

New St. James Presbyterian Church



New St. James Presbyterian Church, London, Ontario

"Following Christ, Worshipping God, Serving Others"



CONGREGATIONAL PROFILE

New St. James Presbyterian Church

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Interim Moderator: Rev. Dr. Andrew Fullerton

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Greetings from the Search Committee!

Grace to you and peace from God the Father and Jesus Christ his only son our Lord.

We thank you for taking the time to prayerfully read our Congregational Profile. Through the work of the Search Committee and significant input from individuals, our Church families, Committees, Board of Managers, Session, and by way of Congregational survey, we have assembled the attached information on New St. James Presbyterian Church, London, Ontario.

Following the retirement of our previous Minister, after a very successful ten-year ministry, we find ourselves in the midst of a new search process. It is with great anticipation and enthusiasm that we begin this process to call a Minister of Word and Sacrament who will work with us to continue our faithful worship, mission and service. We are looking for a Minister who will lead us into the future and who will build on the strengths of our history and past traditions.

This profile is intended to provide you with an overview of who and what we are, our values and beliefs, the gifts we have to share, and the mission and service activities in which we are engaged. We invite you to learn more by visiting our Church website. If you have any questions, or wish to submit your profile for consideration, please contact Rev. Dr. Andrew Fullerton at afullerton.elmwoodchurch.ca@gmail.com or by phone at 519-438-3492.

Profiles can be received by e-mail or mailed to:

New St. James Presbyterian Church Search Committee
c/o Rev. Dr. Andrew Fullerton
111 Elmwood Avenue E.
London, ON N6C 1J4

All profiles will be prayerfully considered and treated in confidence.

Yours in Christ,
Members of the New St. James Presbyterian Church Search Committee.

Interim Moderator:

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Elmwood Avenue Presbyterian Church
519-438-3492

Search Committee Convenor:

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Introduction

New St. James Presbyterian Church is a long and well-established central city urban church in the “Old North” part of London Ontario. The Church has a very stable and active Congregation with many traditions but prides itself on its contemporary and liberal outlook. Our tradition of leading with strong preaching and worship services is balanced by our many active mission initiatives. We provide this profile as an insight into the background, current activities and organization of the Church as we enter into the search process. We look forward with great anticipation and enthusiasm to finding a new Minister to help lead us into a thriving and successful future ministry.

Past History



The Congregation of St. James Presbyterian Church was formed in 1833 when the population of London was only 603. Shortly after, the Rev. William Proudfoot came as a Missionary from Scotland and eventually established what came to be known as the Pepper Box Church (because of its unique shape) for St. James Presbyterian Church on Richmond Street at Kent Street. The rapidly growing Congregation outgrew its building at that location and took the great leap of faith necessary to purchase land in North London, at Wellington and Oxford Streets, to build what would be known as “New” St. James Church in 1899. After all of these years the “New” has remained in our name.

The ensuing decades saw continuous growth, building updates and renovations, all contributing to a strong and vibrant Congregation of believers. We have been blessed with fine leadership, both clergy and laity. The fact we have had only

thirteen senior ministers in 185 years attests to the overall stability of this Congregation.

Recent History

In June 2001, the Rev. Dr. Leslie Files retired after twenty-four years of dedicated service as Senior Minister to New St. James. Rev. Kirk Summers joined us in September 2002 but after a short Ministry left in May 2005. After two years of Interim Ministry, Rev. Andrew Reid joined New St. James in mid 2007 to guide us with our ministry and mission to the community in North London. It was through the wise leadership of Rev. Reid that New St. James maintained its stability and successfully carried out a wide range of programs and mission activities. However, after ten years of celebrated ministry, Rev. Andrew Reid retired in November 2017 from the

Ministry of Word and Sacrament at New St. James. Rev. Dr. Files and Rev. Reid are now Ministers Emeritus.

A new search process has now begun under the guidance of Interim Moderator Rev. Dr. Andrew Fullerton and the Search Committee looks forward with much optimism to calling a new Minister for New St. James Presbyterian Church.

The Building



Located in Old North London – between the University of Western Ontario and the City Centre, at the intersection where “Town Meets Gown” – the Church building is home to a Congregation that has taken great care to ensure that this is a special place where we can honour our mission. New St. James Presbyterian Church is a striking red brick building of neoclassic design and the Sanctuary is particularly beautiful, illuminated by remarkable stained glass windows. With two

aisles leading to the Communion Table, the Sanctuary has extensive rich wood in the panelling, floors, pews and furniture. The space resonates during worship with the sounds of a three-manual Casavant organ (circa 1927), grand piano, and excellent sound-system.

Office-space is generous and a large minister’s study (with ample book cases and private washroom) serves both as a retreat and meeting area for the Minister with small groups. The Christian Education wing features a main level auditorium with stage, and on the upper level, several classrooms, an archive room, and a music room. The hidden gem in this wing is a large sunlit Parlour with adjoining McNair Chapel, and its own kitchen. Also, there is a lower hall meeting space, lower main kitchen, and an elevator.

Maintenance and improvement of a structure built in 1899 requires a major commitment of resources. Significant work and future plans are guided by a Building Assessment document, completed by IRC Engineering Consultants. Recent work includes painting of all exterior wood trim, interior painting, and replacement of a boiler that serves the Christian Education wing.

Leading Worship

Order of Service: The order of service at New St James follows closely to those found in the Book of Common Worship. Considerable flexibility in the order of service has been demonstrated in recent years for such things as special services and all ages services.



Bible Readings: At New St James there are Bible readings led by lay readers on most Sundays. Currently New St James follows the common lectionary, but is open to other models of worship. Bible readings usually are offered from both the Old and the New Testaments and include responsive readings from the Book of Psalms. New St James currently does not use the 1996 Book of Psalms published by the Presbyterian Church in Canada.

Music: The current Director of Music, Torin Chiles, has been with New St James for 13 years. The Congregation enjoys an excellent choir that enriches the service with anthems. Frequently, members of the choir also serve as soloists or pair up for duets. There are five paid choristers at New St James. It is anticipated the Minister and the Director of Music will work closely together to ensure the music complements the theme of the sermon message. It is anticipated that the Minister will meet regularly with the Director of Music. We appreciate a blend of traditional and contemporary hymns from the current Book of Praise.





Special Services: Baptisms are approved by Session prior to the Sacrament being administered, and weddings also require Session approval. The Sacrament of Holy Communion is celebrated quarterly, plus on Maundy Thursday and Christmas Eve. A special Communion and Friendship Tea for seniors is scheduled for June. Christmas Eve sees two services of worship: a family service earlier in the evening and a Communion service later in the evening. During the Lenten period we observe a short Lenten Service weekly on Wednesday evenings in the McNair Chapel. We observe a Maundy Thursday Service at New St. James, the Good Friday Service is usually observed through a musical service such as a Cantata and of course the traditional Easter Service is held at 10:30 am.



Sermons/Preaching: In the document “Living Faith” it is stated that “Ministers of the Word and Sacrament are set apart to preach the Gospel.... Their Ministry is an order which continues the work of the apostle”. Therefore, this work is a continuation of the ministry of those who were sent personally by Christ to go out and spread the word of peace and to bring God to the people and the people to God. By this definition, above all, ministers are

ordained to bring the word of God to the Congregation. New St. James is a liberal Congregation made up of people from diverse backgrounds. We have a strong history at New St James of preaching that is both scholarly and Biblically based, while reflecting our current social setting. We expect the Minister to be the “Theologian in Residence” who will bring the word of God to us.

As we prepare this Congregational Profile, we are clearly aware of the vast social and technological changes happening around us, and within our midst. We are not a Congregation that runs from challenges but instead we see challenges as opportunities rather than as roadblocks.

Session

The Session is comprised of 37 active elders, 11 Elders Emeritus and four inactive Elders. As Moderator of Session, the Minister works closely with the Clerk of Session. Regular Session Meetings are held five times per year (i.e., January, March, May, September and November). An agenda, minutes and written reports are distributed prior to each meeting. Specially convened meetings are held as needed. The work of Session is enhanced by standing committees, which include both Session and non-Session members. The Administrative Committee, comprised of the Convenors of each of the standing committees is available to meet in between Session meetings to deal with time sensitive issues and to serve as an advisory resource to the Minister.



Pastoral Care

The Pastoral Care Committee, as a Committee of Session, is comprised of seven members from Session and the Congregation. The Minister is the ex officio leader and advisor to the Committee and the Committee looks to the Minister for guidance and direction. He or she is the ultimate director and leader, and the Pastoral Care Committee is there to serve wherever and whenever a request is made. It is expected that the Minister would be available for crisis visitation, hospital visitation on a regular basis and pastoral counseling.

The Committee maintains contact with approximately 30 Congregants, who are unable to attend regular worship services. In addition to the Pastoral Care Committee, there is a team of approximately 10 volunteers, who visit “shut in” members assigned to them and report back to the Committee on a regular basis. Visits are made to individual’s residences, retirement residences and long term care facilities. In addition, Elders also submit reports identifying special needs following their pre-Communion visitations and the reports are forwarded to Pastoral Care as appropriate.



The committee's two main outreach activities are:

- The Christmas gifts and remembrances, and
- A June Communion Service, followed by entertainment, a well-presented luncheon and a time of fellowship.

The June event is a very special time for all involved including the Committee members, who treasure this annual event. Transportation is provided to ensure that every one who wishes to participate can come.

The Pastoral Care Committee also oversees the Prayer Chain, a confidential service, which is well utilized and available to all Congregants. The Prayer Chain is currently supported by eight volunteers and provides spiritual comfort and support. Other activities provided by the Pastoral Care Committee include sending handwritten cards to celebrate milestone events and delivering meals to "shut ins" and those convalescing, following hospital discharge or experiencing special needs. Furthermore, with the retirement of Rev. Reid, two Elders, supported by members of the Congregation, each provide a monthly worship service to Extendicare and Manor Village (facilities within the neighbouring community) respectively. The engagement and support of the new Minister in these services would be welcomed.

Christian Education (Children, Youth, and Adults)

The Christian Education Committee at New St. James is made up of Elders and lay member volunteers of our Congregation. The Minister is a member of this Committee primarily in a consultative and advisory role for guidance and leadership.

New St. James Church School is offered during the Sunday morning services for children from age 4 – 14 and is divided in to two groups: ages 4 - 10 (kindergarten to grade 4) and ages 10-14 (grades 5-8). Infants and toddlers ages 0-3 are welcomed in the nursery during the service. The full Church School runs from September through June with a Mini Church program for ages four through grade eight during July and August.



Children ages 4 - 14 begin together in the lower hall with greetings, songs and prayer and continue in two age groups using the “Dig-In” Sunday School Program, led by three teams of teachers. Children join the Congregation later in the Service during the Offering and the Minister offers a story during the “Our Church Family Together” time. Children spend 3 of the 4 Sundays a month

downstairs for Church School and on the 4th Sunday they join their families in the Sanctuary for the service. Young children and their families are a vital part of the Congregation and the Church is committed to including them in worship in various ways the Spirit may be leading.

Other ministries for children ages 4 - 14 include the annual Vacation Bible Camp during the week of March Break which is led by volunteers from the Congregation and the junior youth and teens as helpers.



The Junior Youth (grades 5-8) meet once a month on Wednesday evenings in a time of “faith, fun, and friendship”. The junior youth also take part in the ‘One Day Wonder’ a Presbytery wide event, and a youth over-night retreat in early June to Camp Kintail. The senior youth at New St. James (grade 9-12) meet once a month on Wednesday evenings, in a time of fellowship and they are also welcomed and encouraged to lead at Church events such

as intergenerational worship services, fundraiser dinners and other outreach programs.

Adult Christian Education classes take the form of small study groups (Bible Study), held on a rotating basis on a number of subjects. These groups meet on Monday evenings for two hours. A lectionary study group meets Tuesday mornings for 1.5 hours. A new Minister would be most welcome to offer material/resource suggestions as well as spiritual leadership from time to time. Previous Ministers have led various extra classes for prospective new members (e.g., New St. James, Yours and Yours to Discover). Other classes include Presbyterian catechism and premarital classes.

Mid-week Outreach Programming

The Congregation is engaged in community outreach through an indoor playgroup for children 0-5 years of age, including parents, grandparents and caregivers and a mom's group has been gathering once a week at the Church. Other outreach activities include a boy's basketball night each Monday night, and a weekly 'Creative Hands' for all ages, and an 'Activity Day' for seniors as part of the Church's outreach programming.

Stewardship at New St. James Presbyterian Church

A beacon in the London community, New St. James responds to God's love in worship and in service, with joy and humility. "New" since 1899, the Congregation always responds, whether the needs are international, national or local, and in both financial and service-oriented ways. The New St. James Church Mission graphic illustrates very well how New St. James is faithful in service.

Financially, the Congregation's response has resulted in solid trust funds and a strong base of givings through pre-authorized remittance. However, like many established urban congregations, increasing annual financial support has been a challenge that is known to the Congregation and we work toward meeting it. In the Spring of 2017, a Financial Task Force was assembled to review matters and discuss plans for the future. Action has been taken on several recommendations from the Task Force, including; an energy audit and replacement of lighting, increased use of our facilities by outside groups, and initial planning of a major financial appeal.

Approval for a financial campaign with oversight by a fundraising consultant has been granted by the Session. Work toward a campaign is ongoing. In the short-term, several smaller fundraising projects have begun in order to help balance our books. The aspirations of the Congregation go far beyond balancing the books, and New St. James looks forward to shining brightly for many more years.

The Board of Managers and the Board of Trustees

An active and engaged Board of Managers looks after the maintenance of the building and property as well as the day-to-day financial operations of the Congregation. The Minister of New St. James works closely with the Convenor of the Board, and regularly attends meetings in an advisory capacity.

New St. James has over the years received a number of bequests that are held in trust for the Congregation. The Trustees take seriously the responsibility to invest these funds wisely so that the funds generated may be used for the various ministries of New St. James and for the many mission projects. The new Minister would attend meetings of the Trustees in an advisory capacity.

The Thomas Kent Trust

Mr. Thomas Kent was a prominent London business-person in the 19th century, and a member of our Church. When he died in 1912, Mr. Kent bequeathed shares in the company that he founded, the London Loan and Savings Company, to “The Moderator of the Presbyterian Church at the corner of Oxford and Wellington Streets, London” as the residual beneficiary of his considerable estate.

The principal of this donation was not to be depleted, but the interest earned was to be used for mission related purposes. Through good management and wise investments over the decades, the original gift has grown to over nine hundred thousand dollars, despite the fact that many thousands have been disbursed to a variety of worthwhile local, national and global causes.

The Committee (including the Moderator) charged with the management of the Trust has the annual income generated to disburse at its discretion and always with the approval of Session. Because of the wording of the original bequest, the Moderator of Session must be directly involved in decisions and disbursements.

Some of the endeavours supported by the Thomas Kent Trust during 2013-17 include:

Presbyterians Sharing	\$44,500
Mission Services of London	\$12,500
New St. James Benevolence	\$11,350
Anova (Women’s Community House)	\$10,000
New St. James Intern from Knox College	\$ 8,100
St. Paul’s Social Services	\$ 8,000
London Community Chaplaincy	\$ 7,500
Almanarah Presbyterian Church	\$ 5,750
PWS&D	\$ 5,000

Plus numerous others causes and activities with a total amount disbursed of over \$147,000 in just the last five years.

Mission and Social Action

The Mission and Social Action Committee of New St. James Church is a vital component of the Ministry of the New St. James. It consists of a Convenor and approximately eight Church Members, as well as the Minister, in an advisory capacity. It has, through income generated by trust funds, a yearly budget of \$10,000 to be used where, in the Committee’s discernment, the greatest needs occur.



Its mandate is to assist in worthwhile projects that could be deemed to be “Mission-Oriented,” locally, within Canada, or abroad. The Committee’s mission endeavours are illustrated on the attached Mission Activity graphic.

There is an expectation that a new Minister would be available in a consultative role and would take a vital interest in the work of the Committee. The Congregation always contributes to its Presbyterians Sharing allocation and the Church is a strong supporter of Presbyterian World Service and Development in terms of regular givings as well as responding to emergency needs.

Administration and Human Resources Committee

As a Committee of Session, the Human Resources Committee (HRC) provides human resource leadership to the Session, Board of Managers and the Minister. With the Session’s approval, and with the involvement of other committees as appropriate, the HRC is responsible for recruiting, hiring and orienting new staff and ensuring that a probationary review is completed. Terms of Reference are available for the Committee.

The Committee has developed a *Handbook for Minister and Staff*, which outlines NSJ’s human resource guidelines and practices. The document was designed to ensure that employment standards are met; policies are in place and administered consistently; and, that processes, where possible, are established proactively rather than attempting to develop a process when dealing with an issue.

Position descriptions for the Minister and each of the staff positions have been carefully developed by the Human Resources Committee and approved by Session. Also, these descriptions are reviewed regularly to ensure that they remain current. Representatives of the Committee meet with the Minister and each of the staff on an annual basis, not as performance reviews, but rather as an opportunity to reflect on their position and identify any issues or concerns that need to be addressed. If issues are identified, an action plan is developed and appropriate action initiated and followed up.

Staff Complement

The new Minister should demonstrate well developed administrative, organizational, communication, leadership, management and relationship-building skills as he or she is expected to provide day-to-day guidance, as needed, and feedback to the staff in order to facilitate effective operations. The Minister is identified as the functional supervisor on the position descriptions for each of the following positions:

Position Title	Incumbent	Hours	Works Closely With
Associate for Congregational Life (ACL) ¹	Joanne MacPherson	35 hour flexible work week	<ul style="list-style-type: none">▪ Minister▪ Christian Education & Pastoral Care Committees
Custodian	Mark McDonald	35 hours/week	<ul style="list-style-type: none">▪ Board of Managers
Director of Music	Torin Chiles	On average 18 hours/week	<ul style="list-style-type: none">▪ Minister (meets weekly to plan worship services)▪ Worship/Music Committee
Office Administrator (OA)	Judi Le Blanc	19.5 hr flexible work week ²	<ul style="list-style-type: none">▪ Minister▪ Clerk of Session▪ Board of Managers▪ Session Committee Convenors▪ Church Groups

- 1 Since the ACL position was launched in 2015, it has been funded solely by the McAlpine Trust Fund. This funding is expected to be depleted by the first quarter of 2019. Notice has been given to the incumbent holding this position that it will end on March 22, 2019.
- 2 Effective January 2, 2018, the hours for the OA were reduced from 35 hours per week to a 19.5 hour flexible work week. The HRC is monitoring this decision to ensure that position expectations are met and that the needs of the Congregation, Minister and staff are not adversely affected.

The Women's Missionary Society

The Women's Missionary Society (WMS) is a very active group of mature women who gather monthly for prayer, fellowship and study. The New St. James WMS is the only active WMS group in the City of London and financially supports the national denomination programs. The WMS has been, and continues to be, very active in financially supporting the ongoing Malawi Missions. Representatives from the WMS are involved in the Presbytery, Synodical and Council levels of the WMS. Their projects and activities are reported in their national magazine *GLAD TIDINGS*.

Women's Groups at New St. James

The contributions of the Women of New St. James are indispensable to the life of the Congregation. They conduct both routine tasks and many special events and activities. Their fund raising efforts benefit the maintenance of church facilities, Congregational financial obligations, special projects, and contributions to wider community projects.

One highlight of the year is the very popular (attended exclusively by females) 'Advent By Candlelight' service, with desserts and tea, to lead into the Christmas season. It attracts a large attendance both from within and outside of the Congregation.

There are three women's organizations at New St. James (excluding the *Women's Missionary Society*, which is discussed elsewhere in this Profile): the '*Highland*' group, the '*Glengarry*' group and the '*Service*' group. The *Women of New St. James Advisory Council* (the '*Women's Council*') is a co-ordinating body composed of representatives from each of these groups, organizing and managing various activities such as coffee hours, rummage sales, the Christmas Bazaar, flowers and seasonal decorations for the sanctuary, funeral receptions, and lunches for different occasions.

The '*Highland*' group is the largest of the women's organizations, meeting monthly for worship and fellowship, and an annual retreat at Crieff Hills in April. One of their key responsibilities is staffing the Nursery on Sunday mornings. The '*Glengarry*' group is primarily a social group, meeting monthly for a meal and fellowship. The '*Service*' group supports community pregnancy and 'child and mother' organizations and the 'Northern Hospitality' dinners by serving meals for over 100 people in need once a month.



Leading with Care

The Leading With Care Committee is well established with comprehensive policies and procedures based on the Presbyterian Church in Canada's Leading with Care document. NSJ procedures are reviewed annually to ensure compliance. Police Vulnerable Sector Checks for volunteers are renewed every five years and new volunteers are required to obtain checks. The concern for the safety and security of the Congregation and staff is reflected in our emergency procedures document and training is provided regularly as required. An annual fire drill (held at the end of church service in the fall) further ensures that we are able to evacuate the facility in an orderly and safe fashion.

Denominational Service

New St. James has a very long history of being a strong "Presbyterian" Congregation, with Ministers and Representative Elders being involved in the life of the Church Courts (the Presbytery of London, the Synod of Southwestern Ontario, and the General Assembly) and its committees. It is expected that a new Minister would also be actively involved in the Presbytery. New St. James also recognizes that its Ministers have served actively as Moderator of the Presbytery and Synod and have been on various Church Committees both locally and nationally. New St. James desires to remain visible through its representatives in the work of the greater Church.

Our Vision

New St. James is a very unique Congregation with a rich past, inspiring present, and a bright future. Much has been learned from the committed work of our forebears, while at the same time recognizing our desire to continue to move forward and build on our strong legacy of program development, fellowship, mission, and Christian and denominational witness. We are a mission-oriented Church with a simple mission statement, "Following Christ, Worshipping God, Serving Others".

A Vision Task Force was created in 2012 to look at a number of questions, to consider the possible dreams for New St. James, to look at any obstacles, and to assess the qualities and characteristics of a thriving Church. The Task Force considered these issues and discussed and delved deeper into the most significant points on dreams and obstacles for the future of New St. James. They also discussed the qualities and characteristics of thriving churches, looking at the traditions at New St. James and considered what things need to be looked at for changing in the future. The Task Force then looked at what God is calling New St. James to be and do, and how we will do it. Finally, as part of this process, they began to focus on a vision for New St. James and an action plan for the following three years. Ultimately, the Task Force arrived at, and the Session approved, the following Vision, Mission Statement, and Action Plan for New St. James:

New St. James – What We Believe:

God is calling the people of New St James, as followers of Jesus Christ, to worship God and to serve the community.

Mission Statement:

New St James - following Christ, worshipping God, serving others.

Proposed Action Plan [2012]:

For the next three years, we believe we should:

1. In addition to our traditional service, offer opportunities to worship in forms and styles and at times other than at present;
2. Work to enrich and develop faith in the congregation, and specifically with children, youth and families;
3. Remain engaged in local and global mission;
4. Raise the congregation's profile through the website and social media; and,
5. Maintain a predictable and solid revenue base to ensure financial stability.

In order to do this, we believe we should:

1. Explore forms of worship that are less formal/traditional/structured and that express the variety of cultural and generational norms among us;
2. Consider creating a staff position focusing on ministry to children, youth and young families;
3. Increase the number of people engaged in our mission, outreach and service programs;
4. Recruit people with specific skills in developing a more interactive web presence;
5. Engage in a program that will encourage generous stewardship of God's gifts to us; and,
6. Consider improvements to the committees and organizational structures in the Church.

The implementation of this Plan should be reviewed annually to assess its progress and if necessary reformulate goals. The McAlpine Bequest Fund was to be used to cover any costs incurred in implementing this Action Plan, at least initially.

Conclusion

We pray that a new Minister will work with us to embrace and enhance our many existing strengths, such as our worship traditions. We equally pray that our new Minister will work with us to identify where change is required, and to manage that change positively. We recognize that change must indeed be managed with wisdom, competence and prayer. We hope that this profile provides a snapshot of who and what we are at New St James. We are thankful for the past that has informed who we are today, we celebrate all that we are currently, and we look to the future with enthusiasm and joy.

APPENDIX 1

New St. James Presbyterian Church Profile and Statistical Information

Congregation and Community

Type of Congregation: Self Supporting
 Type of Community: Urban – Central City

Population Size

	Congregation		Community	
	Now	15 Yrs Ago	Now	15 Yrs Ago
Active Members (253 Members + 63 Adherents)	316	400		
Total Population			388,000	336,540
Radius of area in kilometers			15	12
Total number of churches in this area			170	200
Presbyterian Churches within the City			6	10

Age (Estimates)

	Congregation			Community
	Now	10 Years Ago	15 Years Ago	Now
0-5 Years	1.8%	5.4%	6%	5.5%
6-14 Years	8.5%	13.3%	11%	10.8%
15-24 Years	15.8%	11.8%	5%	14.7%
25-44 Years	16.8%	20.0%	22%	26.7%
45-64 Years	19.8%	17.2%	23%	27.8%
65+ Years	37.3%	32.5%	34%	14.5%

Attendance

	Sunday Worship	Church School
Average Weekly Attendance	125	20 to 25
Other Services	Maundy Thursday, Good Friday, and two Christmas Eve Services	

Christian Education

Age Group	Enrolment	Curriculum Used	No. of Teachers
Sunday School	20 to 25	Dig-In Program and Super Sundays	4 to 6
Adult Bible Study	25	Various Topics	3

Financial Statement (for 2017)

Income from		Expenses	
Offerings/Gifts	\$258,210	Operating Expenses	\$380,343
Investments	\$122,489	Debt Payment	N/A
		Benevolences (Presbyterians Sharing, Synod, Presbytery, WMS, PWS&D)	\$30,885
Other	\$17,876	Other	N/A
Total Income	\$398,575	Total Expenses	\$411,897
Approved Budget for 2018			\$413,897
Presbyterians Sharing Allocation – Current Year 2018		Requested	\$38,569
		Accepted	\$20,400

Living and Housing Patterns

	Now	10 Year Ago	15 Years Ago
Living Patterns			
Adults with at least one child	25%	22.6%	44%
Single persons	50%	50.6%	30%
Two or more adults	25%	26.7%	26%
Housing Patterns			
Apartments	30%	40.5%	41%
Private homes	65%	53.6%	59%
Total number of households	206	336	397
Other (Nursing Homes)	5%	6%	6%

Occupations within the Congregation

	Now	10 Years Ago
Clerical	2.4%	0.67%
College/University Students	4.5%	4.03%
Elementary/Secondary Students	19.2%	14.96%
Farmers	0.0%	0.00%
Homemakers	1.1%	2.52%
Professional/Business	11.1%	18.99%
Retired	38.3%	42.86%
Technicians	5.5%	1.85%
Unemployed	1.3%	0.67%
Infants	1.0%	1.34%
Other	14.3%	12.10%

Previous Ministers for the Congregation

Minister	Dates Served
Rev. Andrew Reid	2007 - 2017
Rev. Bob Robinson (Interim Minister)	2005 - 2007
Rev. Kirk Summers	2002 - 2005
Rev. Donald McInnis (Associate Minister)	1989 - 2006
Rev. Ian Johnson (Interim Minister)	2001 - 2002
Rev. Dr. Leslie Files	1977 - 2001
Contact Information of Last Minister (Retired November 2017):	
Rev. Andrew Reid 489 Skyline Avenue London, Ontario N5X 4L2 519-204-7406	

APPENDIX 2

POSITION DESCRIPTION

New St. James Presbyterian Church The Presbyterian Church in Canada

Position Title: Lead Minister

Working Relationships and Accountability

Book of Forms 105.1: A minister in a charge sustains a dual relationship. In respect of his/her judicial functions, he/she is a constituent member of the session, and it is inaccurate to speak of “the minister and session”. In respect of his/her ministerial functions, he/she is the executive of the presbytery, and as such distinguishable from the session.

The Lead Minister of New St. James is accountable to Presbytery but will work closely with the Session and staff in fulfilling his/her responsibilities. The Lead Minister will provide leadership and work with the Session to encourage and further the ministry and witness of New St James Presbyterian Church, always within the traditions and practices of The Presbyterian Church in Canada and with due awareness of the culture of New St. James.

General Overview of Responsibilities

The primary responsibilities of the position of Lead Minister are:

- Minister of Word and Sacrament;
- Moderator of Session;
- Pastor;
- Teaching Elder;
- Daily Operations Manager;
- Presbyter.

The Lead Minister will fulfil these responsibilities by providing these services and in conjunction with the staff, Session, committees and members of the Church.

Specific Responsibilities

Responsibilities related to the major areas of responsibility are as follows:

Minister of Word and Sacrament

- Serve as the primary worship leader of the congregation on Sunday mornings and at other times of congregational worship, celebrating the seasons of the Christian year.
- Provide scholarly, biblically based preaching that proclaims the Word of God to the Congregation.
- Meet regularly with the Director of Music to plan worship, including the form of service, choice of Scripture lessons, and selection of appropriate music.
- Conduct funerals/memorial services as availability and schedule permit, especially the funeral/memorial services of members of New St. James.

- Conduct weddings as availability and schedule permit, as requested by members and friends.

Moderator of Session

- Chair Session meetings.
- With the Clerk of Session, ensure the orderly conduct of the Session.
- With the Clerk of Session, plan for regular and special meetings of Session.
- Oversee the planning for, and chair, the annual or other meetings of the congregation, and review the final draft of the Annual Report prior to its printing and distribution to the congregation.
- With the Session, provide leadership to ensure the health and sustainability of New St James.
- Support and encourage the ministries of the congregation, and be available for consultation and leadership when required.
- Attend meetings of the Board of Managers, Board of Trustees, Committees and other special meetings where appropriate as Moderator of the Session.
- As the residual beneficiary of the estate of Thomas Kent, be directly involved in the decisions of the Thomas Kent Trust Committee and approve all disbursements.

Pastor

- Promote an open, healthy, inviting and welcoming congregational culture for individuals and groups of all ages, abilities and ethnicities.
- Ensure that pastoral care to the congregation is provided to meet the needs of New St. James.
- Facilitate the ongoing education, training and well-being of the congregation's lay pastoral care givers.
- Provide hospital and institutional visits as required.
- Provide regular, emergent, urgent and crisis care to members and families of New St. James as availability and schedule permit.
- Ensure the harmony and peace of the congregation and, where necessary, take appropriate steps to address conflict or division.
- Refer individuals and families when appropriate to specialist counselling services.

Teaching Elder

- Serve as "the theologian in residence."
- Participate as appropriate in the Christian Education program of the congregation.
- Arrange for and participate in church membership classes.
- Commit to personal ongoing educational and professional development.
- Offer guidance and leadership to continue the local, national and international ministries of New St James.

Daily Operations Manager

- Provide daily oversight of staff serving at and employed by New St. James.

- Provide administrative leadership as required.
- Authorize minor expenditures within approved budget.

Presbyter

- Participate in the higher courts of the Church, attending regular and special meetings of Presbytery, Synod, and (when commissioned) General Assembly.
- Undertake additional responsibilities (e.g., interim moderator) as directed by Presbytery.
- Represent and protect the interests of New St. James in the wider Presbyterian community.

General

- Respect the culture, history and traditions of New St. James.
- Uphold the Mission Statement of New St. James.
- Represent New St. James as its ambassador in inter-church, interdenominational, and community initiatives.

Specific qualifications

It is understood that the Lead Minister at New St. James must be a Minister of Word and Sacraments in good standing with The Presbyterian Church in Canada. Education – M.Div.

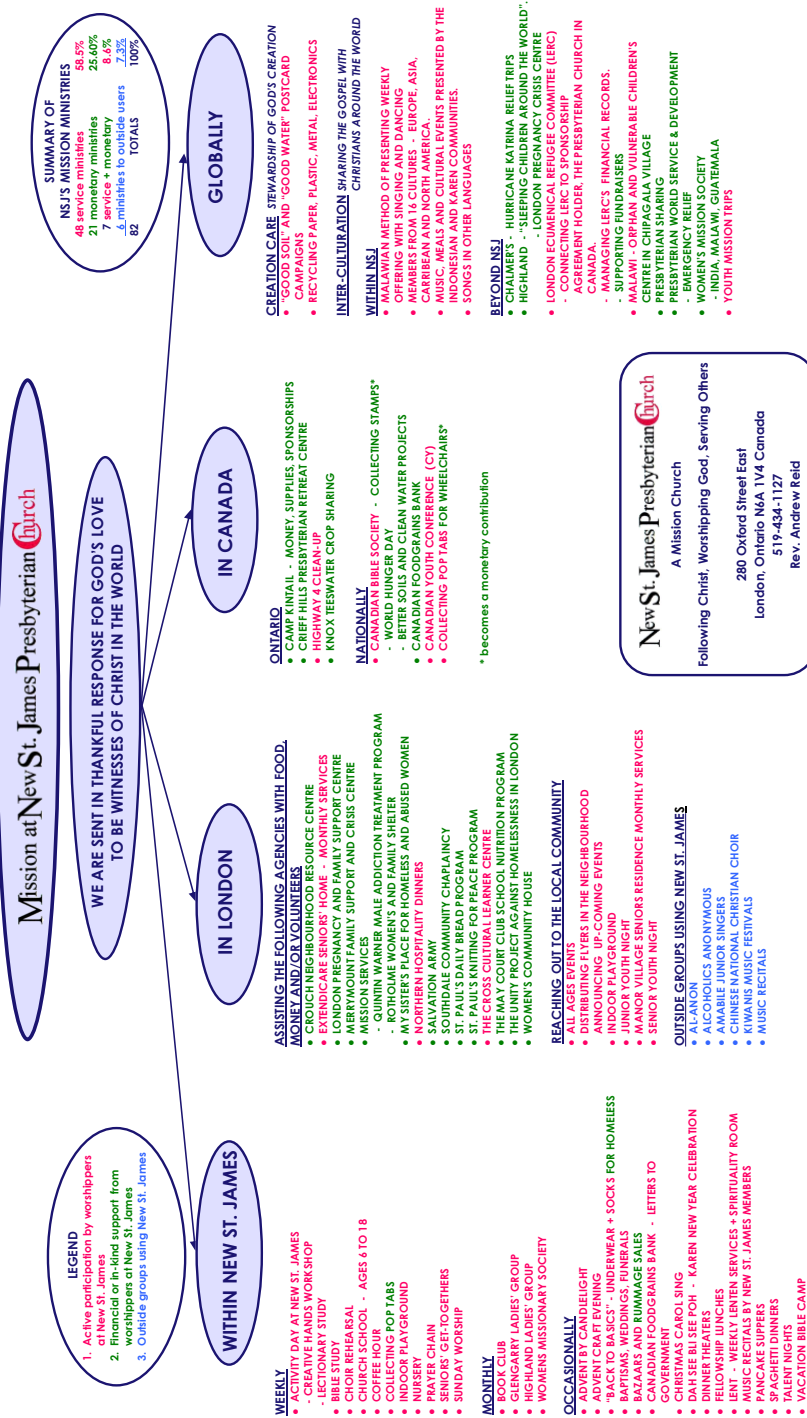
Given the congregational culture of New St. James, he/she should have a proven record of congregational ministry, with excellent administrative, communication, leadership, staff relations and relationship-building skills. Experience – Minimum of 10 years' experience.

I, _____, (Print Name) have read the attached position description and responsibilities, acknowledge their content, and agree to them as stated.

(Signature)

(Date)

APPENDIX 3 – Mission at New St. James



APPENDIX 4

Qualities We Value in Our Next Minister

Respondents to a Congregational Survey were invited to identify the top six pastoral skills, competencies, and interests that they value in a new Minister from a list of 18 possible attributes and to prioritize their top six choices from 1 to 6. A description for each attribute was provided to ensure consistent definitions. Furthermore, respondents had the opportunity to add other qualities not included in the provided list to their top six.

The Table below ranks the top six qualities, and you will note that the scores have been weighted. Skills given a rank of 1 were given a score of 6, a rank of 2 was given a score of 5, a rank of 3 was given a score of 4, a rank of 4 was given a score of 3, a rank of 5 was given a score of 2 and a rank of 6 was given a score of 1. When analyzing ranked responses, it is standard practice to weight the data, i.e., giving greater weight to items with higher rank.

Information from 45 of 73 (61.6%) submitted surveys was entered into the database. The data from 28 (38.4%) of survey respondents could not be used for this portion of the analysis (either all 19 skills were scored from 1 to 6 or multiple skills were given the same rank). As noted in the Table, when asked to rank the top six **pastoral skills, competencies** and interests valued in a new Minister, the top six rankings for all respondents were:

- 1) Leading Worship and Preaching
- 2) Christian Education
- 3) Administration
- 4) Crisis Visiting
- 5) Equipping Church members
- 6) Personal and Spiritual Development.

Because of the high proportion of respondents over 70 years of age, the subgroup ranking of those over 70 years of age and those who completed the paper survey which tended to be older is exactly the same as the overall ranking results. However, younger respondents, that is to say both those who responded on-line and who indicated they were less than 70 years of age had slightly different rankings (**see Table**). The most notable difference is in the area of Christian Education. Stewardship was only included in the top six by those who submitted their surveys on-line; similarly, leadership development was only identified in the top six by the less than 70 subgroup. Overall, although the priority may vary slightly, there is consistency in what is included in the top six rankings which offers the Search Committee quite clear direction.

Table: Qualities Valued in the New Minister: Weighted Scores by Pastoral Quality and by Subgroup: All Respondents, 70+, 70 or less, and by Type of Submission

	All respondents (45/73 respondents provided useable ranks)		70+ years of age (25/41 respondents provided useable ranks)		70 or less years of age (20/31 respondents provided useable ranks)		on-line submission (12/14 respondents provided useable ranks)		paper submission (33/59 respondents provided useable ranks)	
Pastoral Quality	Weighted score	Rank	Weighted score	Rank	Weighted score	Rank	Weighted score	Rank	Weighted score	Rank
Leading Worship and Preaching	214	1	114	1	100	1	55	1	159	1
Christian Education	111	2	82	2	29	6	25	4	86	2
Administration	100	3	54	4	46	2	27	3	73	3
Crisis Visiting	96	4	57	3	39	3	29	2	67	4
Equipping Church Members	69	5	39	5	30	4	15	6	54	5
Personal and Spiritual Development	53	6	33	6	20	8	12	9	41	6
Leadership Development	50	7	20	7	30	4	11	10	39	7
Stewardship	44	8	16	9	28	7	18	5	26	9
Evangelism	32	9	18	8	14	11	5	13	27	8
Program Development	28	10	8	16	20	8	14	7	14	13
Mission Outreach	27	11	16	9	11	12	3	15	24	10
Community Leadership	26	12	10	13	16	10	14	7	12	14
Denominational Service	22	13	13	12	9	13	5	13	17	11
Work with Children and Youths	21	14	14	11	7	15	6	12	15	12
Counselling	13	15	10	13	3	17	3	15	10	16
Home Visiting	13	15	10	13	3	17	2	17	11	15
Work with Seniors and Older Adults	9	17	1	18	8	14	8	11	1	19
*Other: focus on adults and young families	5	18	0	19	5	16	0	18	7	17
Inter-Church Cooperation	4	19	2	17	2	19	0	18	4	18

Please Note: The data from 28 (38.4%) of survey respondents could not be used for this portion of the analysis (either all 19 qualities were scored from 1 to 6 or multiple skills were given the same rank). Only 45 respondents provided useable data for this question. Another open-ended question invited respondents to provide “comments you wish to make regarding the kind of minister you want|”. Forty respondents provided additional comments regarding the kind of minister they wanted.

Items in bold and italics are the top six ranked qualities

*: Identified by one person and then ranked as their second most important quality

Qualities Valued in the New Minister

In addition to ranking the top six qualities valued in the new Minister, respondents were invited to provide additional comments. Respondents were very forthcoming in their responses. The following eight themes¹ were identified:

- Good preaching skills offering hope and reassurance
- Able to relate to both young and old
- In touch with “modern society” and the “real world”
- Experienced
- Outgoing, high energy, “youthful” regardless of age
- Leadership and administrative skills
- Available for home visiting and pastoral care
- Forward thinking

¹the themes are not prioritized

The open-ended responses captured some qualities that were similar to those items that were ranked, yet also identified other more personal attributes.

“We need a minister with strong preaching skills, solid strong leadership abilities to develop new programs, friendly compassionate personality to minister to old and attract new members”.

- Long-time female congregant, 70+

“Warm and outgoing...good preaching skills, team leader, empathetic and pastoral”

- Long-time male congregant, 70+

“.....Minister needs to set the direction of the church...to inspire, lead and grow the congregation – new ideas, relevant sermons...”

- More recent male congregant, 41-55

“A minister who is forward thinking and possesses strong leadership skills that will guide our church for the next 15+ years. I also want a minister who is very active in pastoral care and will regularly visit members in the hospital and offer communion to our shut ins”.

- Long-time female congregant, 56-70

We need someone who can bring new ideas to the Church. We need a good preacher who relates their sermons to what’s going on in the world today. We need someone who can interact with the congregation. We need someone who can go out into the community and bring people into the church. We need someone with a good sense of humour”.

- Long-time female congregant, 56-70