

TRINITY UNITED CHURCH TRANSITION TEAM REPORT TO FOUR RIVERS PRESBYTERY

TRINITY UNITED CHURCH PERIOD OF INTENTIONAL INTERIM MINISTRY OCTOBER 1, 2016 – JUNE 30, 2017

INTRODUCTION:

This document was presented to Church Council on October 18, 2016. It provides the progress report on the Trinity's Period of Intentional Interim Ministry which began with the appointment of Reverend Arlyce Schiebout October 1, 2015 to October 18, 2016.

REFERENCES:

- The United Church of Canada "The Manual 2016"
- Introducing Interim Ministry "A Process of Change for Congregations February 2010"
- Interim Ministry "Policy and Procedures Handbook April 2012"
- Guidelines for Transition Teams "Roles and Responsibilities during Interim Ministry February 2010"
- Pastoral Relations "Engaging and Supporting March 2015"
- Handbook: Declaring/Changing Ministry Positions, Bay of Quinte Conference – United Church of Canada, November 2015
- Rev. Dr. John Pentland, Fishing Tips – "How Curiosity Transformed a Community of Faith", Edge: A Network for Ministry Development, 2015
- Appreciative Inquiry – The Essentials of Appreciative Inquiry: A Roadmap for Creating Positive Futures - Bernard J. Mohr & Jane Magruder Watkins, Pegasus Communication, 2002
- Memories, Hope and Conversations: Appreciative Inquiry & Congregational Change, Mark Lau Branson, Alban Institute, Herndon VA USA, 2004

TRANSITION PROCESS:

The Transition Team has exercised its responsibilities in accordance with the Interim Ministry "Policy and Procedures Handbook" – April 2012 and the Guidelines for Transition Teams "Roles and Responsibilities during Interim Ministry" – February 2010.

In 16 months (July 2015-October 2016) the Transition Team has held 36 meetings... not finished yet. This doesn't include the interview dates (Arlyce and with youth), or the workshop dates. It also doesn't include time spent with the various TEAMS and in informal conversations regarding transition issues. In addition, over 2,150 emails have been exchanged in the course of carrying out the transition tasks.

TRANSITION TEAM TASKS

1. Prior to Arrival of the Interim Minister

- Establish a preliminary Transition Team structure, including two presbytery representatives, and elect a team representative to the church's official board (or equivalent).
- Dissolve any existing Joint Needs Assessment Committee.
- Write a position description for the Interim Minister.
- Recruit, interview, select, and recommend to Presbytery an Interim Minister.
- Plan for the Interim Minister's arrival in cooperation with the Ministry and Personnel (M&P) Committee.
- Educate office and other staff about the incoming minister's responsibilities.
- Ensure that the Interim Minister is sufficiently briefed to enter into the life of the congregation quickly.
- On arrival, welcome and introduce the Interim Minister into the congregation.
- With Presbytery, plan and assist with a covenanting service.

2. Team Building and Planning with the Interim Minister

- Clarify roles and work out the relationship between the Transition Team members and the Interim Minister.
- Agree on values in relation to each other, the work, and the congregation.
- Engage with the Interim Minister to refine preliminary goals and shape developmental tasks.
- Establish team norms, e.g., commitment, confidentiality, decision-making procedures.
- Establish relationships with other church bodies, especially the official board (or equivalent) and M&P Committee.

Develop communication plans to keep the congregation informed and involved.

Draft a long-term schedule, including times of evaluation and a tentative target date for the start of the Joint Needs Assessment Committee.

Establish tentative meeting frequency and the first year's schedule.

3. Transition and Development Work

Learn from and work with the Interim Minister to analyze systems and resistances.

Assist the Interim Minister to work through developmental tasks with the congregation.

Communicate progress on goals to the official board (or equivalent) and congregation.

Work with the Interim Minister in documenting and reporting.

Work with the Interim Minister in leading the congregation to embrace change.

4. Evaluation and Reporting

With the Interim Minister conduct reviews and report on the transition work.

Conduct final evaluations of the Interim Ministry and of the Interim Minister.

Write and submit final evaluation reports to Presbytery.

Submit recommendations to official board (or equivalent).

5. Disengagement and Closure

Complete final documentation and report to the congregation.

Celebrate new beginnings with the congregation.

Facilitate farewells to the Interim Minister.

Bring the Transition Team to a close, freeing members for other leadership positions.

Develop communication plans to keep the congregation informed and involved.

INTERIM MINISTER'S PRIMARY ROLES

The primary roles of the Interim Minister are to work in partnership with the congregation, transition team and presbytery to achieve the agreed upon goals during the interim period, while continuing to serve the congregation in Worship, Pastoral Care, Administration, and Congregational Growth.

ESTIMATED DISTRIBUTION OF TIME / WEEK *

Spiritual Leadership	16 hrs
Pastoral Care	6 hrs
Administration and Committee Meeting	4 hrs
Special Interim Work	10 hrs
Community, Presbytery and Conference Ministry	2 hrs
Personal Development	2 hrs
TOTAL	40 hrs

***The distribution of hours undoubtedly changed as the goals and plans evolve and become clear.**

GOALS OF THE INTERIM MINISTRY

The goals for the Interim Ministry were approved by Council May 17, 2015.

The over-arching goal (purpose) of The Intentional Interim Ministry Period is to revitalize Trinity's mission after a long pastorate.

Interim Ministry Goals

- Review our history, consider the present, and define a vision for the future;
- Develop a shared "living mission" where a sense of belonging and caring is felt by all who enter the church, that inspires commitment, enthusiasm, stewardship, provides direction and focus for Trinity's programs, activities and celebrations;
- Identify and address structures, functions, programs and relationships that may need to be developed and/or altered to support the vision and facilitates our emerging "living mission";
- Assist in gathering information that will be utilized by the Joint Needs Assessment Team for the purpose of seeking new Ministerial Personnel and Congregational Growth; and
- Project and match our future Ministry Personnel requirements and financial potential.

INTERIM MINISTER'S GOALS

- Discern leadership;
- Establish priorities, join and analyze the system (ministry) at Trinity;
- Renew links between Trinity and the denomination; and
- Evaluate and adjust goals.

MILESTONES/ACTIVITIES COMPLETED

With the announcement that Rev. Peter Woods was accepting a call to ministry at MacKay United Church in Ottawa, Trinity Church Council recommended to the congregation that the church enter into a Period of Intentional Interim Ministry to discern our future mission and vision as we prepare for a new pastoral relationship. The milestones of events and activities follow:

- May 17, 2015 - A Special Congregational Meeting approved the recommendation of Council to enter into a Period of Intentional Interim Ministry. Four Rivers Presbytery approved the recommendation May 19, 2015
- June 21, 2015 – The slate of members on the Transition Team was ratified by the congregation. The Transition Team began its works in accordance with the Guidelines for Transition Teams “Roles and Responsibilities during Interim Ministry” (February 2010).
- July 30, 2015 – Council approved the Preliminary Interim Ministry Goals;
- August 23, 2015 - A Special Congregational Meeting approved the recommendation of Council to appoint Rev. Arlyce Schiebout as full time Intentional Interim Minister effective October 01, 2015 to September 30, 2016.
- September 08, 2015 Four Rivers Presbytery appointed Rev. Arlyce Schiebout as Interim Minister as recommended.
- October 1, 2015 – Beginning of the Transition Period
- November 1, 2015 - A Day of Discovery – “Who are we as a Congregation?”
- November 15, 2015 - Covenanting Service – Rev. Arlyce Schiebout, Trinity United Church and Four Rivers Presbytery... “The promise to support each other during the Transition Period.”
- January 10, 2016 - A Workshop on “Letting Go and New Beginnings”
- January 24, 2016 - A Day of Discovery – “Who are Our Neighbors?”
- March 1 – 31, 2016 - An Mid-Term Survey to Assess the Transition Process was conducted
- June 5, 2016 - the Transition Team began publishing Newsletters to inform the congregation of the activities and its results. As well, the Transition Team provided verbal reports (during worship) to the congregation about its activities.
- June 21, 2016 - On the recommendation of Trinity. Presbytery approves the extension of the Period of Interim Ministry and the appointment of Rev. Arlyce to June 30, 2017.
- July 1 – August 18, 2016 – Using “Fishing Tips” by Rev. Dr. John Pentland, Rev. Arlyce presented a number of reflective questions to the congregation;
- July 11, 2016 – A Mission Statement Writing Team began work on writing Mission, Vision and Core-value statements.
- August 25 & September 12, 2016 – Conversations with Trinity Teens seeking their opinions and suggestions to inspire youth participation in Trinity in church life.
- September 25, 2016 – A Day of Discovery “Envisioning our Future”
- September 29, 2016 – Mission, Vision and Core-value statements finalized
- October 18, 2016 – Transition Team Report to Council.

OUR HISTORY

Trinity is part of the fabric of Smiths Falls and the surrounding community. Trinity has a tradition of service and leadership both within the congregation and in the local community and beyond. Even in tough economic times, the congregation of Trinity has answered the call to help in redressing issues of inclusiveness, poverty, social justice and environmental challenges; At our first Day of Discovery - “Who are we” as a congregation, expressed the desire to be more intentional at bringing the church community together in a welcoming, enthusiastic, friendly and collaborative spirit. They also expressed a need to address identified fears (concerns) so we can move forward with vision and enthusiasm. These reflections amongst other have continued to be echoed throughout our period of discovery and discernment.

THE BACKDROP TO PLANNING OUR FUTURE

There is no doubt that the congregation wants Trinity to survive and thrive. The die was cast when the congregation undertook extensive repairs and renovations of the church from 2009 – 2011. Now we have a first class home. With proper and regular maintenance the church will be good to go for at least another 60 -75 years (three generations). Today the issues revolve around sustainability, viability and relevancy of Trinity. It is a concern to the congregation that Trinity will run out of people. The following questions have been asked repeatedly:

- Where are the young families?
- Where are the teenagers?
- Where are the children?
- Where will the resources come from to keep Trinity alive?
- Where will the energy come from to keep Trinity relevant?

THE WAY AHEAD

With the guidance of Rev Arlyce, the Transition Team, in consultations with the congregation and research, has identified issues, methods, processes, opportunities, possibilities, and successful practices, to connect with, inspire and serve our church family and beyond. Are we ready to take the risk? Are we ready to connect, inspire and serve?

A CLOSER LOOK AT OUR GOALS AND OUTCOMES

Goal # 1 - Review Our History, Consider Our Present and Define a Vision for the Future

Day of Discovery = “Who Are We” as a Congregation?

- The event was held on November 1, 2015.
- A report based on the input posed by exercise questions and workshop feedback was prepared and distributed to Council and the Congregation.

- The responses to the questions were passed to leadership teams for consideration and action.

Day of Discovery – “Letting Go and New Beginnings”

- The event was held January 10, 2016.
- A report based on the responses to exercise questions was prepared and distributed to Council and the Congregation.
- The responses received provided personal insights of how people handle change and the potential action needed to enhance the transition process.
- One clear and energizing message was... Let’s give it a try.

Day of Discovery – “Who are Our Neighbors?”

- The event was held on January 24, 2016.
- A report based on the responses received to exercise questions was prepared and distributed to Council and the Congregation.
- Chris Dickson and Beth Hill teamed up to research more empirical information regarding “our neighbours”.
- A report based on the 2006 Canadian Census was researched and presented to Council,
- Additional research and interviews provided a list of social services available in Smiths Falls which included the participation of local churches in providing these services.
- More recently, information from the 2011 National Household Survey provides income, education, labour, and housing data regarding the population of Smiths Falls and vicinity.
- Chris Dickson is prepared to speak to Christian Community to explain the data more fully and discuss potential opportunities for Trinity to expand its service within the community.

Six Month Review of the Transition Process – on-line survey

- An on-line survey was available to church members seeking information as to how the transition process was being received.
- The responses to the on-line survey was collated and distributed to Council and the congregation.
- Responses that were relevant and potentially impactful to the transition process were forwarded to appropriate teams.
- The responses along with all other feedback will be used to discern the action required to enhance and complete the transition process.

Personal Reflections – Summer Series – Based on “Fishing Tips” by Rev. Dr. John Pentland.

- Over a six-week period Rev. Arlyce posed questions to the congregation which sought personal responses to the questions.
- A summary of the responses to the questions was prepared and provided to Church Council and Congregation through the Transition newsletter.
- The responses will be analyzed pertinent information will be passed to appropriate teams for action and will form the basis (along with all other information) to assess the Congregations readiness for & completion of the pending JNA.

A Conversation with Trinity Teens

- The first of two (2) events was held... on August 25, 2016. Diane Bennett and Bob Swan met with available Trinity Teens who were leaving Smiths Falls to attend University.
- The second event was held on September 13, 2016 with Trinity teens who are still in middle or high school... exception one youngster was 12 years old.
- The conversations were centered on life at Trinity and what they viewed was needed to connect with teens.
- The input from both groups has been collated into a single document and was presented to the congregation in “Transition Team Newsletter 9”.
- The significant responses that dealt with worship and Christian education were presented at the Spiritual Leadership Team meeting held September 26, 2016.

Day of Discovery – “Envisioning our Future”

- The event was held September 25, 2016.
- Participants were asked to “dream big” on how Trinity might/could live out its Mission Statement based on its Vision and Core value statements.
- The input received to the primary exercise has been collated and distributed to the Transition Team but not to Council or Congregation.
- A vision statement has been defined and will be presented later in the meeting for approval.

Goal #2 – Develop A Shared “Living Mission, Where A Sense Of Belonging And Caring Is Felt By All Who Enter The Church, That Inspires Commitment, Enthusiasm, Stewardship, Provides Direction And Focus For Trinity’s Programs, Activities And Celebrations

Writing Mission, Vision & Core Value Statements –

- In mid July 2016, a team began meeting to write mission, vision and Core-value statements for Trinity. The mission, vision and core-value statements reflect the

synthesis of all the input received, both written or in conversation, from the congregation/church family during all our “Discovery” events and activities.

- By mid-September, Drafted Mission, Vision & Core value statements were circulated to the congregation, feedback has been received and a final version of the three (3) statements has been prepared for Council approval.
- The tag line or Motto... **Connect, Inspire, Serve...** was developed and included in the discussion pamphlet. The tag line succinctly states the Trinity’s mission and vision.
- The finalized versions of the mission. Vision and Core value statements will be presented to Council on Oct 18, 2016 for approval.

Goal #3 – Identify and Address Structures, Functions, Programs, And Relationships That May Need To Be Developed And/Or Altered To Support The Mission And Vision That Facilitates Our Emerging Living Mission.

Organizational, Policy and Procedures Review – *The review of church structures, functions, programs, and relationships is underway to ensure that they align with United Church of Canada polity, Conference and Presbytery directives and that they will effectively and efficiently support the approved Mission, Vision and Core Values of Trinity.*

Note - The comments provided hereafter are intended to stimulate discussion and action in each of the areas identified.

Church Leadership – There is a need to provide orientation workshops to congregation leaders to prepare them for the responsibilities they have agreed to undertake.

Church Structures – Align Church governance with National, Conference and Presbytery directives and mission, vision and core value statements adopted by Trinity.

- **Council** – areas to assess - roles, functions, structure, responsibilities, authorities, and accountability.
- **Spiritual Leadership** - Listen to the congregation and ensure it is addressing the worship, music and Christian Education needs of the entire church population. Consider options to revitalize the church library.
- **Christian Community** – Is a team with a very broad span of diverse responsibilities, redefining the responsibilities of Christian Community should be considered.
- **Stewardship** - Restate Stewardships purpose and responsibilities to support Trinity’s mission, vision and goals.
- **Ministry & Personnel** – Review terms of reference to ensure its duties and responsibility are current with UCC polity.

- **Board of Trustees** - Review terms of reference to ensure its duties and responsibility are current with UCC polity.
- **UCW** – Review terms of reference to ensure its duties and responsibilities are current with UCC polity.
- **Men’s Breakfast Club** – is an informal social gathering of Trinity men who look for opportunities to contribute to the life of Trinity and the community. Review the relationship with Council.

Church Functions –

- **General** - Bring a more efficient flow of functions, responsibility, authority accountability and clarity to all levels of church leadership and management that support the mission, vision and core values of Trinity.
- **Job descriptions** – A review of job descriptions for Ministry Personnel, Music Director Secretary and Custodial Services are in progress. Although the Treasurer is not “paid staff” the position plays such a prominent and essential role in the life of the church the position is also being reviewed as noted above.

Church Programs -

- **Worship** – The needs of the entire congregation has been identified and Spiritual Leadership will be discerning how to meet these needs.
- **Music** - Trinity’s music is an important ministry that connects with and inspires its church family. There is a desire for both traditional choral hymns as well as more contemporary music. Spiritual leadership and the music team will be discerning how to provide music that connects and inspires.
- **Sunday school** – a new Sunday school curriculum has been purchased and an additional volunteer has agreed to teach Sunday school... thus providing a regular weekly program.
- **Youth** – Over the past few years Trinity has not been connecting with and inspiring its young members to participate in church life. A conversation with Trinity Teen’s has shed light on what is missing and what could/might be done to connect and inspire continued participation in church life. The input from Trinity’s teens as been passed to Spiritual Leadership for consideration and action.
- **Pastoral Care** – review the function of the pastoral care team.
- **Caring Ministry** – a visitation program that connects Trinity to those who are unable to be active in the life of the church either temporarily or for extended periods.
- **Membership & Welcoming** – How do we welcome and stay connected to young families, teens, working members of the congregation, retirees, shut-ins, or any person or family who is new to Trinity? It is important to staying connected. Developing the ability to connect electronically with members and interested visitors is essential to the

life of Trinity. Membership to work with the communications team to develop an appropriate communications program.

- **Communication** - Establishing a communications team is recommended in order to provide a more focussed approach to communicating with the congregation and the greater community. There are a number of options that should be considered to delivering the messages of Trinity.
- **Newsletters** – provide more frequent newsletters to inform the church family and visitors about the life at Trinity.
- **Website** – has been reconstructed to be more responsive to the current events of the church.
- **Bulletin Boards** – a proposal has been prepared to provide each team. Committee dedicated space to tell their stories.
- **Signage** – provide appropriate signage to welcome and direct all those who enter Trinity to various areas of the church.
- **Social Media** - is an effective and more immediate way to get messaging directly to members and interested people and organizations.
- **Radio and TV** - another means of communicating with the membership and more importantly the community at large.
- **Brochures and church literature** – more prominently displayed for all those who enter the church.

Outreach – Local The reports provided by Chris Dickson and Beth Hill can serve as discussion documents to determine possible local outreach programs for that Trinity.

Revenue Generation –

Giving Programs – If Trinity is to move forward with its mission and ministry, consideration must be given to a variety of ways that the church family can support the church such as:

- **Congregational Giving Program** - Committed to undertake 2016-2017 “Salt & Light” Congregation Giving Program, based on a narrative budget.
- **Weekly Envelopes** - Have a discussion on the allocation of weekly “givings” as currently presented on the envelopes... General Fund, Capital and M&S.
- **PAR** – Promote Par as a means to improve budget cash flow throughout the year.
- **Good Samaritan Fund** - a narrative report on the disbursements of the **Good Samaritan Fund** should be part of the financial reports.
- **Mission & Service** – it is important that the congregation understands what the mission and service funds support... how to make that happen.
- **Legacy Giving Program** – Review the Legacy Giving Program for effectiveness and exposure to the congregation.

- **Special Appeals** – consider that special appeals are one off events to raise money for a specific purpose and not in support of the church annual budget.
- **Donations** - through the Website
- **Grants** – research and make use of grants that are available through available of government and church programs.
- **Fundraising** – Review the philosophy and policies of Trinity’s fundraising efforts. Consider the cost/benefit ratios (value) of fundraising initiatives currently being held at Trinity. Is there a better way to raise the funds needed to support the program of the church? Look outside the box.

Financial Management – In accordance with legal authority, financial management policies and procedures are being reviewed to ensure that the systems are effective, efficient and responsive to the mission of Trinity.

Budget Preparation - Supporting a total narrative budget that enables the congregation to live out its mission, vision and goals.

Trustees Management & Investment – Funds Held in Trust – review policies and procedures to ensure that the management and investment of Funds in Trust meet the Ontario Trustees Act, Canadian Revenue Agency and The Congregational Board of Trustees Handbook 2004 guidelines.

Church Facilities – Schedule and undertake a complete audit of issues regarding the church facilities/property, such as:

- Accessibility.
- Sanctuary Audit
- Maintenance – Building audit of maintenance requirements.
- Rentals – decide how to manage the rental of church property
- Security -
- Custodial Services -
- Audio/Visual – Important part of Trinity’s out reach program
- Historical Room -
- Library – See Spiritual Leadership
- Bell Street property
- Church Emergency Plans -

Church Relationships – Throughout the transition process people have refer to Trinity as their church family. The team has heard how important and fundamental relationships are to

participation in the life of Trinity. This is true whether on a personal level or working/volunteering level. Positive, collaborative and supportive relationships are what connects, inspires people to serve. The congregation is the church. Here are areas of concern and it is important that these areas be addressed:

- Gate keeping
- Silos
- Communication
- Working / volunteering environment
- Inter-personal relations
- Resolving Conflicts

Hospitality - Hospitality is a hall mark of Trinity's activities. Hospitality is welcoming and relationship building. Rev Arlyce has prompted the congregation to look at ways to extend hospitality. It is an important and critical way to connect, inspire and serve. The post-worship service hospitality hour is one example of extending hospitality.

Goal #4 – Assist in gathering information that will be utilized by the JNA Team for the purpose of entering into a new Pastoral Relationship and congregational growth.

Transition Team Note: As indicated in the covering letter the Joint Needs Assessment process as stated above has changed since Goal #4 was approved. The process is now set out in the Bay of Quinte Conference Handbook – Declaring / Changing Ministry Positions (DCMP), November 2015. Notwithstanding, the information identified by answering the following questions is similar to information required by the DCMP.

Questions to be answered:

The community of the pastoral charge

Who are we as a church family? What kind of community do we live in? How do we fit in our surrounding community? Are there specific ministry needs in the community? Are we meeting those needs? What kind of ministry personnel leadership do we need to support our mission within the surrounding community?

The resources of the pastoral charge

What type of building do we worship and study in? Do we own, rent, or lease our space? What contributes to the financial well-being of our pastoral charge? Do we foresee any significant changes in our finances over the next three to five years? Do we have a stewardship plan? Do we need leadership in this area? An internal question - What do we do with the property on Bell Street?

The ministry of the pastoral charge

What is the focus of ministry at our church? How would we describe our church theologically? Are the spiritual needs of different groups (generations, interests, etc.) being met? How do we want to focus ministry personnel leadership over the areas of worship, pastoral care, education, program management, and social justice?

The ministry personnel position descriptions

Is this a full-time or part-time position? What is the focus of the work? Is the position part of a team, or is it a solo ministry?

Skills and knowledge required of the ministry personnel

What skills do our congregation most value in ministry leadership? Do we want to expand our ministry in any way that would require new skills? Are we specifically seeking an ordained, diaconal, or designated lay minister? Are we seeking one or more than one ministry personnel to serve our pastoral charge and surrounding community?

Terms of the ministry personnel position(s)

What range for salary and benefits will we provide?

Goal #5 – Project and match our future ministerial requirements and financial potential

- Future Ministerial Requirements - see Item 4 of Goal #4
- Breakdown of Membership & Adherents
- Church Financial Records for the past five years

Transition Team Note: In following the DCMP process, the Financial and Demographic Profile is more detailed than described in our Goal #5.

RECOMMENDATIONS FROM THE TRANSITION TEAM TO CHURCH COUNCIL

1. That Church Council adopt the Living Mission, Vision, Core value statements and tag line (motto) – **Connect, Inspire and Serve** and that these statements be used by Council, its teams, and the congregation as a foundation to guide all work and witness of Trinity United Church.
(Motion Approved)

Living Mission Statement

□

Trinity United Church is a Christian community that explores and shares its faith in open-minded dialogue.

Living out the love of God and the teachings of Jesus Christ, we grow spiritually as we connect with, inspire and serve our community and beyond.

Vision Statement

On our Journey of faith we will;

1. Become more intentional in living out our living mission and core values; we will “walk the talk”.
2. Embrace changes and take risks to live by our Living Mission.
3. Practise stewardship of all resources.
4. Ensure that God’s house is open, accessible and sustained.
5. Foster communication between Church Council, its teams, the congregation and the greater community.
6. Provide ongoing faith development opportunities for all ages.
7. Encourage, equip and empower individuals and groups for shared leadership.
8. Invite the participation of all in our church programs and activities.

Core Values Statement

Guided by the Spirit, mindful of our roots, we are a community of faith, called to celebrate the Christian gospel by practising:

- † *“Holy Manners”*
- † *Inclusion*
- † *Pastoral Care*
- † *Hospitality*
- † *Community Service*
- † *Justice-making*
- † *Open-minded exploration*
- † *Transparency & Accountability*
- † *Whole World Ecumenism*
- † *Stewardship, and*
- † *Life-long learning*

to bring about continuous transformation and renewal.

Tag Line / Motto

Trinity United Church

Connect ~ Inspire ~ Serve

2. That Church Council is committed to and responsible for ensuring that the changes and decisions made during the interim ministry are carried forward into the new phase of mission and ministry. **(Motion Approved)**

3. That Church Council accepts the report from the Transition Team dated October 18, 2016, and requests that a meeting of the congregation be called to hear and take action on the report of the Transition Team. The appropriate notice for the purpose of pastoral relations is two (2) weeks plus one (1) day. **(Motion Approved)**

Time Table for the Interim Ministry Period

Amended November 02, 2016

DATE	TASK
SEPTEMBER 2016	<p>Transition Team completes discernment and make recommendation on Trinity's future mission and ministry... mission statement. <i>(Transition Team Note: Completed September 26, 2017)</i></p> <p>Transition Team continues to work on Interim Ministry goals.</p>
OCTOBER 2016	<p>Continue to work with church leadership and congregation on meeting the Interim Ministry Goals.</p> <p>Decision is made on Trinity's future mission and ministry (Mission statement & supporting clarification). <i>(Transition Team Note: Decision Made - October 18, 2016)</i></p> <p>Transition Team makes recommendation to Council regarding readiness to prepare for a call of a new minister or other such action that is deemed necessary. <i>(Transition Team Note: Decision Made - October 18, 2016)</i></p>
NOVEMBER 2016	<p>Transition Team makes recommendations to the congregation and Presbytery regarding readiness to prepare for a call of a new minister or other such action that is deemed necessary. <i>(Transition Team Note: Special Congregational Meeting Scheduled for November 13, 2016)</i></p> <p>With the approval of Presbytery, begin the work of completing the requirements to declare a Vacancy in preparation to call a new minister</p> <p>Transition team submits 2017 Budget Requirements for completion of Period of Interim Ministry.</p>
DECEMBER 2016	<p>Complete the DCMP submission and send to Presbytery for approval. <i>(Transition Team Note: This task reflects the change to the DCMP process)</i></p> <p>Transition Team begins preparation of Final Evaluations of the Interim Ministry Process.</p>

JANUARY 2017	<p>The Transition Team reports to Church Council and Presbytery with recommendations for the review/evaluation process, the disengagement period and the immediate post-interim period.</p> <p>Transition Team completes Step 1 of Final Evaluation.</p> <p>DCMP Profiles, Position Description are completed, the Interview team is named and submitted to Presbytery for approval. <i>(Transition Team Note: The preceding task is being completed in accordance with the DCMP process)</i></p> <p>Once the Pastoral vacancy is declared Interview Team begins its task as described in DCMP Handbook.</p>
February 2017	<p>Transition Team continues to work on Transition Goals (as necessary)</p> <p>Transition Team completes Step 2 of Final Evaluation.</p> <p>The Interview Team continues its work until a suitable candidate is found, terms are negotiated and relevant forms are accurately submitted to Conference in accordance with DCMP requirements.</p> <p><i>(Transition Team Note: This maybe a lengthy process)</i></p>
MARCH 2017	<p>Transition Team continues to work on Transition Goals (as necessary).</p> <p>Transition Team completes the Final Evaluations of the Interim Ministry.</p> <p>The Interview Team continues its work until a suitable candidate is found, terms are negotiated and relevant forms are accurately submitted to Conference in accordance with DCMP requirements.</p>
APRIL 2017	<p>Transition Team continues to work on transition goals (as necessary).</p> <p>Transition Team submit its final Interim Ministry review and evaluation report to Council and Presbytery. (60 days before the end of the interim ministry)</p> <p>The Interview Team continues its work until a suitable candidate is found, terms are negotiated and relevant forms are accurately submitted to Conference in accordance with DCMP requirements.</p>
MAY 2017	<p>Transition Team continues work through the disengagement process</p>
JUNE 2017	<p>Transition continues work through the disengagement process</p>
JULY 2017	<p>A new pastoral relationship is entered into</p>

	<p>Transition Team is disbanded. All files and reports are handed over to Church Council.</p> <p>Church Council is now responsible for acting on recommendations made in the final reviews and reports.</p>
AUGUST 2017	<p>Church Council and leadership teams are implementing recommendations made in the final report</p>
SEPTEMBER 2017	<p>A new pastoral relationship is underway.</p>

TRINITY UNITED CHURCH

MOTIONS FOR SPECIAL CONGREGATIONAL MEETING

NOVEMBER 13, 2016

Moved:

- 1) That the congregation accepts the report of the Transition Team dated October 18, 2016.
- 2) That the congregation transmit the Report of the Transition Team to Pastoral Relations of Four Rivers Presbytery for review, and request that a vacancy for one full-time ministry personnel position be declared for July 1, 2017.
- 3) That the Transition Team be authorized to coordinate and complete the required forms and profiles as directed in Handbook: Declaring/Changing Ministry Positions which include The Mission and Ministry Profile, the Financial and Demographic Profile and the Ministry Personnel Position description, naming the Interview Team and present the completed information to Church Council, the congregation and Presbytery for approval.
- 4) That the congregation affirms Church Council's adoption of the Living Mission, Vision Statement and Core Values Statement of Trinity United Church dated 18 October 2016.
- 5) That the congregation covenants with itself and with leadership for ensuring that the changes and decisions made during the Interim Ministry are carried forward into the new phase of mission and ministry.