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# Aurora United Church

## Community of Faith Profile Report

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September 29, 2024



*Aurora United Church 1878-2014*



*Aurora United Church 2025...*

***An Affirming Congregation of the United Church of Canada***

***Uniting Hearts and Hands on the Journey***



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## Section 1: Background

Upon the announcement by the incumbent ministers, Reverends Lorraine Newton-Comar and Andy Comar at the Annual General Membership Meeting on March 26, 2023, of their impending retirement in 2025, Aurora United Church Council (AUCC) reached out to Shining Waters Regional Council (SWRC) for guidance with the ministry selection process.

We were advised that AUC was required to complete a Community of Faith Profile as a pre-requisite to selecting new ministry personnel. This is a United Church of Canada policy which governs the change in pastoral relations.

In September 2023, AUCC struck a Community of Faith Profile Committee (herein referred to as “The Committee”) composed of Chair, Brian Walter, Secretary, Joyce Hagarty, and Elders at Large Martha Bailkowski, Laurie Bentolila, Andrea Drost, and Louise Procter Maio. Additionally, (former) Chair of Ministry and Personnel, Peter Drost, and SWRC Liaison, Barbara Hendren, were appointed.

The Committee was charged with completing the Community of Faith Profile. The purpose of this Profile is multifold:

- to articulate the community of faith’s witness to the gospel;
- to articulate the ministry needs of the community of faith; and
- to summarize the community of faith’s resources and community context.

To complete this objective, the UCC Guidelines for a Community of Faith Profile resource document was reviewed, with the following elements to be included in the Profile:

- living faith story;
- financial statement;
- financial viability review; and
- position description.

## Section 2: Consultative Approach

The Committee determined the best approach in fulfilling this mandate was to seek consultation with a variety of stakeholders from our faith community.

Consequently, fulsome interviews were conducted with the (former) Chair, Ministry and Personnel, Peter Drost, and with the incumbent ministry personnel, Reverends Lorraine Newton Comar and Andy Comar. The purpose of these interviews was to provide familiarity with current roles, responsibilities, and leadership, to provide helpful information by which to draft position descriptions, and to gather insight into our community of faith and its current and future needs. All parties participated thoughtfully and provided valuable information.

The second instrument utilized in the consultation phase was to survey the congregation. A brief questionnaire was developed and distributed in person to church congregants, in person to each church committee and church groups (i.e. AUC Choir, Faith-a-Peal Handbell Ensemble), and was posted online. The comments were classified by the Committee in general categories and captured the likes and wishes for Aurora United Church. Approximately 65 surveys were submitted and subsequently analyzed.

Simultaneously, the financial statements were gathered, and a financial viability review was conducted. These documents are appended to the report.

With the input gathered from the consultation process, the living faith story was written to articulate the community of faith's ministry focus. The living faith story may be used in a few different ways:

- it is a required element of a community of faith profile as part of the pastoral relations process;
- it is part of the covenantal relationship with Regional Council and part of the self-assessment process with Regional Council;
- it is posted on ChurchHub (United Church of Canada's online resource) as a description of the community of faith, and is part of our invitation to ministry personnel to consider whether they are being called to serve at AUC; and
- it can guide our community of faith in shaping ministry priorities and sharing a vision of our community and its mission.

In the development of the Living Faith Story, the AUC Ministry and Mission Profile, written in November 2014 was reviewed for context and continued relevance. It resulted from a visioning exercise post-fire when the church was catastrophically destroyed. It set the path forward towards the rebuilding of a new church.

The 2014 Executive Summary noted that:

*To live into the ministry and mission of Aurora United Church, we should design and build an inclusive facility at 15186 Yonge Street, capable of inviting the full community into spaces which honour their presence and various needs, including physical, mental, and spiritual considerations.*

The Living Faith Story starts with this vision and intent from 2014 and renews it in accordance with the context and environment of where we are at today as a faith community in 2024 (Appendix I).

The financial information is presented in accordance with the format required by UCC.

Financial Statements (Appendix II)

Financial Viability Review (Appendix III)

The position description was developed by the Committee, with input considered from the various stakeholder groups.

Position Description (Appendix IV)

## **Section 3: Conclusion**

The Community of Faith Profile Committee would like to thank all those who contributed their time and thoughtfulness in providing insight into the current nature of AUC and considerations to guide AUC into the future, re-situated on the original site at 15186 Yonge Street.

The purpose of the Committee's mandate was to prepare a Community of Faith Profile that encompassed a Living Faith Story, Financial Information and Position Description to both meet the requirements of the United Church of Canada and to assist AUC Council in the selection of new ministry personnel.

We sincerely hope that the methodology followed, including extensive consultation with various stakeholders in our community of faith, was rigorous and conclusions drawn were evidence based. A list of documents cited, or passages incorporated into the report or Living Faith Story are gratefully acknowledged. (Section 5)

## **Section 4: Recommendation**

That upon approval by Committee and Shining Waters Regional Council, the revised Community of Faith Profile Report, dated June 3, 2024, be submitted to Aurora United Church Council for review then onward to the Aurora United Church Congregation for approval.

## **Section 5: AUC Living Faith Story Document Citations**

AUC Ministry and Mission Profile Executive Summary, November 2014  
Pastoral Relations: Guidelines for a Community of Faith Profile, April 2020  
Consultation Report – Interviews with Chair, M&P, Incumbent Ministers, November 2023  
Rising From the Ashes Capital Fund Raising Campaign, January 2024  
Congregational Survey – In person, Online, All Committees, January/February 2024

**Respectfully Submitted**

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Approved by: Brian Walter  
Chair, Community of Faith Profile Committee  
Aurora United Church

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Approved by: Nancy Kerswill  
Chair, Church Council  
Aurora United Church

## Appendix I: Living Faith Story

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### Aurora United Church – A Story of Faith, Love and Determination

Aurora United Church (AUC) is in a period of unprecedented transformation, with a new building imminent and a search for new ministry personnel underway. It is an exciting time in the life of AUC.

Just as the mythical phoenix did, the church is rising from the ashes. It's a time of great renewal and regeneration. As a cornerstone of the Aurora community for more than 200 years, the church suffered a devastating blow in April 2014, when it was destroyed by fire. The journey to rebuild this beloved institution has been a challenging one over the past ten years.

But today the site is active, with construction in process and a tentative completion date of spring 2025. AUC is also partnered with Amica Senior Lifestyles in leasing a portion of the land to them to build a senior's residence. The spirit of hope, resilience and determination has fueled our efforts to rebuild our beloved church.

A visioning exercise conducted after the fire in April 2014, guided the path forward for the church. The Ministry and Mission Profile, written in November 2014, stated:

*To live into the ministry and mission of Aurora United Church, we should design and build an inclusive facility at 15186 Yonge Street, capable of inviting the full community into spaces which honour their presence and various needs, including physical, mental, and spiritual considerations.*

With history and loss behind us, AUC is looking forward to a new chapter. In addition to rebuilding the church, new ministry personnel is being sought, owing to the impending retirement of the incumbent ministry team, effective in 2025.

In telling our current living faith story, we have been guided by our faith community.

#### Key Concepts

Build on AUC's reputation as a "beacon church" for our community, and act as a community hub in the heart of Aurora. Be a hive of activity, with community groups using the space, and be a church that is welcoming to all. Recognize the importance of the Amica partnership. Be financially sustainable.

## Today and Tomorrow

Leadership, worship, inclusivity, fellowship, community outreach, membership and stewardship are critical factors that enhance the current vibrant, active church and shape its vision for tomorrow.

### **Leadership**

#### *AUC Today*

We value balanced lay and ministerial leadership. This requires strong empowered leaders who work in close collaboration. We have strong ministerial leadership working in partnership with a valued Church Council.

The congregation appreciates the thoughtful services, dedicated staff, the commitment to and ministerial involvement in outreach within the community.

#### *AUC Tomorrow*

We value personable, pastoral people, people who demonstrate keen interest in people. Ministry personnel who seek others' skills and viewpoints, engage with people and are good listeners. They have an in-depth understanding of United Church of Canada governance and act with a sense of confidence and integrity as well. Ministry personnel require a collegial style, but to lead with strength when necessary. They are creative and innovative in their approach to ministry.

Other personnel and skill sets will be required as Aurora United Church leaves its rental premises and assumes ownership of a modern new facility, operating as a busy, community hub.

### **Worship**

#### *AUC Today*

Worship is where God's presence is felt, and people discover how to look at and understand their faith and grow spiritually. It is a time to be changed and moved by God through the sermon, music, sacraments, and the affirmation of being in community with other faithful peoples. AUC has a history of strong musical leadership through the Chancel Choir, handbell ensembles, and guest musicians, which resonates and enhances the worship experience for the congregants.

#### *AUC Tomorrow*

Continue to provide inspiring, relevant worship through word, sacrament, and ministry of music. Music leadership is an important part of our heritage, mission, and ministry. There is a strong desire for a continued excellent music program and music ministry.



Balance a modern approach to worship service format and delivery while maintaining traditions. Encourage involvement and engagement of youth and intergenerational volunteerism.

## **Inclusivity**

### *AUC Today*

AUC is an Affirming congregation within the United Church of Canada. People of all ages are encouraged to grow in faith at AUC. All are welcome. Livestreaming of worship services offers hybrid worship. The use of Zoom for committee and group meetings also offers a hybrid experience.

### *AUC Tomorrow*

AUC has the opportunity to become more inclusive and deepen community connections such as friendship and support to all, increased inter-faith/ecumenical connections, and enhancing our role as a community hub. Being an Affirming congregation will also bring change in that the church will be even more relevant and present to our greater community.

## **Fellowship**

### *AUC Today*

Fellowship is one of the prime reasons people feel connected to AUC. The church serves as a “family outside of family” for some in their time of need and is a community of informal networks of friendship and support, connecting members to one another.

Friendly, welcoming people contribute to a welcoming, friendly environment. “The people are my community of faith”. Together, we support each other in response to crises, challenges, and special life events.

### *AUC Tomorrow*

Provide more opportunities for the congregation to get to know one another to strengthen the feeling of community through programs, interest groups, spiritual practices, and social events.

## **Community Outreach**

### *AUC Today*

AUC has a long-standing history and is actively involved in outreach to the Aurora community and reflects our work as a people of God. AUC is a church partner in

Welcoming Arms and participates in the Aurora Community Café. AUC provides the Rise & Shine Community Breakfast, a weekly Saturday morning breakfast that runs from October to May. In the recent congregational survey, outreach ranked prominently as an important element of AUC.

#### *AUC Tomorrow*

AUC seeks to continue to be a social/community hub in Aurora. The church needs to consider the growing need for social services support to assist the marginalized and vulnerable and has adaptable space in our new facility for community services. AUC will continue to nurture meaningful partnerships with other faith groups and community organizations.

### **Programming**

#### *AUC Today*

At AUC, programming builds fellowship. Members come together through pastoral care and church-run group activities such as UCW, Woman Spirit, Book Club, Prayer Shawl Ministry, Movie Night, Funday Sunday, Vacation Bible Camp, and seasonal study groups. It's generally felt that AUC members have opportunities to take part in groups and events.

#### *AUC Tomorrow*

Work towards ensuring many opportunities to take part in groups and events when in the new church. Additionally, encourage activities that focus on youth, young adult, women's, and men's groups and to be innovative in the creation of further programs and groups to help support even stronger inclusivity.

### **Membership**

#### *AUC Today*

Membership is the foundation upon which the church renews itself. Aurora United Church has dedicated long-term members and has an active, though aging, congregation.

#### *AUC Tomorrow*

Aurora United Church will attract considerable attention as it opens its doors to a new modern facility on Yonge Street. With heightened community interest it would be an opportune time to develop a membership drive to attract new congregants, especially young families, and young adults.

## **Stewardship**

### *AUC Today*

Stewardship is well understood and demonstrably practiced. The congregation is generous in its giving of time, talent, and financial support. However, the concept of fiscal prudence has been a driving factor in the strategy to rebuild the church. A capital fundraising campaign, *Rising From The Ashes*, has been launched to supplement existing building funds.

### *AUC Tomorrow*

AUC aspires to embrace a sustainable model of operation that does not create a financial strain on the congregation. As part of its sustainable financial strategy, including income streams beyond congregational giving, a partnership was developed with Amica Senior Lifestyles, which will provide an additional source of income of \$200,000/year for years to come. AUC anticipates a return to rental space income which averaged \$100,000/yr. Other innovative revenue streams can be explored.

In addition, the church will continue to leverage and celebrate the talents of the congregation while sustaining the current culture of giving.

## **Living Faith Story, in conclusion...**

It is this Committee's hope that this document has successfully articulated our community of faith's ministry focus. Our strengths and gifts have been assessed and we know what our needs are and what challenges lie ahead of us. We know where God is calling us. We hope we have answered the question of why we exist as a community of faith. We are dedicated to ensuring that we continue moving forward "uniting hearts and hands on the journey" through our many committed and caring members who give selflessly of themselves, their time, and their energy, both within the walls of the church and in the larger community.

## Appendix II: AUC Financial Statements



### Financial Statements

#### 2023 Financials & 2024 Budget

##### GENERAL FUND BUDGET

	2023	2023	2024
	Budget	Actuals	Budget
<b>REVENUES</b>			
Identifiable Givers	215000	227763	223000
Loose	2500	1483	2500
Initial Offering	50	94	50
M&S Givings over and above	3300	825	3300
Online Donations (incl in 2023 actuals)	1500	250	1500
Other Givings (United Way etc)	500	3350	500
Appeals	10000	6303	10000
Total Offering	232850	240068	240850
<b>Fundraising</b>			
Musical Special Events Revenue	2000	2607	2000
AVGEN	1200	1800	1500
Total Fundraising	3200	4407	3500

**Program Revenue**Poinsettias (2023  
estimated)

600

364

600

Faith formation (2023 estimated)

450

615

450

Broadview Subscriptions

600

350

600

Other program revenue

0

744

0

Total Program  
Revenue

1650

2073

1650

**Investments**Interest/Capital Gains from Endowment &  
Flower Fund

5000

1327

20675

Interest on Insurance  
Capital

262000

250000

319000

Total  
Investments

267000

251327

339675

**Other**

UCW Donation

2000

500

HST Rebate

3500

1766<sup>A</sup>

3500

Memorials, Bequests &amp; Planned giving

250

75

250

Rise &amp; Shine Donations

1000

731

500

Total Other  
Revenue

4750

4572

4750

**TOTAL ALL REVENUE****509450****502448****590425**

**EXPENSES**

**CHURCH COMMUNITY MINISTRY**

Communications	0	374	0
Website	534	486	600
<b>Total Communications</b>	<b>534</b>	<b>860</b>	<b>600</b>

**Membership**

Soup Lunches	100		100
Coffee & Juice	50		50
<b>Total Membership</b>	<b>150</b>		<b>150</b>

**CHURCH COUNCIL**

External Fund Raising fees			56914
Committee Expense Joint Service	1000	1676	1000
Affirming Committee	500	395	500
Shining Waters AGM expenses	700		700
Rental Expenses includes Trinity Storage YRDSB	84846	88421	87391
<b>Total Church Council</b>	<b>87046</b>	<b>90491</b>	<b>146505</b>

**CONGREGATIONAL RESOURCES  
MINISTRY/FINANCE**

Archives	100	24	100
Committee Expense Envelopes	380	353	600
Banking Service fees	1200	973	1200

Insurance	6165	4640	3108
Church Land Taxes			
Accountant service & support	5000	9098	5000
UCC Assessment	11857	11857	10986
<b>Total Finance</b>	<b>24702</b>	<b>26944</b>	<b>20994</b>

<b>Property Committee</b>			
Office Expense	3700	3618	3200
Contracts	9000	5217	2000
Utilities	3900	4294	3900
Maintenance & Repairs	500	0	500
IT- Computer Hardware/AUC File Share	5000	4257	5000
<b>Total Property</b>	<b>22100</b>	<b>17386</b>	<b>14600</b>

<b>Church Property</b>			
Property Taxes	7708	7568	8093
Utilities (Storm Sewage)	568	631	600
<b>Total Church Property</b>	<b>8276</b>	<b>8199</b>	<b>8693</b>

<b>Faith Formation Ministry</b>			
Adult Education		133	150
Committee Expense	100	218	100
Broadview subscription	600	450	600
Teen confirmation	400		400
Youth Events (Camp. Meetings)	500		500

Vacation Bible Camp	600		600
Sunday School + Children's Education		32	
Nursery Coordinator	400	880	400
<b>Total Faith Formation</b>	<b>2600</b>	<b>1712</b>	<b>2750</b>

**M&P (Ministry & Personnel)**

Committee Expense-ADP costs	1715	1021	1800
Salaries (Fulltime & Casual)	240417	200847 <sup>B</sup>	275000
Benefits (Group Insurance & WSIB)	62154	83682	64018
Travel	3000	1299	3000
Continuing education	3600	1223	3600
Staff Development (All-Recognition)			
Other: payroll taxes		32291	0
<b>Total M&amp;P</b>	<b>310886</b>	<b>320363</b>	<b>347418</b>

**PROCLAMATION MINISTRY**

Audiovisual	1000	60	1000
Music	2500	2574	2500
Music-Handbells	1050	689	1050
Sanctuary Decorating-Poinsettias	750	405	750
Worship Committee	2000	1514	2000
Online Services	5000		0
<b>Total Proclamation</b>	<b>12300</b>	<b>5242</b>	<b>7300</b>



**SERVING MINISTRY**

M&amp;S Remittances

Church

15000

15000

15000

M&amp;S Over &amp; Above-PAR

3300

3300

3300

**Total M&S****18300****18300****18300****Outreach**

Special Appeal

1430

Welcoming Arms

13200

13200

13200

Rise &amp; Shine Breakfast

7000

7948

7000

**Total Outreach****20200****22578****20200****Pastoral Care**Seniors Lunch/Advent  
Service

150

150

Committee Expense

100

160<sup>C</sup>

100

Poinsettias (in QB it is  
under Proclamation)

600

600

Correspondence postage &amp; Cards

250

210

250

Prayer Shawl (includes  
bereavement)

800

619

800

**Total Pastoral  
Care****1900****990****1900****TOTAL OPERATING  
EXPENSES****508994****513066****589410**<sup>A</sup> Missing the first half year of 2023 HST<sup>B</sup> Included Independent Contractor<sup>C</sup> AUC Bookkeeper: in statement, this amount is under Bereavement, but should be committee expense (confirmed with Rev. Andy)

## Aurora United Church Trustees Accounts 2023

	Dec 31/22	Additions	General Fund Withdrawals	Withdrawals	Investment come	December 29/23
Account	\$930,863.01			\$1,100.99	\$53,920.21	\$983,682.23
Endowment	\$27,540.99				\$1,597.20	\$29,138.19
In Trust Earmarked Donations	\$36,747.84	\$5,200.00			\$2,432.70	\$44,380.54
Future Fund/Insurance	\$8,484,490.20	\$5,586,973.82	\$250,000.00	\$2,075,510.51	\$418,354.49	\$12,164,308.00
Proceeds for Rebuilding	\$3,649.39			\$216.29	\$199.98	\$3,633.08
Flower Fund	-\$276,158.30				\$175,825.28	-\$100,333.02
Change in Market Value						
<b>Total</b>	<b>\$9,207,133.13</b>	<b>\$5,592,173.82</b>	<b>\$250,000.00</b>	<b>\$2,076,827.79</b>	<b>\$652,329.86</b>	<b>\$13,124,809.12</b>

### Account Balances

<b>BMO Chequing Account</b>	\$477,917.07	Endowment Fund Required Return	\$33,445.20	December annual inflation
<b>Trustees Endowment Fund</b>	\$1,256,940.94	Actual Return	\$53,920.21	is 3.4%
<b>Trustees Building Fund</b>	\$11,389,951.11	Excess of Actual over Required	\$20,475.01	To the General Fund
<b>Total</b>	<b>\$13,124,809.12</b>	Cheques to General Fund		
		Endowment Fund	\$20,475.01	
		Flower Fund	\$199.98	

In 2023, the Endowment Fund, consisting of investments including the Future Fund, Earmarked Donations, Flower Fund as well as Endowment Fund account generated a return of 8.02%, a significant increase from 2022's return of -5.19%. Approximately 57% of investments are in mutual funds mostly based in Canada, with 42% in fixed income investments and holding funds with the balance in cash. The endowment fund requires that earnings be retained in the fund to cover the annual rate of inflation with any balance left over to be paid to the General Fund. This year \$20,475 will go to the general fund. The investment approach is unlikely to change this year.

In the building fund, we received a settlement of nearly \$5.6M from the litigation with Aviva and also achieved a return of 5.3% versus a negative return of 6.55% in 2022. Although we can't say for sure, we anticipate that the church will be completed by the end of 2025 and therefore our investment approach will remain quite conservative with 50% equity mainly in Canada and 48% fixed income. We are reviewing proposals for construction with the building committee to ensure that we do not exceed our available financial capacity. It is expected that fundraising activities will generate additional resources to fully complete the new church construction over time. We also provided \$250K in revenue for the church compared to \$175,000 in 2022.

## Appendix III: AUC Financial Viability Review



### Financial Viability Review

Date: April 29, 2024

#### 1. Do your expenses exceed your revenues?

Year	Revenues	Amount given through envelopes Combined	Amount given through PAR	Expenses	Do expenses exceed revenues? (yes/no)	Bank balance at end of year
Current year 2023	\$509,450	\$232,850	\$Combined	\$508,844	No	\$ N/A
One year ago 2022	\$476,640	\$87,322	\$136,668	\$473,743	No	\$65,754
Two years ago 2021	\$443,644	\$81,307	\$136,443	\$426,551	No	\$73,295
Three years ago 2020	\$504,896	\$246,964	\$Combined	\$484,327	No	\$62,889 End Nov,30
Four years ago 2019	\$558,811	\$277,157	\$combined	\$535,918	No	\$45,068
Five years ago 2018	\$541,777	\$281,724	\$combined	\$554,887	No	\$44,111
Six years ago 2017	\$526,213	\$302,156	\$Combined	\$525,218	No	\$

## 2. Payroll Costs

At present we have called or appointed the following paid staff:

Minister: 80 hours per week

Secretary: 12 hours per week

Custodian: 0 hours per week

Other (youth, Sunday School, etc.):

Bookkeeper: Sept-June 24 hours per week, July-Aug 12 hours per week

Music Coordinator: 16 hours per week

Handbell Director: 10 hours per week, Sept-June

\*Future additional called or appointed paid staff are still to be determined.

Cost of payroll (\$ paid plus employer contributions (EI, etc.) for everyone:

Current year 2023	One year ago 2022	Two years ago 2021	Three years ago 2020	Four years ago 2019	Five years ago 2018	Six years ago
\$316168.00	\$295802.18	\$245528.47	\$296728.60	\$303,849.77	\$294,560.40	\$

### 3. Have you experienced a deficit for more than two consecutive years in the last five years?

Yes, Operating deficit covered by Interest on Insurance payout from the fire

### 4. Are there any outstanding loans?

No

### 5. Do utilities, maintenance, and repairs exceed 25 percent of revenues?

Since the fire in 2014, utilities have been 1% or less of total spending as they are included in rent paid to Trinity.

<b>Year</b>	<b>Utilities (Power and Water)</b>	<b>Fuel</b>	<b>Maintenance</b>	<b>Total</b>	<b>Exceeds 25% of Revenues (Yes or No)</b>
2013	\$23,322	\$ 0	\$16,254	\$39,576	NO
One year ago	\$	\$	\$	\$	
Two years ago	\$	\$	\$	\$	
Three years ago	\$	\$	\$	\$	
Four years ago	\$	\$	\$	\$	
Five years ago	\$	\$	\$	\$	
Six years ago	\$	\$	\$	\$	

**6. How many contributors support your congregation?**

<b>Current year</b>	<b>One year ago</b>	<b>Two years ago</b>	<b>Three years ago</b>	<b>Four years ago</b>	<b>Five years ago</b>	<b>Six years ago</b>
N/A	208	208	209	208	208	208

The number of contributors represents those who have been assigned an envelope number and give through Cash/cheque, e-transfers and Par.

**7. How many contributors would you have in each age group this year?**

Not Applicable as we do not track the age of givers.

**8. Is there a reliance on a few generous contributors where 50 percent of the revenues come from one or two contributors?**

**Contributors and Givings**

Annual giving	Number of givers: Current year	One year ago	Two years ago	Three years ago	Four years ago	Five years ago	Six years ago
\$0-\$100	118	45	48	45	40	37	39
\$101-\$500	82	39	33	37	39	40	41
\$501-\$1,000	5	43	44	45	45	46	42
\$1,001-\$5,000	3	76	79	77	78	80	81
\$5,001+	0	5	4	4	5	5	5

**9. Have you taken part in a stewardship project (campaign) in the past two years?**

No Project

No Letters to congregation when we have the need

No Regular information and letters sent to all members and adherents

No Program such as *Called to Be the Church* (on the [Stewardship Toolkit](#) website) with information during worship, letters, and a request for commitment

No Program and information presented at a congregational get-together

No All-member visitation

No Other

If you did, what were the results? N/A

Have you encouraged members, yearly or more regularly, to increase PAR giving's?

Yes  No

**10. Please list any investments, special funds, and other monies your community of faith holds. What are the rules/restrictions around the use of those funds?**

As of September 20,2023:

- \$11,753,028 in the Building Account
- \$1,196,971 in the Endowment Fund
- \$36,787.34 in the Future fund

All funds listed above are for the rebuilding project. A portion of the interest from the Endowment fund (based on the CPI number) is returned to the General Fund.

As of December 31,2022, we have \$3469.39 in the Flower Fund. A portion of the interest each year from the flower fund (based on CPI number) is returned to the General Fund.

**Observations**

Treasurer's Observations:

In the past 5 years AUC has been running an operating deficit of 30 to 50% of total spending, which has been covered by Insurance Interest. As the rebuild progresses we project a gap will continue that is not covered by the declining availability of Insurance Interest.

5-year projections have been done to attempt to put a dollar amount on the future Revenue Gaps.

Community of Faith Profile (CFP) Committee's Observations:

Aurora United Church has been and continues to be a viable progressive forward-thinking congregation that has been in existence for over 200 years. Our leadership and faith in God have led us through many trials and tribulations over the years and as a congregation we are confident that we can continue to flourish, grow, and sustain this ministry for many years to come.

## **Recommendations**

Recommendation of CFP Committee, treasurer, and governing body:

Aurora United Church community of faith is viable to call/appoint a minister in Cost of Living Group 6, up to Increment Category F14+ for 40 hours per week.



## Appendix IV: AUC Ministry Personnel Position Description

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### Ministry Personnel Position Description

**Community of Faith name:** Aurora United Church

**Position Title:** Minister of Word, Sacrament, Community Outreach and Pastoral Care

**Position Profile:**

Full-time

Solo

Part-time

Team ministry

**Equity Commitment:**

In thankful recognition of the diversity of members and gifts within the Body of Christ, Aurora United Church is committed to filling this position with any qualified person whose skills and gifts best match this Position Description. We are committed to making accommodations that are requested and reasonable, including those listed under the Accessibility for Ontarians with Disabilities Act (2005).

**Position Summary:**

Aurora United Church is seeking an ordained Minister of Word, Sacrament, Community Outreach and Pastoral Care (hereafter referred to as “the minister”) who, in covenant with God and our congregation, will provide leadership and support for our church’s vision, mission, goals and priorities. Our ideal candidate will engage enthusiastically and compassionately with all members of the congregation.

**Autonomy in Decision-Making:**

The minister will have full autonomy within the scope of the position description, normally in collaboration with the Church Council. Principal areas of responsibility and associated duties include worship leadership, community outreach and engagement,

pastoral care, overall congregational support, and strengthening and supporting membership as well as the renewal of stewardship education and related initiatives. Also, leading the church in re-establishing its role and presence as a beacon church in its new facility. Choices regarding music in worship should be in collaboration with our Music Coordinator and at times with our Handbell Choir Director, but the minister will have final decision-making authority.

The minister will work collaboratively with the Ministry & Personnel Committee (M&P) to develop annual workplans with reference to the mission and vision of the church. Accountability is to the Church Council via the M&P Committee. The minister will provide oversight to staff including the Secretary, Bookkeeper, Music Coordinator, and the Handbell Choir Director. Oversight may include future staff such as an Office Manager, Custodial and Security staff.

The minister has authority for specified budget lines. Total annual expenditures of more than 10% above the budget line require consultation with the Council.

## **1. Administration**

Administrative support is available through the Secretary who currently works 12hrs/week. This includes basic reception of visitors and answering phones, administrative support for the minister, and oversight of church staff as described above.

Areas of administration for the minister include:

- Attend all Church Council and Congregational meetings.
- Attend monthly meetings of the Worship Committee
- At least one monthly meeting with the Chair of Council
- Is a trustee and may decide to be the chair of the Board of Trustees.
- Serves as a member of all committees of the Council (except Ministry & Personnel) and attend meetings as required; the minister will attend at least two committee meetings per year of each committee. Communicate with committee chairs on a regular basis.
- Lead the staff team (Secretary, Bookkeeper, Music Coordinator, and Handbell Choir Director). This includes calling, setting the agenda, and leading monthly staff meetings to ensure coordination and good communication among the staff.

## **2. Community outreach and social justice**

Aurora United Church actively provides outreach services to the Aurora community and reflects our work as a people of God. Aurora United Church is a social-justice oriented church and is an Affirming Congregation of the United Church of Canada.

In this area, the minister will:

- Work towards re-establishing AUC as a social/community hub in the wider Aurora community.
- Nurture meaningful partnerships with other faith-based groups and community organizations.
- Participate in The Aurora Community Café.
- Provide a pastoral presence at the Rise & Shine Community Breakfast program.
- Serve as a member of the Welcoming Arms Executive Council.
- Act as a spokesperson for the church in liaison with the Council Chair, including with the media, at community events, and with legislators.
- Participate in visioning activities with congregants and take initiative in motivating them to involvement in the social justice initiatives of the church.
- Be a visible presence at community social justice events, representing the church and creating strong relationships with other community leaders.

### **3. Continuing Education**

Aurora United Church encourages our ministry personnel to take time for personal and professional development, in line with United Church of Canada policies and allowances.

- The minister pursues personal, vocational, and professional goals for continuing education in consultation with the M&P Committee.
- The minister also conducts an annual self-assessment as part of the annual assessment process for ministry personnel and proposes continuing education plans as part of the assessment process.

### **4. Denomination and Communities**

As per the expectations of all UCC ministry personnel, the minister is actively involved in the life of the Regional Council and/or the General Council.

Aurora United is part of a local ecumenical group of faith communities. The minister will represent the Aurora United Church at ecumenical meetings and activities.

### **5. Faith Formation and Christian Education**

At Aurora United Church, programming builds fellowship. Members come together through pastoral care and church-run group activities such as United Church Women (UCW), Woman Spirit, Book Club, Prayer Shawl Ministry, Movie Night, seasonal study groups, Funday Sunday, Vacation Bible Camp, Confirmation and Youth Group:

- Ensure the many opportunities to take part in groups and events continue.
- Encourage activities that focus on young adult programs, women's, and men's groups.
- Innovate in the creation of further programs and groups to help support even stronger inclusivity as an affirming congregation.

## **6. Leadership**

Aurora United Church values balanced lay and ministerial leadership. This requires a strong empowered leader working in partnership with a valued Council.

- Build relationships and consensus.
- Delegate and share leadership appropriately.
- Create and innovate in approach, willing to take risks and try new things.
- Act with integrity.
- In partnership with the Church Council, develop a membership drive to attract new congregants, building on our status as an affirming, inclusive and welcoming church.
- Connect with potential members and prepare them to become members.
- Guide the congregation in extending our welcoming, supportive, and nurturing culture.
- Encourage and engage the talents and gifts of members to involve them in the mission and life of the church.
- Affirm and invite involvement in committees, music, spiritual growth, special programs & events.

## **7. Pastoral Care**

The minister is the primary pastoral care provider to congregants.

- Provide pastoral care to the church body especially to those with acute needs and working with the pastoral care team by visiting those unable to attend church, those who are sick and/or hospitalized, and others who request pastoral care.
- Provide pastoral counselling and support to members during important life transitions and in time of celebration.
- Plan with families and officiate at funerals and weddings.
- Offer grief care to congregants who have experienced loss.
- Participate in monthly Zoom visits with residents from AgeCare Aurora.
- Equip and inspire the lay pastoral care team supporting them to provide secondary pastoral care. This includes quarterly meetings with the team.
- Maintain regularly scheduled office hours for appointments.

## **8. Self Care**

Sets goals for ongoing self-care by maintaining a healthy balance of their own physical, emotional, and spiritual well-being to include rest, recreation, and professional development. Collaborates with the M&P Committee to meet goals.

## **9. Worship**

Worship is where God's presence is felt. It is a time to be changed and moved by God through the sermon, music, and sacraments. The minister will:

- Develop and plan inspiring, relevant worship.
- Balance a modern approach to church service format and deliver while maintaining traditions.
- Lead worship and preach weekly in addition to special services during Christian Holidays.
- Work with the Worship Committee and the Music Coordinator to plan worship themes and seasons.
- Meet weekly with the Music Coordinator.
- Prepare roster for worship supply ministers, including all volunteer support.
- Encourage and promote lay involvement and leadership regularly in worship services.
- Deliver the sacraments of communion and baptism; offer support and guidance to families requesting baptism and confirmation.

### **Required Knowledge, Skills, and Abilities:**

- Excellent relationship builder and ability to plan collaboratively with staff and lay people.
- Demonstrates sensitivity to different congregational preferences and opinions for traditional and contemporary liturgical practices.
- Provide a highly personable approach to leadership.
- Demonstrates passionate commitment to social justice.
- Experience with different styles of contemporary worship.
- Clear self-awareness and has well-developed, active listening skills.
- Ability to engage with all members of all ages.
- Projects energy, enthusiasm, and excitement.
- Skilled at planning and managing time effectively.
- Possesses knowledge of church governance models and systems.

**Other Preferred Knowledge, Skills, and Abilities:**

- Knowledge of community development and ability to engage with community leaders.
- Background in social work, counselling, and business acumen.