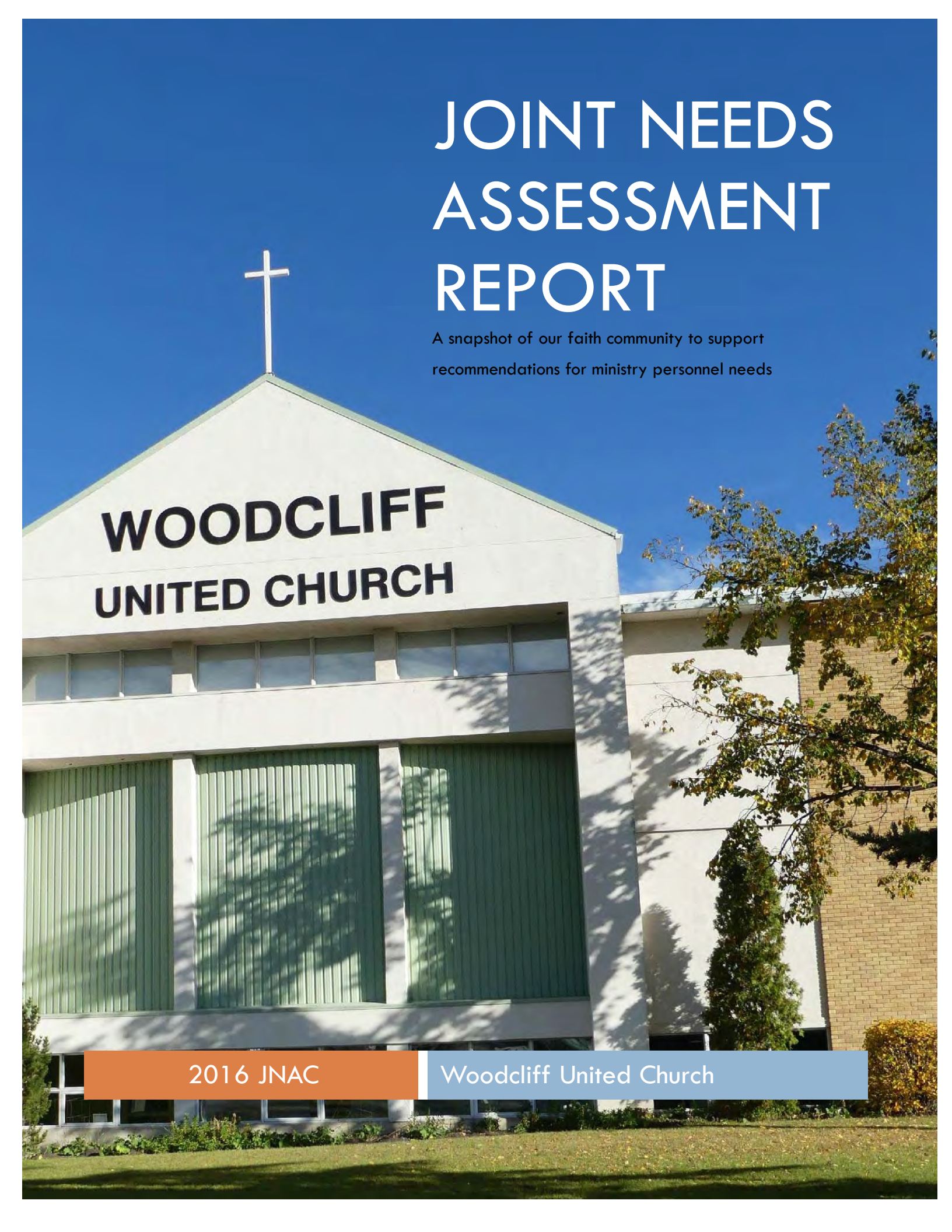


JOINT NEEDS ASSESSMENT REPORT

A snapshot of our faith community to support
recommendations for ministry personnel needs

A photograph of the Woodcliff United Church building. The building is a modern, two-story structure with a white facade and a green roof. A large white cross is mounted on the roof. The name "WOODCLIFF UNITED CHURCH" is written in large, bold, black letters on the front of the building. The building has several large windows with green vertical blinds. The sky is blue, and there are trees with yellowing leaves in the foreground and background. The building is set on a grassy lawn.

**WOODCLIFF
UNITED CHURCH**

2016 JNAC

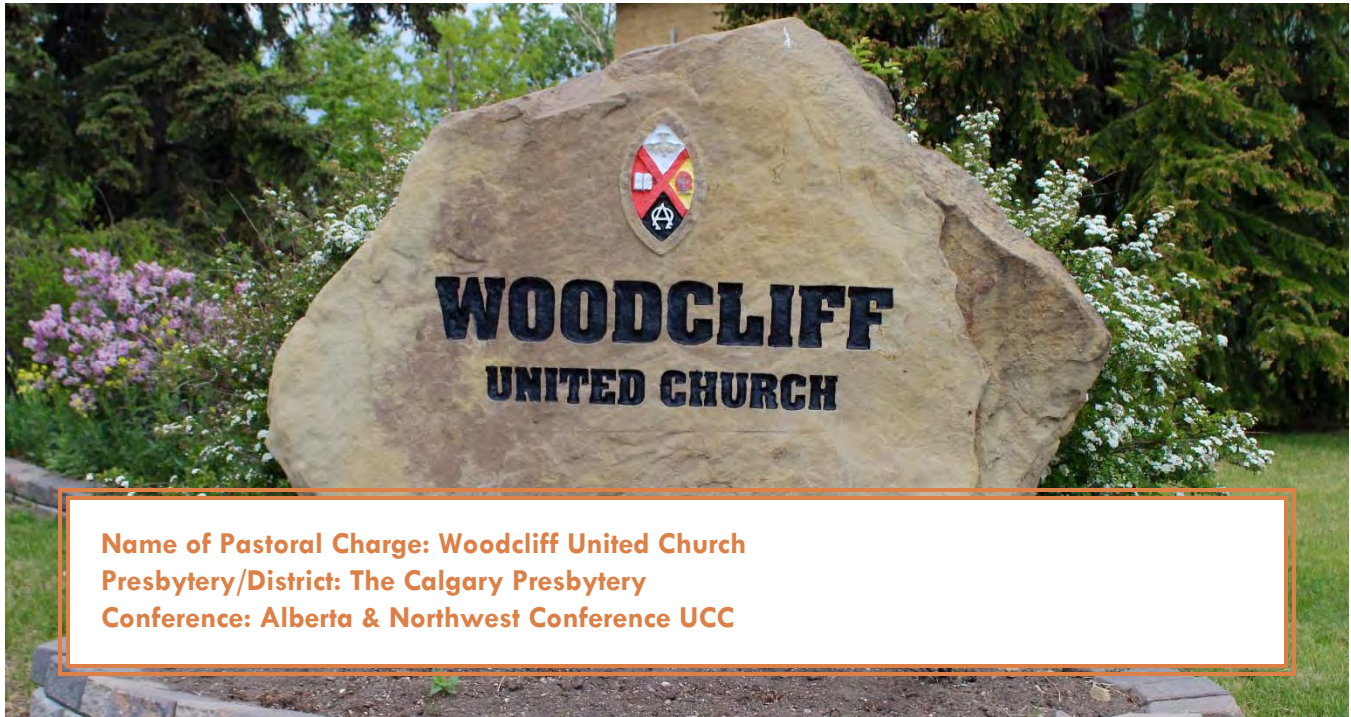
Woodcliff United Church

Joint Needs Assessment Report

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PART A: PARTIES TO THE NEEDS ASSESSMENT



Name of Pastoral Charge: Woodcliff United Church
Presbytery/District: The Calgary Presbytery
Conference: Alberta & Northwest Conference UCC

Presbytery Representatives:

Ministerial - Roslyn Campbell
Lay – Bryon Delarue

Pastoral Charge Representatives:

Cathy Larsen
Allan Main
Susan Plesuk
Barry Kowalsky
Barb Thompson
Dominic Petti

Address:

5010 Spruce Drive SW
Calgary, Alberta T3C 3B2

Phone: 403-249-3121
Fax: 403-686-4968

www.woodcliffunited.com

PART B: NEEDS ASSESSMENT REPORT

Joint Needs Assessment Report Summary

Community of the Pastoral Charge: Woodcliff United Church (Woodcliff) is a congregation situated in the west central portion of the City of Calgary. The immediate surrounding communities are fully developed with homes and families that are highly prized by the city. To the west, there is a large area of development with many subdivisions being established. As a diverse city, there are many cultural attractions and entertainment options for all to enjoy. Calgary also is home to several large post-secondary institutions and holds many annual festivals hosted by both artistic and ethnic groups.

Ministry of Pastoral Charge: An essential value of Woodcliff is described in the vision statement “to strive to be a vibrant and caring community living our faith”. The overarching goal of Woodcliff, as stated in the mission statement, “together we worship and praise God, grow as Christians, sharing our journey in fellowship and service”, is to be a community of faith supporting each other while engaging in activities supporting local and global communities.

Resources: Woodcliff has 175 financially contributing households with an average weekly attendance of about 130 adults. The majority of attendees are 60 years and older with a small number of young families attending as well.

Congregants are actively involved in the day to day ministry of the church as well as take an active role in Sunday worship. Woodcliff is committed to social justice issues, pastoral care and to Christian education through the work of its many committees and ministries. Woodcliff staff includes a Music Director, a Children’s Ministry Coordinator, a Youth Ministry Coordinator, an Administrative Coordinator, and a Custodian.

The church building is situated beside beautiful Edworthy Park near the edge of the Bow River valley. The sanctuary seats up to 350 and is augmented on the same building level by the child care room, as well as the narthex and the church offices. A strong commitment to handicap access is present with an elevator which serves all levels of the building.

Woodcliff has a very busy building, with many groups using the facilities throughout the week and weekend. Many of these groups contribute an honorarium contributing to the financial resources of the church. Each year there is an active stewardship campaign. HCU annual revenue in 2015 was about \$360,000.

Needs: Woodcliff requires a full-time Ordered Minister with strong leadership skills to encourage individuals and groups within the church to care for each other and to reach out into the community to encourage others to join our faith community. We are seeking a minister who is inspiring, engaging and able to present sermons that are relevant to issues of the day.

Woodcliff functions best with ministerial leadership that empowers and encourages the congregation to share ownership for the work of the church in carrying out its mission of fellowship and service. It is currently envisioned that the work balance of the minister will largely concentrate on worship, spiritual and congregational development, pastoral care and growth of the congregation.

Job Description – Ministry Personnel:

POSITION OBJECTIVES: Woodcliff United Church is a congregation in need of a strong ministerial leader with an excellent theological background. We are looking for someone who will help us enrich our community, embrace ecumenical influences around us, is enthusiastic about supporting leadership development for lay members, will enliven our worship life, and with the support of our congregation, guide social justice initiatives in our community.

This full-time position is based in the Wildwood community, a well-established suburb of Calgary next to Edworthy Park. Many of our members are over 60 and many are retired. As a result, one of our key ministries is pastoral care. In our efforts to grow and maintain membership, our worship services feature children's messages, the best of new and traditional music, and relevant messages that inspire our congregants of all ages along their journeys of faith.

Our new minister is a team-oriented leader who will bring new energy and inspiration to our faith family.

POSITION RESPONSIBILITIES: Full-Time, 40 Hour per Week Position. This position requires focus on several core valued areas; worship, pastoral care, spiritual development, presbytery and general counsel, stewardship, and church administration. While actual amounts of time may vary from week to week, overall annual targets should be 25% worship, 25% pastoral care, 25 % spiritual and congregational development, 8 % involvement beyond Woodcliff, and 17 % administration.

Worship Leadership

- Create and deliver worship experiences that include stimulating, thought provoking sermons.
- Co-ordinate the organization of weekly services with the Worship Committee and relevant staff utilizing the resources of the congregation.
- Develop themes relevant to the church calendar, the current needs of the congregation, world events, and social justice issues.
- Preside at the Sacraments. (Currently hold Communion once a month and Baptism on a periodic basis.)
- Engage the congregation in matters of theology and its context, including multi-faith.
- Engage the congregation in creating and sustaining a welcoming, inclusive atmosphere.

Pastoral Care

- Work collaboratively with the Pastoral Care Committee, to respond to requests for visits. (Visits may be conducted by trained Pastoral Care Committee volunteers or by ministerial staff.)
- All visits are coordinated and tracked with the Pastoral Care Committee in accordance with United Church privacy policies.
- Provide crisis care and spiritual care, involving other agencies as needed.
- Offer Communion for shut-ins and hospitalized persons.
- Prepare for and officiate at weddings and funerals.

Administration

- Work collaboratively with the church Council, church committees and working groups to achieve the mission of the congregation.
- Work collaboratively with the church staff to support the work of the congregation and for the welfare of the congregation as a whole.
- Provide leadership, support, and guidance for staff.
- Identify opportunities for team collaboration, and skill enhancement of committee volunteers (i.e. train others for tasks which can be delegated).
- Maintain and update records with adherence to confidentiality guidelines.
- Provide leadership for staff meetings.

Spiritual and Congregational Development

- Provide opportunities for the spiritual development of the congregation with ongoing opportunities for education, study, and involvement in the intellectual and faith aspects of the church.
- Offer membership classes for new members and transfers of membership.
- Provide leadership and encouragement for the development and redevelopment of the congregation.
- Assist the congregation in developing an ongoing stewardship program.

Involvement beyond the Congregation

- Participate in the United Church regional governance body and General Council.
- Participate in interfaith and ecumenical projects in the wider community.

ACCOUNTABILITIES

The Ministry Personnel is accountable to the congregation through the Council via the Ministry and Personnel Committee and to The United Church of Canada.

SKILLS AND QUALIFICATIONS

- A member of the Order of Ministry of The United Church of Canada.
- Strong communication skills.

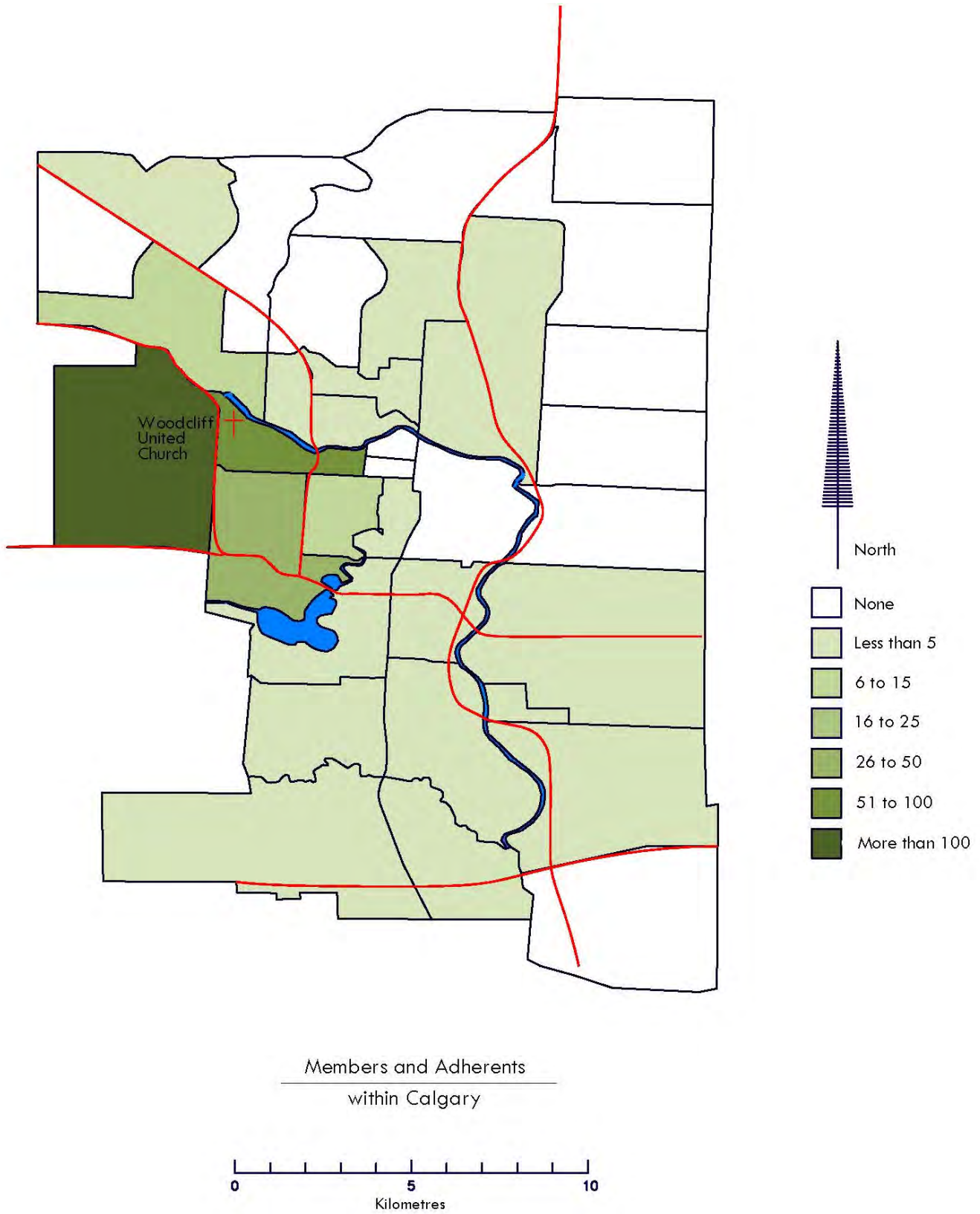
- Ability to thrive in an environment where shared leadership is understood to be a way to involve and engage members of the congregation in all aspects of ministry.
- Caring and compassionate; skilled in pastoral care.
- Proven ability to work collaboratively in a multiple staff environment.
- Interest and experience working with mature aged members.
- Ability to build relationships and trust with all people regardless of age, ability or interests.
- Well networked; experience working with interfaith leaders.
- Embraces technology and is familiar with its use in worship and communications.
- Knowledgeable of traditional and contemporary worship and music.
- Well-adjusted and mature in their understanding of their own self as well as others.
- Able to involve, coach, and encourage the people of the congregation in the congregation's ministry.
- Able to bridge the gap between feeding those who like things the way they were and the need for the congregation to embrace modern, progressive theological thinking and church redevelopment models.
- A leader willing and able to model accountability, good personal boundaries, and respect for confidentiality.
- Demonstrated evaluation and learning skills which have led to growth and the overall advancement of the congregation's mission.
- Able to deal with conflict in healthy and helpful ways.
- A good teacher who demonstrates a personal knowledge of Christian faith, spiritual practices, and the United Church.

TERMS AND CONDITIONS: The terms and conditions of this position will be in accordance with the provisions of the United Church of Canada. Woodcliff has historically paid above minimum, commensurate with the skills and experience of the individual.

Recommendations: The Joint Needs Assessment Committee (JNAC) recommends that:

- Calgary Presbytery declare a vacancy for a full-time Ordered Ministry position for a Minister of Worship, Pastoral Care, and Spiritual and Congregational Development to be filled through call.
- Council continues the part-time (8 hours per week) Congregational Designated Ministry position of Children's Ministry Coordinator, which was previously approved by Presbytery and is currently filled by Sheri Bolitho.
- Council continues the part-time (10 hours per week) Congregational Designated Ministry position of Youth Ministry Coordinator, which was previously approved by Presbytery and is currently filled by Sarah Lambert.
- Calgary Presbytery disband the JNAC with thanks and approve a Joint Search Committee (JSC).

1. Community of the Pastoral Charge



Woodcliff United Church (Woodcliff) is the spiritual home of a congregation of the United Church which ministers to west end Calgary. The congregation was formed about sixty years ago and takes its name by combining a portion of the subdivision names Wildwood and Spruce Cliff. This district of Calgary is considered to be part of the inner city. Communities of south-west Calgary which are served by Woodcliff have a combined population of 40,300 (2016 civic census), but congregants attend the church from many other areas of the city. A map of Calgary (previous page) provides a visual reference of how our congregants are located throughout the city. Although the immediate communities are considered to be “car-dependent” neighbourhoods, both the walk and transit scores provided by the real-estate council are just below 50. In the city, there are many different ethnic groups from nearly every country, and most of the well-known faith communities, including Christian, Jewish, Islamic, Sikh, and Buddhist, have a presence in the city.

The city of Calgary is a large diverse metropolitan centre with a population over 1.2 million in southern Alberta. It is a vibrant centre that has been the major hub for a many industries in western Canada for more than 100 years. Many major companies have located their headquarters in Calgary, including those in banking, railway transportation and the energy industry.

Close to the majestic Rocky Mountains, there is a world of possible activities within a short distance of the city. Whether hiking, skiing or fishing are preferred, or simply enjoying the incredible national mountain parks, there is much to consider. Within the city itself, there is a wonderful choice of live theatres, orchestras, dance companies as well as a talented opera company and the National Music Centre. It is also has strong sporting communities with professional teams playing football, hockey, and lacrosse. Of course, the most famous annual event is the Calgary Exhibition & Stampede, which draws both competitors and spectators from around the world in early July to be part of 'The Greatest Outdoor Show on Earth'. With significant prize money offered, it is little wonder the early summer is known as 'cowboy Christmas'.

Calgary is also known for having several large post-secondary institutions including the University of Calgary, Mount Royal University, Athabasca University, Bow Valley College, and the Southern Alberta Institute of Technology. With its many festivals throughout the year, there is always something interesting happening in the city. The Calgary Folk Festival, International Children's Festival, Globalfest, Reggaeifest, Taste of Calgary, Zoolights, JazzYYC, Sled Island music festival and the Calgary International Film Festival are just a few of the annual offerings.

Woodcliff is an integral part of the community, and the building is very busy. Along with sharing our worship space with the Korean Church, throughout the week there are many user groups including Beavers, One Accord (a community choir), a multicultural choir, Alcoholics Anonymous, Porcelain Artists, Food Addicts group. These groups are in addition to the internal users who are primarily composed of Woodcliff members. Cedars Villa and Wentworth Manor are local retirement homes where Woodcliff offers monthly services to the residents.

2. Ministry of Pastoral Charge



History of Woodcliff United Church

Woodcliff was chartered on April 7, 1957. In 1960 through the generous land gift of the Edworthy family, a Christian Education Building was erected on the former Shaganappi Ranch site which became the entrance to Edworthy Park. Woodcliff serves the southwest communities of Spruce Cliff, Wildwood, Rosscarrock, Westgate, Coach Hill, Strathcona, Signal Hill, Patterson, with an increasing outreach to the newer developing communities on the west side of Calgary, Alberta, Canada. In the early 1990s there was a building redevelopment which resulted in the upstairs of the building becoming the sanctuary. In 2006 an elevator, an accessible washroom with a shower and an expanded foyer adjacent to the sanctuary were added.

Members/Adherents

Presently there are 175 financially contributing households. The official church roll is in the process of being updated and will likely be completed by the end of the year. The majority of church attendees are 60 and over. There is a small group of young families with children that attend the 7\]Xfyb\A]b\dfm program. There]g]also a small youth group. The average attendance on a regular Sunday morning is about 130 adults.

Worship Style

Currently the worship style of Woodcliff is one in which the members of the congregation are actively involved in the worship service. During the past year, the role of presider has been introduced in Sunday worship and a number of individuals have volunteered to take turns fulfilling this role. Presiders take an active part in the service welcoming congregants, leading prayers and introducing the hymns. Members of the

congregation also take responsibility for scripture readings. The Children's Ministry Coordinator is responsible for a children's time during the service prior to the service.

Governance at Woodcliff United

The Church Council of Woodcliff United Church is comprised of the following positions:

- Council Chair
- Vice Chair
- Ministry and Personnel Chair
- Stewardship Chair
- Treasurer
- Presbytery Representative
- Property Committee Chair
- Pastoral Care Chair
- Nominations Chair
- Worship Committee Chair
- Outreach Chair
- Christian Development Chair
- Congregational Life Chair
- Members at large (2 Currently)

The Work of Church Council

Woodcliff's Council has recently participated in a formal process that identified a number of areas to work on some of which have recently been accomplished. For example the hiring of Coordinators for Children's Ministry and Youth Ministry. Council has committed to continue to work on the areas identified and will create SMART (Specific, Measurable, Attainable, Realistic and Timely) goals for each of these issues.

Duty of care was identified as an area for development. A small committee is working on the procedures and requirements for all committees and programs to complete as part of the duty of care process.

In addition, Council has asked each committee to complete a Structures document outlining each committee's terms of reference, hands on work, accountability and communication, committee make-up, identifying special skills required, as well as financial requirements. The Structure Documents Committee is in the final stages of completing this work.

Fall 2016 saw a reorganization of the committee structure of Woodcliff United Church. The work of the past Congregational Life Committee has been divided into three distinct committees: Congregational Life, Worship and Christian Development. Council has also recognized the importance of communication to highlight the work of the church and to ensure that this information is disseminated to the congregation as well as the larger community. Council is looking at the possibility of striking a Communications Committee.

Standing Committees of Council

FINANCE COMMITTEE: Plays an important role in ensuring Woodcliff's compliance with government legislation and procedures and with the United Church of Canada policies regarding financial matters. The Finance Committee includes the Treasurer, Envelope Secretary, Count Team Coordinator, Accounts Payable Clerk, and Payroll Clerk. The Committee is accountable to Council. The Treasurer is appointed by and is a member of Council.

PROPERTY COMMITTEE: Responsible for all activities related to the operation and maintenance of the church building and property. The Committee is responsible for ensuring both the building and property are safe, in good repair, adequately insured and able to accommodate the requirements of Woodcliff and user groups. This is an essential part of the ministry of Woodcliff – to have a comfortable, secure and safe space to worship and meet in. The work of the Property Committee has included considerable work on the outside space of Woodcliff United including: new flower beds, work on the Meditation Walk, and Little Free Library.

WORSHIP COMMITTEE: Tasked with providing spiritual, scripture focused, and relevant worship experiences. (Details are included in the Ministry Programs section of the report.)

CHRISTIAN DEVELOPMENT COMMITTEE: Responsible for providing leadership for all Christian education and development programs. (Details are included in the Ministry Programs section of the report.)

CONGREGATIONAL LIFE COMMITTEE: Responsible for providing a welcome to all who come to Woodcliff. The goal of this committee is to create a sense of community through programs, events and activities that foster and enrich relationships and promote a sense of belonging. (Details are included in Ministry Programs section of the report.)

STEWARDSHIP COMMITTEE: Responsible for encouraging the Woodcliff congregation to contribute financially and through service to the ministry of Woodcliff and the broader United Church of Canada.

PASTORAL CARE COMMITTEE: Responsible for oversight of all pastoral care at Woodcliff. (Details are included in the Ministry Programs section of the report.)

OUTREACH COMMITTEE: Creates awareness within the congregation of a variety of local and global issues, and creates and develops opportunities to educate the congregation. (Details are included in the Ministry Programs section of the report.)

MINISTRY AND PERSONNEL COMMITTEE: Responsible for supporting all Woodcliff staff in their work and coordinating the hiring of non-ministry staff. This committee is responsible for all human resources related issues for staff as well as for the administrative work related to staff employment. Each staff member is paired with a committee liaison person. The Committee Chair and liaisons work together to encourage strong working relationships amongst staff, the Minister, Council and the Congregation.

NOMINATIONS COMMITTEE: Responsible for discerning and assessing the gifts of Congregational members and inviting them to serve in appropriate leadership roles on Council, as Committee Chairs and as Trustees of Woodcliff.

WOODCLIFF UNITED CHURCH TRUSTEES: Legally appointed by the Congregation and hold the property and assets of Woodcliff for the use of the congregation and in trust for the United Church of Canada.

Ministry Programs

One of the strengths of Woodcliff United Church is the dedication of its members. Woodcliff is fortunate to have a strong, caring group of volunteers helping in the life and work of Woodcliff United Church.

1. **WORSHIP MINISTRY:** Prepares for Sunday worship as well as for weddings, funerals, and baptisms. The **Sacraments & Symbols Committee** is a subcommittee and is responsible for preparing for Communion and Baptisms and decorating the Sanctuary for special seasons of the Church year.

2. **MUSIC MINISTRY:** Contributes greatly to worship and enhances our faith journey through the sharing of song and music. The Music Director is a 10 hour per week paid position and is a member of the Worship Committee. The Music Director's job description is in Appendix A.

3. **CHILDREN'S MINISTRY:** Programming for children is very important to the Ministry of Woodcliff. Between 16 and 24 children attend on a typical Sunday. The Children's Ministry Coordinator is an 8 hour per week paid position. The Children's Ministry Coordinator job description is in Appendix A.

4. **YOUTH MINISTRY:** Youth, grades 7- 12 meet every Sunday morning (10:00 am - 11:30 am) and have 2-3 events (typically Friday evening) per month. The youth ministry position is a 10 hour per week paid position. The job description for this position is in Appendix A.

5. **PASTORAL CARE MINISTRY:** Pastoral Care is the ministry of care. It is a term applied where Christians offer help and caring to others in their church and congregation, or within the wider community. Our goal at Woodcliff United has been to reach out to our members through one- on- one communication, or through larger community building events such as luncheons or other social occasions.

This committee encompasses the entire community of Woodcliff United Church and is a ministry reaching out with a caring presence.

1. **Card Ministry:** Sends greeting cards on behalf of the Congregation to acknowledge life situations of Woodcliff members and adherents.
2. **Care Notes Ministry:** Ensures Care Notes literature is available for individuals looking for resources for comfort and healing.
3. **Casserole Ministry:** Provides food for distribution for individuals/families experiencing challenging times.
4. **Cedars Villa Extencicare Ministry:** Plans and conducts two worship experiences for residents and staff each month.
5. **Wentworth Manor Ministry:** Plans and conducts two worship experiences for residents and staff each month.
6. **Funeral and Memorial Service Catering Ministry:** Provides catering for receptions following funeral and memorial services.
7. **Healing Pathway Ministry:** Offers healing sessions by volunteer practitioners trained in the Healing Pathway Program of the United Church of Canada.
8. **One-on-one/In Touch Ministry:** Reaches out through phone calls and visits to individuals of Woodcliff who are unable to participate in church activities.



9. **Prayer Chain Ministry:** Offers intercessory prayer on behalf of those for whom a prayer request is made.
10. **Prayer Shawl Ministry:** Creates and offers the gift of a prayer shawl to comfort individuals during times of difficulties or times of celebration.

6. OUTREACH MINISTRY: The goals are:

- To promote compassionate ministry with local & global dimensions.
- To bring items of social concern to the attention of Council & congregation.
- To encourage the congregation to bring their faith to bear on pressing issues of our times.
- To promote partnerships with other agencies and faith communities.

The Outreach Committee works in collaboration with the 7\]XfYbfgjA]b]gfm7ccfX]bUhc'UbX'hY'Mti h 7ccfX]bUhc']b'd'Ubb]b['UbX' organizing many of the activities and projects. The following are some of the cf[Ub]nU]cbjUbX'dfc'Ym]k \]W Woodcliff supports through the Outreach Ministry

1. **Sonshine Centre:** a second stage shelter for women and children experiencing domestic violence. Women and children can stay up to one year in individual apartments while receiving support from support workers. Recently the Sonshine Centre opened a Child Centre that provides daycare for children many of whom have been impacted by domestic abuse. The Outreach Committee has adopted one of the suites and prior to a new family moving in members of the committee and others from the congregation clean the suite and replace needed items. Sonshine Centre has been a recipient of donations from the congregation at Christmas time.
2. **Brenda's House:** is a shelter for homeless families. Families have their own bedrooms but meals are provided in a communal kitchen. Members of Outreach organize movie nights and game nights for the families living at Brenda's House. Brenda's House has also been a recipient of donations from the congregation at Christmas time.
3. **Calgary Interfaith Food Bank:** is a non-profit organization dedicated to gathering and distributing quality emergency food to those in need. Every May the work of the Outreach Committee focuses on the food bank encouraging members of the congregation to donate specific items of food or to make a cash donation.
4. **Global Festival:** Every October the Outreach Committee organizes a festival that includes merchandise from Ten Thousand Villages, Minka Sweaters (from Bolivia). As well the Outreach Committee sells soup mixes, homemade candies, bread mixes. Funds from the sale have been used to support the M & S Extra Measures project in Tanzania. This coming year the decision has been made to support the Habitat for Humanity Interfaith Build. (A project bringing together Muslims, Jews and Christians to raise money and to build 12 homes.)
5. **Habitat for Humanity:** Members of the Outreach Committee and others from the congregation went to Honduras to participate in an international Habitat build. In addition, Outreach has designated funds to Southern Alberta Habitat for Humanity.
6. **Advent Projects:** Every Christmas season the Outreach Committee involves the congregation in opportunities to provide monetary donations or items of need for individuals and families staying at Brenda's House, the Sonshine Centre or the Drop- In Centre.

7. Lenten Projects: Every Lent the Outreach Committee works with the Woodcliff United Church to coordinate a Lenten Project. This past year the Lenten Project focused on raising funds for both Sunshine House and Brenda's House.

7. CONGREGATIONAL LIFE MINISTRY: Recruits and coordinates hospitality teams for worship services and for the gathering time after the service. This ministry is responsible for the planning and coordinating of congregational meals, social activities, supporting adult social programs including WOW (Women of Woodcliff), Men's Breakfast Group and Thirsty Thursdays are part of this Ministry.

WOW: Was formed about fifteen years ago as a fellowship group devoted to friendship, learning (all kinds of topics) and charitable projects. It provides a safe place for women to meet and to support each other. WOW meets twice monthly- one meeting is an informal get-together (a friendship session) such as a discussion or activity led by WOW members; the second generally has a guest speaker.

Thirsty Thursdays: Coffee and Conversation at 10 am in the Lounge.

Men's Breakfast Group: The Men's Breakfast Group meets ten Saturday mornings each year to share thoughts and fellowship over breakfast.

8. CHRISTIAN DEVELOPMENT MINISTRY: Works closely with the Congregational Life Ministry, the Children's Ministry Coordinator and the Youth Ministry Coordinator to plan and facilitate family gatherings such as movie and games nights. Other duties include maintaining the nursery, ensuring that Confirmation classes are offered to the youth, facilitating young adult programming, conducting adult education programs, developing and training congregants in educational leadership and maintaining the church library.



THE CONGREGATIONAL LIFE MINISTRY IS RESPONSIBLE FOR COORDINATING COFFEE AFTER SUNDAY SERVICES AND OTHER SOCIAL ACTIVITIES



THE CHILDREN'S MINISTRY INCLUDES A CHRISMAS PERFORMANCE

3. Resources

Building and Infrastructure



The congregation owns the building and is responsible for regular maintenance, which is completed by the Custodian and the Property Committee. The sanctuary can seat up to 350, but currently is set up for 250. The sanctuary has a front stage area, and a choir loft. There is an audio visual system with two projectors and an audio room. The music accompaniment is by way of a grand piano, electric organ, and/or drums. Other features of the building include:

- A child care room attached to the sanctuary.
- A main floor lounge area with kitchenette for small group meetings. The main floor also has a large gathering area separate from the sanctuary and three offices.
- There is full handicap access via an elevator at the front entrance, serving all levels of the building.
- The lower level houses a large multipurpose room as well as a large commercial kitchen, and several Children's worship and meeting rooms.

Woodcliff communicates with a webpage (woodcliffunited.com), Facebook, Twitter, Instagram and uses Mail Chimp to distribute our weekly newsletter (The Messenger).

Support Staff

The Custodian is a part-time position responsible for general interior maintenance duties ensuring that the sanctuary and adjoining areas are clean and properly set up for Sunday worship and other services and events. A detailed job description is included in Appendix A.

The Administrative Coordinator is a part-time position (30 hours per week) and is responsible for maintaining church correspondence and records, assisting and providing secretarial services to paid staff and volunteers. A detailed job description is included in Appendix A.

Volunteers

Woodcliff has a very strong volunteer base as described in the Ministry Programs of this report. During July and August, the various committees took responsibility for planning and running the Sunday services. This allowed the guest Minister time off as well as resulted in cost savings for the church. Volunteers worked in conjunction with the guest Minister to create the Structure Documents as well as the Duty of Care documents.

Annual Giving

The total revenue from 2015 was \$360,000. \$230,000 of this was from local offerings while the remainder was from the Rogers cell tower located on the Woodcliff property, Honoraria and Legacy Funds.

Along with the financial statements for year end 2015 and the 2016 budget, a copy of the 2015 annual report is included in Appendix B.

Regular External Bookings

These bookings contribute to the revenue attributed to Building Honorarium:

Monday	Beavers, One Accord, Bridge
Tuesday	Multicultural Choir
Wednesday	Overeaters Anonymous, ESL, Porcelain Artists (1st Wed month), Cubs and Scouts
Thursday	Thursday Night Ladies AA, Bridge, Calgary Sketch Club
Friday	Bridge, Korean Church Mom's Group, seasonal recitals
Saturday	Food Addicts Group, Seasonal recitals
Sunday	Seasonal recitals, Korean Church

Periodic and Annual Bookings

During the year the following community groups utilize space at Woodcliff and also contribute an honorarium:

Ujamaa Grandmas-in April for their annual Fabric and Yarn Sale, other Ujamaa Grandma's Workshops, Al-Anon Workshops, and Altius Brass recital.

Stewardship Activities

The Stewardship Campaign takes place each fall and is organized by the Stewardship Committee. The membership of the Committee includes a Chair, a Recording Secretary, the Minister and at least one other individual.

4. Congregational Needs

In the spring of 2015 the Woodcliff Council asked Calgary Presbytery to review both the congregation and our minister. The congregation's review found that the congregation was in a satisfactory state and offered some suggestions to make us a stronger, more viable community of faith. We have gathered our church policies into one document. We have created job descriptions for church committees and for leadership positions. These job descriptions are part of our new governance document. We have created and are implementing a Duty of Care policy and have a committee in place overseeing this policy and the implementation process. In the spring of 2017 we are engaging in a process to help us better understand and deal more constructively with conflict. We are committed to continue to grow and be the congregation we are called to be.

Surveys were conducted by the Joint Needs Assessment Committee (JNAC) September 4th through September 25th, 2016. There were 117 responses to the survey. A summary of survey results is located in Appendix C.

Overall Needs

- Attract more young people and families to Woodcliff and grow the congregation.
- Bridge the gap and address the different needs of our all generations who attend Woodcliff.
- Ongoing Pastoral Care for those in need.
- Emphasis on children and youth.
- Support social justice issues.
- Be open to new ideas and anticipate evolving requirements of the congregation.
- Respectful open communication between staff, Council and congregation.
- Manage conflict honestly, openly and respectfully.
- Continue our process of healing the congregation.
- More accountability and transparency by leadership and our congregation.
- Continue the journey of growth and discovery on which we have started.

Worship Needs

- Consistency in structure of services.
- Collaborative approach involving the congregation in planning and conducting worship services.
- Continuing strong choir/music program.
- A faith community that meets the spiritual needs of the congregation.
- A modern theological ministry in sermons and bible studies.
- Stimulating sermons with a strong theological base, and a focus on social justice and relevant to our current situation.
- Encourages exploration and growth of the faith journey.

Leadership Needs

- Shared style of leadership who builds consensus.
- Respectful of staff and lay members, adherents, and visitors.
- Encourages other Woodcliff team members to be the best they can be.
- Believes in team work and delegates meaningful activity to other staff and lay members.
- Communicates well with all staff and lay members, adherents and visitors.
- Open to new ideas from all staff and members of the congregation.

Minister Attributes

- Sensitive to the needs of those around them.
- Good listener.
- Well organized.
- Confident individual who is comfortable in their own skin.
- Respectful of others and their opinions.
- Honest with both themselves and others.
- Demonstrates ability to accomplish goals and objectives.
- Sense of humor.
- Vibrant and compassionate.

5. Ministry Personnel Position Description

Position Objectives

Woodcliff United Church is a congregation in need of a strong ministerial leader with an excellent theological background. We are looking for someone who will help us enrich our community, embrace ecumenical influences around us, is enthusiastic about supporting leadership development for lay members, will enliven our worship life, and with the support of our congregation, guide social justice initiatives in our community.

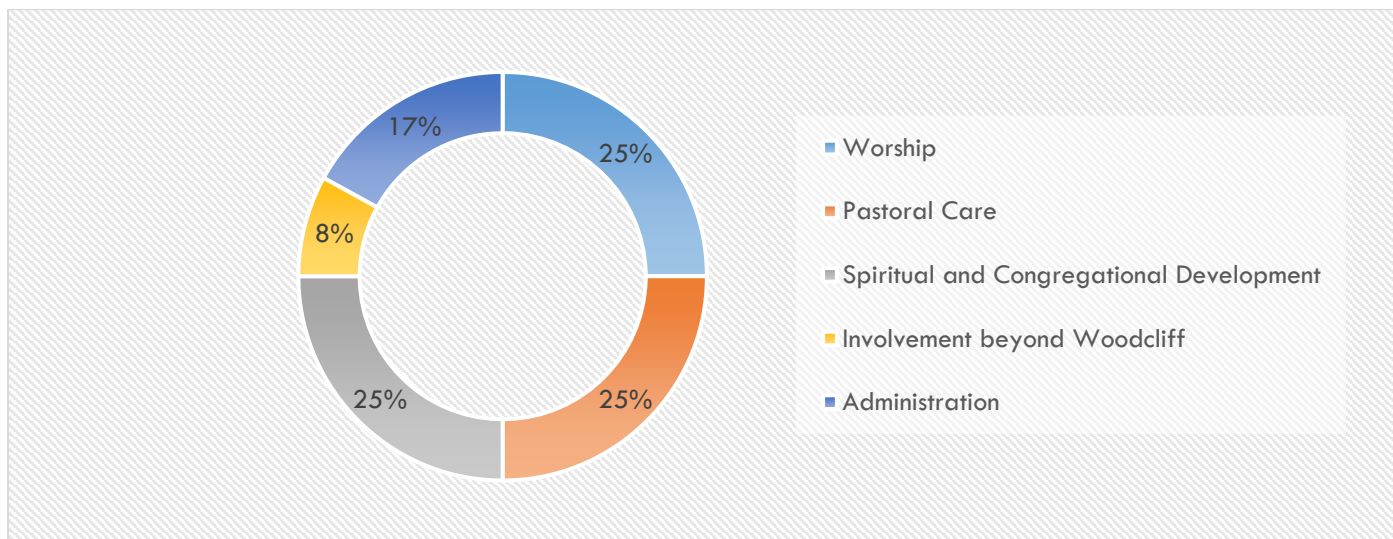
This full-time position is based in the Wildwood community, a well-established suburb of Calgary next to Edworthy Park. Many of our members are over 60 and many are retired. As a result, one of our key ministries is pastoral care. In our efforts to grow and maintain membership, our worship services feature children's messages, the best of new and traditional music, and relevant messages that inspire our congregants of all ages along their journeys of faith.

Our new minister is a team-oriented leader who will bring new energy and inspiration to our faith family.

Position Responsibilities

FULL-TIME, 40 HOUR PER WEEK POSITION.

This position requires focus on several core valued areas; worship, pastoral care, spiritual development, presbytery and general counsel, stewardship, and church administration. While actual amounts of time may vary from week to week, overall annual targets should be 25% worship, 25% pastoral care, 25 % spiritual and congregational development, 8 % involvement beyond Woodcliff, and 17 % administration.



Additional details regarding position responsibilities and accountabilities are described in **Appendix A**.

6. Skills and Knowledge Required of the Ministry Personnel

Woodcliff is looking for a member of the Order of Ministry who is comfortable with a leadership approach style with an emphasis on a team approach. They must be willing to utilize a participatory model. Must be comfortable doing pastoral visits as well as leading worship. As we have a demographic that is made up of a large number of mature aged members, experience and /or interest in that age group would be an asset.

Skills and Qualifications

- A member of the Order of Ministry of The United Church of Canada.
- Strong communication skills.
- Ability to thrive in an environment where shared leadership is understood to be a way to involve and engage members of the congregation in all aspects of ministry.
- Caring and compassionate; skilled in pastoral care.
- Proven ability to work collaboratively in a multiple staff environment.
- Interest and experience working with mature aged members.
- Ability to build relationships and trust with all people regardless of age, ability or interests.
- Well networked; experience working with interfaith leaders.
- Embraces technology and is familiar with its use in worship and communications.
- Knowledgeable of traditional and contemporary worship and music.
- Well-adjusted and mature in their understanding of their own self as well as others.
- Able to involve, coach, and encourage the people of the congregation in the congregation's ministry.
- Able to bridge the gap between feeding those who like things the way they were and the need for the congregation to embrace modern, progressive theological thinking and church redevelopment models.
- A leader willing and able to model accountability, good personal boundaries, respect for confidentiality, and evaluation and learning skills which lead to growth and the overall advancement of the congregation's mission.
- Able to deal with conflict in healthy and helpful ways.
- A good teacher who demonstrates a personal knowledge of Christian faith, spiritual practices, and the United Church

7. Terms for the Ministry Personnel Position

The terms and conditions of this position will be in accordance with the provisions of the United Church of Canada. Woodcliff has historically paid above minimum, commensurate with the skills and experience of the individual.

PART C: RECOMMENDATIONS

Ministry Personnel

The Joint Needs Assessment Committee (JNAC) recommends that:

- Calgary Presbytery declare a vacancy for a full-time Ordered Ministry position for a Minister of Worship, Pastoral Care, and Spiritual and Congregational Development to be filled through call.
- Council continues the part-time (8 hours per week) Congregational Designated Ministry position of Children's Ministry Coordinator, which was previously approved by Presbytery and is currently filled by Sheri Bolitho.
- Council continues the part-time (10 hours per week) Congregational Designated Ministry position of Youth Ministry Coordinator, which was previously approved by Presbytery and is currently filled by Sarah Lambert.
- Calgary Presbytery disband the JNAC with thanks and approve a Joint Search Committee (JSC).