE 2009

We started the year with a Sunday School lesson exploring baptism, complete with a “holy water relay race”! The children’s Sunday programming continued with the “Seasons of the Spirit” curriculum as our resource. We journeyed through Lent with lessons on prayer, healing, a drama with leprosy as the theme, and baking pretzels. Families were invited to take home a Lenten Home Kit with tea-lights, prayers, purple cloth, and a pancake recipe! Spring themes included making a Circle of Friends out of modelling clay, a scavenger hunt, puppet show, and recreating Sarah and Abraham’s tent. Holy Week began with a “Walk Through Holy Week” as we journeyed through scripture throughout several locations in, and outside, our church building. On Camping Sunday we camped outside behind the church complete with a tent, crafts, a campfire, and S’mores. On Celebration Sunday in June we enjoyed hot-dogs, ice cream, sidewalk chalk and an exciting game of “egg toss”!

The children at Tsawwassen United are a small but faithful group. Their wisdom and insight is a gift for the entire congregation. They continued to be an important part of worship by participating in bringing forward our Bible and Christ Candle each Sunday. They shared their gift of song in the Junior choir, and participated in the Children’s Story time.

Thank you Tara Britnell, Melanie Williams, and many others who continued to help with the children’s ministry while I completed my schooling. Each small gift was indeed important to the children, and to myself.

The children of Tsawwassen United are an important and life-giving part of the whole people of God.

Respectfully Submitted,
Brenda Miller

GODLY PLAY

In September 2009, we moved to a new “Sunday School” program called “Godly Play”. Jerome W. Berryman is the founder of Godly Play and has wide experience working with children ages 2 – 18. His Complete Guides offer a unique approach to religious education that invites children to wonder about themselves, God and the world in a way that is playful and meaningful to them.

I was able to attend an “introduction” at St. Andrew’s Wesley, September 10 and 11 followed by a three day seminar in New Westminster at Shiloh United Church. Some very experienced leaders conducted this event and were most helpful in encouraging me to present Godly Play at TUC.

I have tried to follow the curriculum as best I can. My craft skills fall very short of the standard presented by Mary Sambell but the children are very forgiving. Those who have worked with children in any capacity will understand when I say I have learned far more from this experience than I dreamed possible.

We started with the Circle of the Church Year — a calendar that explains the seasons and colours of the worship. This was followed by The Holy Family, Creation, The Flood and the Ark. On Thanksgiving Sunday we sold cupcakes to a very generous congregation to raise funds for our Foster Child — thanks to Jess Smiley for looking after this. We then turned to what we call the Hebrew Bible and studied The Great Family, The Exodus, Ten Best Ways, Talking with God and then into the Advent Season, Focus on the Prophets, The Holy Family, the Shepherds and then The Wise Men.

The Christmas Eve Service was a delight with many children participating in the beautiful Christmas pageant — quite unrehearsed but perfect in every way. Thanks to Christie Sambell for her experienced help.

I hope to continue this program in 2010 and ask for your prayerful support.

Marilyn Merry

OUTREACH DIVISION

Over the last year, Outreach with the help of our congregation, has supported a number of projects and causes.

We continue to support the education of our two African students through the Canadian Harambee Education Society (C.H.E.S.).

Through the year we have continued to send food, clothing, and other items collected from the congregation to First United Church (for adults) and children’s clothing, toys, and other items to the Oak Avenue Neighbourhood Hub. Some food, ladies clothing items and toiletries are given to the Vivian House. Archie Mullan also sees that a birthday cake is taken once a month to First United for them to celebrate the birthdays of those they serve.

In June we participated in the “Love South Delta” weekend project. This was a joint activity of several churches in Ladner and Tsawwassen. This consisted of

random acts of kindness throughout the two communities with a wind-up luncheon featuring music and fellowship.

In August we donated school supplies to help Oak Avenue Neighbourhood Hub prepare school bags for needy children in Surrey. We prepared 40 birthday bags, each of which contained everything necessary to host a birthday party for eight children. These were given to Oak Avenue Neighbourhood Hub for distribution.

In November we supported the Samaritan's Purse Christmas Child Project. Seventy-five filled shoe boxes were collected from participants.

In December socks, gloves, and toques were collected and distributed to either Oak Avenue or First United.

Throughout the year, Outreach continues to be involved in various projects including: the Community Fund of Faith, for which the membership fee provides emergency funding for certain needs; Doctors without Borders (donation); Local Dry Grad (donation); and Food on the Corner (donations of money and food).

Our Outreach group is a small but very dedicated group of people who always welcome new members and volunteers.

Jean Stuart / Archie Mullan
Outreach Division

MUSIC DEPARTMENT

It has been a delight to begin serving musically for Tsawwassen United, and most importantly, I wish to say thank you to every one of you (there are so many!!) that have supported and encouraged me, as I have been finding my way. It has been a joy to meet you all, and I am grateful to now be remembering most people's names!

My first Sunday on the job was September 13th, after my first few days of exploring my new music office (there's a LOT of music in there!!), and beginning the learning curve that comes with any new position. From the very first day, working with Rose-Hannah has been a dream, in all aspects of our work. I thoroughly enjoy co-creating with her, as we conspire to uplift through word and music. Working with Mary Almond is another gift. Isn't she awesome?

The Senior Choir and I began working together September 24th, after our meeting to get to know each other on September 17th. It has been a wonderful challenge for me to take on this new form of leadership. Thank you to all choir members for beginning this journey with me, sharing your wishes, and for working hard at all the music I have brought forward. I appreciate you! Thank you Freda and Gail for your lovely solo offerings. Jan McLaurin has been a huge support. Thank you for your hours going

through the music library with me, for discussing musical ideas, and for always willingly jumping in to my last minute hand bell ideas!

Speaking of hand bells — thank you to all members of the Hand Bell Choir for a beautiful service on December 6th! It was enjoyed by all. A special thank you to Marcie Henry and Michele McLaurin from the Bell Choir for also playing along with the Choir's Anthem "Seek Ye First / Pachelbel's Canon."

We were blessed with beautiful music throughout our Advent season. The choir sang a gorgeous Advent anthem on November 29th, "When the Wind of Winter Blows", and offered two special anthems on December 13th, which they worked very hard on, and performed beautifully. We were treated to Betty McBurney's heavenly flute playing, the guest conducting of Duane Bates, Finn Manniche's incredible cello offerings, Lia Wolfe on piano, flute and vocals, and Miriam Davidson's vocals. On Christmas Eve, Jamie Perry offered guitar and his voice (and was a great support for the Children's Choir), and Julia Latimer played gorgeous violin for our late service. Thank you to all.

Lastly, I must say it was pure joy for me to work with a Children's Choir, and I felt they did a marvellous job Christmas Eve, singing "Come Rejoicing", "The Little Drummer Boy", and "Away in a Manger." Weren't they wonderful?

I look forward to 2010, and all that we will learn and create together in love.

Blessings,
Sandra Dawn Nash
Director of Music

REFUGEE OUTREACH

Refugee work during the year has consisted of oversight of previously assisted families. No new ones were undertaken. The two Afghan sisters we sponsored earlier are now settled in the Richmond subsidized housing where their younger sister and family also live. They are taking English classes and making some progress. At Christmas a considerable supply of food and gifts were given them.

With respect to undertaking further refugee assistance, we are looking into another Afghan co-sponsorship that has been brought to the attention of Benediction Lutheran Church. A joint committee of our two churches is investigating the situation. Funds for refugee work have accumulated from members of our congregation who are interested in this kind of outreach.

Floyd Wartnow
Refugee Rep.

PRESBYTERY

In 2009 you were respectfully represented at Vancouver South Presbytery by your Presbytery Representative, Mary Sambell; your minister, the Rev. Rose-Hannah Gaskin; Brenda Miller, our Children's & Family minister (for part of the year) and myself, Member at Large because I am the Convenor for Education & Students Committee for Vancouver South Presbytery. Our first full court meeting was held January 20th, 2009, at St. Stephen's Church in Vancouver.

The chair of Vancouver South Presbytery is Rose-Hannah. The meetings are basically business meeting for about two hours and we usually have about 30 – 40 people attending.

We received reports from the various committees and then took quite a bit of time discussing the Youth Ministry Needs Assessment for Vancouver South Presbytery and Vancouver Burrard Presbytery. This JNAC was approved.

We will continue with the planning and preparation for pastoral oversight with six churches this year. All presbyters are requested to serve on one of these oversight committees.

At the February 21st meeting we agreed to form a Search Committee for the Youth & Young Adult Ministry minister. The 2009 Budget was approved. An orientation session for the Pastoral Oversight visitations was conducted and those visits will begin in March and hopefully concluded by the end of April.

As most presbyters were involved in the visitations, the meeting in March was cancelled but we met April 21st with a special welcome to Hilde Seal, President of BC Conference.

I was nominated and approved as a Commissioner to General Council in Kelowna this summer.

May 26th we recognized Brenda Miller as a Diaconal Minister. Her first settlement will be in Omineca, BC.

Pastoral Oversight reports were received with a generally positive experience by both congregations and visitors.

Eric Hamlyn has been hired as the Youth & Young Adults' minister for Vancouver South Presbytery and Vancouver Burrard Presbytery.

June 16th we met at 5:30pm for dinner and recognition of the retired clergy and a short business meeting. Rev. Cliff McMurtry (retired) welcomed the retirees.

We met again September 15th with a worship service and covenanting service with the Executive of Vancouver South Presbytery. A presentation on "Ecojustice Ministry" was given by David Dranchuck and Ellen Bond.

October 20th was our next meeting where two Remits from the national church were voted on in the affirmative. These two remits dealt with clarification of wording in the Manual regarding folks being "Appointed", "Chosen", "Elected" or "Selected." The language is now uniform.

Our November meeting was cancelled and we were scheduled to meet again January 19th at Gilmore Park United church in Richmond.

Please keep Vancouver South Presbytery in your prayers as we deal with many changes and challenges in 2010.

Marleen Soutar

MEN'S CLUB

The Men's Club has been functioning for the past fifteen years, having been started by the late Tom Taylor. The forty-two members continue to enjoy the fellowship, food and hopefully interesting speakers it provides.

In 2009 we had breakfast meetings in January, March and April. Then usually do not meet in the summer. We start the Fall with a barbecue at the Wartnow's. In December we had an excellent presentation by Murray Swayze. Peter Lemmer will be our speaker in January.

As always, all men in the congregation are welcome to attend functions of this Men's Club.

Albert Knudsen
Men's Club



Position Description

Position Description

Music Director

Participant Group

The position answers to the Streamlined Board and the Minister.

Duration of Appointment

The job is of an indeterminate length and is reviewed annually by the Ministry and Personnel Committee.

Time Commitment

It is expected that the Music Director will work 11.5 hours per week on the days and at the times established in consultation with the Ministry and Personnel Committee.

Goals of the Position

- To promote the spiritual life of the congregation and its members through music ministry in conjunction with the Minister.
- To inform the congregation of the goals of the music programme.

Elements and Benefits

The following sets out the compensation package:

Salary: An annual salary of \$14,950.00 payable semi-monthly in arrears.

Vacation: Fourteen (14) days of vacation are provided after the first full year of continuous employment, vacation days will then accrue and be earned on a monthly basis if still employed at the end of the month. No vacation days can be taken in cash.

Responsibilities

The Music Director's responsibilities include but are not limited to, the following:

- To provide organ and/or other music for all worship services;
- In consultation with the Minister, select music for Sunday worship services, on a weekly basis no later than Wednesday of each week;
- To meet weekly with the Minister;
- To take part in and represent the concerns of music at any appropriate Board meeting;
- To be responsible for recruiting, training and directing the church choir;
- To prepare a yearly budget, if necessary;
- To respect the rights of composers and publishers and not violate any copyright laws.

Policies

The Church has policies and procedures that apply to employees that must be adhered to.

Probation

There is a three-month probationary period of employment. This allows that:

- The Church shall have an opportunity to assess the performance, skills and other employment-related attributes;
- The Music Director shall have an opportunity to learn about both the congregation and the position; and,
- Either party may terminate the employment relationship at any time during the initial probationary period without advance notice or cause, in which case there will be no continuing obligations of the parties to each other, financial or otherwise.

Performance Reviews

A performance review will take place annually.

Non-Disclosure

Confidentiality is crucial for the Church. The Music Director shall not disclose any information relating to the private or confidential affairs of the congregation at any time, either during the term of employment or after.

Privacy

The Church gathers personal information about the Music Director for use in providing benefits and for assessing and dealing with the employment relationship.

Equally, the Church may gather information about the Music Director regarding abilities and history and may utilize this in marketing efforts on behalf of the Church, including, but not limited to, use on the web site.

Position Description
Administrative Assistant

Participant Group

The position answers to the Streamlined Board through the Ministry and Personnel Committee.

Duration of Appointment

The job is of an indeterminate length and is reviewed annually by the Ministry and Personnel Committee.

Time Commitment

The position requires the following: will work 23.5 hours per week during the Fall, Winter and Spring seasons, Monday to Friday from 9:30 a.m. to 1:30 p.m. The Summer hours of work are 18.5 hours, Monday to Friday from 9:00 a.m. to noon.

Responsibilities

- Prepare weekly church bulletins and special service bulletins.
- Prepare weekly announcements insert.
- Type correspondence, annual reports and church newsletters.
- Answer the telephone, e-mails and facsimilies.
- During office hours, greet visitors to the church.
- Create and send a weekly Church Directory advertisement to "The Delta Optimist."
- Create a weekly message for the sign board.
- Open and distribute mail.
- Maintain the Church web site.
- Manage the office computer system and other office equipment.
- Purchase Church office supplies.

- General Church office and Finance filing.
- Book rooms.
- Prepare rental agreements, liaise with renters and ensure rental payments are paid when due.
- Maintain a record of Church keyholders.
- Maintain membership records in Churchwatch.
- Make PAR (Pre-Authorised Remittance) changes.
- Ensure Caretaker and Music Director know of memorial services and record it on the wall calendar. If there is interment in the Memorial Garden, ensure the plot is known and that the Caretaker is aware.
- Maintain Baptismal Register and Burial Register.
- Fill out confirmation and baptism certificates.
Write or telephone for transfers to the congregation. Initiate certificates of membership forms for those who transfer out of the congregation and ensure the Minister's signature is applied.
- Sell event tickets.
- Manage petty cash.
- Prepare monthly comparative income statement for the Board.
- Prepare cheque requisitions.
- Mail invoice payments.
- Prepare information for the accountant, including checking of offering sheets, providing accountant with a copy of the bank statements, PAR statements and payroll reports.
- Payroll administration: add and remove employees, give special payment instructions, distribute pay statements, request ROE's, instruct accountant which people require T4's.
- Liaise with Pensions and Benefits Centre.
- Complete yearly tax exemption form for the Corporation of Delta.
- Answer questions of a financial nature for Board members.
- Respond to Canada Customs and Revenue Agency requests.
- Prepare yearly Worksafe BC report.
- Liaise with and provide information to auditors.
- Issue charitable tax receipts.

Accountability

- Report to the Streamlined Board through the liaison person from the Ministry and Personnel Committee.
- Meet weekly with other staff members.
- Conflicts and grievances will be reported to the Ministry and Personnel Committee.
- Performance review will be conducted annually.

Elements and Benefits

- Salary: An annual salary of \$21,962.82 at \$18.24 per hour.
- Benefits: Participation in the United Church and Core Group Insurance Plans; both of these plans are compulsory for all staff working 14 or more hours per week and shall commence on the first of the month following completion of the three-month probationary period. These plans are provided on an employee/employer cost share basis.
- Paid vacation of three weeks per twelve month period.
- In addition to paid statutory holidays, Easter Monday and Boxing Day are paid. As well, one floater holiday with pay is granted each year.
- Sick leave at regular wage rate will be paid for two weeks.
- One-half of unused sick leave in any one calendar year may be accumulated up to a maximum of 12 weeks. This will not be cashed out.
- Compassionate/bereavement leave will be in consultation with the Ministry and Personnel Committee liaison.

Overtime

Time off will be taken in lieu of pay for extra hours worked and will be taken at a mutually-agreeable time with employer.

Continuing Education

One course per year with paid time off, negotiated with the Ministry and Personnel Committee; the course will be applicable to the job.

Termination

Unless dismissed for cause, either party will give two weeks' notice for termination. No termination pay, beyond employment standards legislation, will be given.