

Bedford United *church*



COMMUNITY OF FAITH PROFILE December 2023

The Lead Minister position description and Bedford United Church Community of Faith profile also can be found on Church Hub. Applicants must be registered with ChurchHub but applications and any questions can be directed to: Searchteam@bedfordunited.com.

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Bedford United Church: Our Living Faith Story

Our Mission

Our Mission is to be a vibrant Christian community, worshipping God, growing spiritually, accepting all people, ministering to each other in love while offering hope and working for peace and justice for all creation!

Our Values

We value deep openness to the presence of God's Spirit
and the fostering of experiences
that empower our awareness and connection with God's Spirit.
We value spiritual learning and growth,
that nurture and support us on the journey of life.
We value community that emerges out of
respect,
deep listening,
openness,
compassion,
generosity,
and a spirit of joy and fun.
We call this love!
We value participation
that empowers the leadership and ministries of all people
in a spirit of co-creation with God.
We value God's creation
and working for sustainability, justice and peace for creation.
We value living with integrity
that creates alignment between our words and our actions
and enables courageous choices and risking change in the fulfilling of our mission.

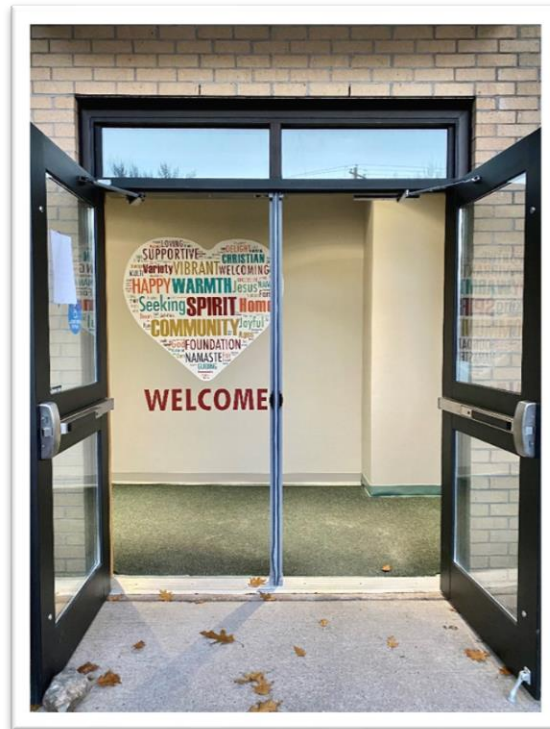
Introduction to Bedford United Church

Bedford United Church (BUC) is an evolving congregation of approximately 400 families. We are a theologically progressive congregation committed to the spiritual growth and compassionate care of our members and friends, and to working for justice and peace in our community and in the world around us.

We recognize that each of us is an expression of God and is called to shine with God's light. At Bedford United Church we believe in God, that God was revealed to the world in Jesus, and that

God's Presence is active in all of creation through the Spirit. In Sunday worship and throughout our shared life, we experience the joy and the freedom that derives from the Spirit of God. We welcome diversity of thought and experience within the context of our core beliefs and values. It is this diversity that contributes to the richness of our shared life.

Like the wider United Church of Canada, we possess a strong commitment to social justice, global peace and equality. We are also passionate about spiritual growth in our individual and collective lives. In our Sunday worship life, we joyfully lift up these dimensions of our ministry and faith.



All are Welcome, All the Time at Bedford United Church

Since the onset of the COVID-19 pandemic, life at Bedford United Church has seen a significant transformation. It presented us with challenges that we are working through. The effects of the pandemic appeared to accelerate the slow trend of decreasing participation in church activities and support. Our end goal is to live into the transforming impact of the Good News. We have adapted by incorporating virtual services and online streaming to accommodate those unable to attend in person and a growing online community, fostering a more inclusive and accessible worship experience.

Administration

The administration of Bedford United Church is accomplished through a large number of dedicated volunteers in collaboration with the staff members.

In 2014, BUC adopted a new governance model with a smaller, 12-person **Council** structure, enabling that body to work more nimbly, and empowering the working ministry teams of the church to function more independently and effectively. Pending an update to the BUC Constitution, it was moved and passed at the 2022 Annual General Meeting that the Council include the Ministry & Personnel and Property & Administration Team Leads as full members of Council instead of as consulting roles. Our present Council consists of the following positions:

BUC Council March 2023 - March 2024 (Council Executive shown with *)						
Ex Officio	Ministerial Staff					
	Past Council Chair	* Team Leader M&P	* Team Leader Stewardship	Team Leader Communications	Team Leader Property & Admin. Open	Region 15 Rep.
Elected	* Chair	* Vice-Chair	Member At Large	Member At Large	Member At Large	Member At Large
	Secretary (non-voting)					

The Council meets once a month, with the exception of December and during the summer months. The Executive team may meet more frequently as required to deal with urgent matters between the monthly Council meetings. For all Council documents, including financial reports and budgets where applicable, please click [here](#), or visit the BUC website and click on 'Council Reports' under the 'Resources' tab. You can also click [here](#) to download the Master 2022 Annual Report.

Bedford United Church has many ministry teams that keep the church functioning smoothly. The teams are primarily composed of volunteers, but paid staff members work closely with certain teams.

- **Board of Trustees** – Responsible for holding all congregational property for the congregation as part of the United Church; this includes land, buildings, funds and investments, and any other kind of property.
- **Property and Administration Team** – Keeps the church facility running by ensuring that any required maintenance, repairs and upgrades are completed. This includes addressing any health and safety concerns, and insurance compliance. The Property and Administration

Team is currently without a chairperson but the team members are dividing up the tasks to ensure that the work is completed. A full time Property & Facilities Worker on staff works with and reports to the Property & Administration Team.

- **Ministry & Personnel Team (M&P)** – The M&P team supports and maintains an open and healthy relationship between staff and members of the congregation. They regularly review the working conditions, responsibilities, and compensation of staff and make any recommendations needed to Council; revise position descriptions as needed; conduct annual performance reviews; ensure staff make use of opportunities for continuing education (including sabbaticals, if applicable); maintain close contact with Bermuda Nova Scotia Regional Council Pastoral Relations Committee.
- **Stewardship Team** – Supports the congregation through stewardship education, fundraising and financial administration. They encourage commitment and participation by the congregation in the form of donations of time, talents and financial resources.
- **Worship and Music Ministry Team (WAM)** – Works with the ministerial team to ensure the provision of dynamic, inclusive and meaningful worship services for the BUC community. The Audio-Visual team, which is also volunteer-run, and is an important part of the Worship and Music Team. They bring technical skills and expertise which greatly enhances the Worship experience for both in-person and online.
- **Christian Development Team (CDC)** – Seeks to meet the faith formation and Christian education needs for people of all ages in the congregation. The majority of CDC's time is focused on the Children, Youth and Family Ministries, working closely with the Family Ministries Leader and Children's Ministry Associate.
- **Inclusivity Team** – Supports the achievement of BUC's mission to be accepting of all people and the fulfillment of the congregation's commitment to creating a community where all people are welcome regardless of age, gender, race, sexual orientation, gender identity, differing abilities, ethnic background or economic circumstances.
- **Outreach Team** – Seeks to engage the congregation in promoting peace and reducing injustice and its impact in society, both locally and in a wider context. The team identifies opportunities for the congregation to offer practical assistance to groups and individuals to offer support to people in need.
- **Pastoral Care Team** – At BUC, the Pastoral Care Team is the team of people who do pastoral visits with members of the community. The Minister of Congregational Care is a member of the team, also serving as a support and resource.
- **Welcoming Team** – Ensures that visitors and those new to the congregation are acknowledged and welcomed into the BUC community.

- **Communications Team** – Fosters a strong, informed, and engaged BUC community through encouraging the sharing of stories of progress, outreach, and inclusivity. Supports the staff with day-to-day communications, and special events and campaigns.
- **Nominating Team** – Seeks to identify and recruit a talented and diverse slate of candidates for positions elected at each annual congregational meeting.

IT Infrastructure: BUC's IT Infrastructure is supported by our Office Administrator for day-to-day troubleshooting but we also have a paid-by-the-job IT service provider when needed. Our website – www.bedfordunited.com – is maintained by our Office Administrator with support from a web developer for any larger updates. It provides information on upcoming events, how to connect and attend worship and additional resources. Our Sunday worship services are live-streamed by our A/V team, and can be found on YouTube at www.youtube.com/@bedfordunitedchurch4430.

Communication: BUC's Office Administrator sends out a weekly email to the congregation detailing important announcements. Staff members regularly create posts on our main Facebook page, "Bedford United Church – All Are Welcome, All the Time" which may reach over 1000 followers. We have a small number of private, focused Facebook groups that are maintained by one staff member along with key volunteers. BUC is also on Instagram (@bedfordunitedchurch), where posts are created by staff members. For congregation members that are not online, a volunteer mails out a monthly update letter.

Financial Situation: Financials are reviewed monthly at the BUC Council meetings. After consulting with BUC's Stewardship Team, Bedford United Church currently has the resources to support its ministers and its ministries for the coming years. This includes being prudent in its spending and working to raise revenues. It has been noted that giving through envelopes has declined over the years as shown in the Financial Viability Review section of BUC's profile, however PAR (Pre-Authorized Remittance) givings have not increased to the same extent to compensate for this decline. There are times when expenses exceed revenues, at which point the congregation responds accordingly and generously. Individuals from the congregation volunteer ideas for fundraising and stewardship campaigns, which have proven to be successful. For example, in February 2023 we put out the call for both financial and time/talent donations from our congregation with our "Feel The Love. Share The Love" stewardship campaign.

Human Gifts: Bedford United Church currently employs an energetic, talented, hard working and spirit-filled ministry team, which consists of two ordained ministers and five lay personnel. All staff have administrative duties that they are responsible for.

- Supply Lead Minister (40 hours/week)
- Supply Minister of Congregational Care (20 hours/week)
- Office Administrator (32 hours/week)
- Family Ministries Leader (25 hours/week)

- Children's Ministry Associate (10 hours/week)
- Minister of Music (20 hours/week)
- Property and Facilities Worker (35 hours/week)

BUC's human gifts extend far past the ministry team. Volunteers play an essential role in BUC's community of faith. From greeting congregants at the door with warm smiles to organizing events that foster fellowship, our volunteers create an atmosphere of inclusivity and support. They contribute their time, talents and treasures to ensure that BUC operates smoothly, whether it's through leading worship, maintaining the facilities, or providing a helping hand to those in need. We have a large base of dedicated volunteers but they are often participating in several aspects of BUC life so taking on lead roles is not feasible for them. The challenge is to inspire new leaders in the congregation to participate in the growth of the church and community.



The Crossing Crew

Community Outreach and Social Justice

In support of BUC's mission to be a vibrant Christian community working for peace and justice for all creation, the Outreach team seeks to engage the congregation in promoting peace and reducing injustice and its impact in society, both locally and in a wider context. The team identifies opportunities for the congregation to offer practical assistance to groups and individuals who offer support to people in need. Some activities that support BUC's local outreach goals are:

- **Beacon House Shelter** – One BUC volunteer is on the Leadership Team. Other BUC members volunteer in daily meal preparation, maintenance and gardening to support people living at the shelter.

- **Beacon House Food Bank and Retail Store** – BUC collects food items and cash donations in “The Red Wagon” and delivers this to Beacon House Food Bank. BUC also participates in specific food drives.
- **Recycling programs** – BUC collects used glasses, hearing aids and CPAP machines which an Outreach team member delivers monthly to the Bedford Lion’s Club. The “One Nickel At A Time” program at BUC enables the congregation to donate recycled bottles to partner recycling centers who collect and give the funds to the Outreach team to be used for the Emergency Support Fund (ESF).
- **Emergency Support Fund (ESF)** – The Outreach team fundraises money and disburses funds to those in emergent need. A yearly event held by Outreach is the Soup and Chilli fundraiser which directly supports the ESF and encourages people to enjoy a plant-based diet.
- **Youth support** – Outreach uses donations to help children attend Camp Kidston and to support other youth activities.
- **Prayer Shawl Ministry** – Shawls are lovingly made by BUC members and distributed to provide comfort. For example, in Spring of 2023, the Bedford and surrounding community had unexpected and difficult challenges including a stabbing at the local high school, wildfires and flash floods. The BUC Makers’ loving and prayerful creations were brought to members in the community who we felt could use a “BUC hug”.



Prayer Shawl Ministry

- **Advent drive** – The Outreach team conducts an annual Advent drive for local charities supported by BUC. These include Phoenix Youth, Sackville Heights Community Centre Christmas Cheer, Beacon House Food Bank and Beacon House Shelter. The Outreach team prepared Christmas stockings for every resident at Beacon House Shelter in December 2023, which were filled by our congregation and distributed by staff on Christmas morning.
- **Dalhousie University Multi-Faith Centre** – In March 2023, families from our Family Ministry prepared meals for more than 100 Dalhousie University students experiencing food insecurity, through the Dalhousie's Multi-Faith Centre.
- **NASHI** – A volunteer non-profit organization that is addressing the issue of human trafficking locally and globally. They also support young girls ages 5-16 who have fled war in the Ukraine. NASHI means "Ours" and their motto is "Do Something". In June 2023, BUC hosted a very successful fundraiser event to support NASHI. We continue to explore ways to educate people in our own community about human trafficking.



NASHI Banner made by the BUC Sunday School

- **United Church Women (UCW)** – United Church Women, a separate organization under the church umbrella, supports not only the work of Bedford United, but also Mission and Service and local organizations through promoting awareness and fundraising. The UCW at Bedford United Church are organized into three units: Fellowship, Fireside, and Friendship. Examples of our UCW's local outreach activities are: supporting local organizations such as Beacon House and Soul's Harbour, financially supporting children to attend Camp Kidston, making memorial donations, donations to Tatamagouche Centre, hosting funerals and presenting cheques to help offset BUC's expenses. Globally, BUC's United Church Women financially support the United Church of Canada's Mission & Service programs.
- **Men's Group** – The Men's Group have engaged in several fundraising initiatives to support both individuals and community groups. If there is a need identified, we can count on the Men's Group to come together and provide support.

Bedford United Church supports the United Church of Canada's Mission & Service programs through financial contributions. For more details regarding the ministries that Mission & Service supports, please click [here](#). For financial details as it relates to BUC's support of the Mission & Service Fund, please refer to page 42.

BUC is committed to inclusivity, demonstrated in our congregation's statement:



"We, the people of Bedford United Church, declare publicly our commitment to creating a community where all people are welcome regardless of age, gender, race, sexual orientation, gender identity, differing abilities, ethnic background or economic circumstances.

All persons are welcome to take part in every aspect of church life including membership, leadership, celebrating life passages and marriage.

We celebrate the richness that diversity brings to our church, even as it challenges us.

We pray for God's spirit to guide us as we work for reconciliation and justice for all persons in both church and society."

Bedford United Church became Nova Scotia's first Affirming Congregation on May 7, 2006. Our respect for one another and commitment to include everyone in all aspects of our shared life have increased and our spiritual community has thrived since this decision was made. Bedford United is proud to be an Affirming church. Activities that support this commitment are:

- Annual participation in Public. Intentional. Explicit. (PIE) Day.
- Annual participation in the Halifax Pride Parade.
- Annual BUC Pride service organized by our congregation and staff members.
- Actively working to understand and celebrate the unique experiences of 2SLGBTQIA+ individuals. An example from 2023: BUC hosted a film screening for Trans Day of Visibility:

"Dawn, her Dad, & the Tractor, written and directed by Shelley Thompson, with a facilitated discussion that followed.

- Vacation Bible School (Summer 2021 and 2023) themed "The Promise of the Rainbow" for our youngest members and the wider community. The children learned about the significance of each color of the pride flag through engaging Bible stories, creative crafts, lively games, and interactive activities.
- Pride flags proudly displayed around the church, inside and out.
- Rainbow painted steps welcome all to BUC.



Bedford United Church is determined in its commitment to anti-racism and support of Black Lives Matter, as well as intentionally committing to work with Mi'kmaq Elders and their communities. We are collectively learning how to be better allies and to model this. BUC's spiritual growth and learnings around anti-racism and Black Lives Matter can be viewed by clicking [here](#). To hear a member of Bedford United Church offer lessons for Black History Month in 2021, please click [here](#).

Activities that currently support anti-racism at BUC are:

- We acknowledge the land at the beginning of every worship service, and often include a learning piece or prayer to go with the acknowledgement.
- Annual worship service to commemorate Truth and Reconciliation Day.
- Members of the BUC community of faith have visited with Elder Dr. Joe Michael, where we learn the history of the Indigenous Peoples in Nova Scotia, participate in smudging ceremonies and pass All Our Relations around the group.

- Displaying Black Lives Matter signs on the Bedford United Church property.
- Members of our community of faith participate in United Church of Canada Anti-Racism initiatives and share resources within BUC and abroad. We have created and shared an Inclusivity Calendar highlighting numerous dates focused on Equity, Diversity, and Inclusion, such as PRIDE and Black History month, so that we can acknowledge and prepare activities well in advance of the dates.
- “Tell Me the Truth About Racism” storytelling with the Sunday School children, as well as a workshop with adults. Participants explored racism stories and processed new truths about White Privilege in our community, church and themselves.



BUC's Racialized Sand Project as part of the Tell Me the Truth About Racism workshops. Contributions from local communities like Shubenacadie and Millbrook First Nation, Nova Scotia and as far away as Hawaii, Uganda and Costa Rica.



Denomination and Communities

Bedford Community Profile: Bedford United Church is situated in the heart of Bedford, a culturally diverse and rapidly-expanding suburb of Halifax Regional Municipality (HRM). Bedford is a short 20-minute drive from downtown Halifax, and is located on a bus route. The community is known for its excellent school system including Charles P. Allen High School and the newly opened West Bedford High School. There are ten public schools, including a full French immersion program from primary through high school, and two francophone schools. There are also several private schools in Bedford and many more in the surrounding areas. Halifax has six degree-granting universities – including the Atlantic School of Theology – and three campuses of the Nova Scotia Community College. Bedford boasts numerous outdoor sports fields used for baseball, soccer, football, beach volleyball, ice surfaces, and the popular DeWolf Park along the Bedford Basin. The LeBrun Recreation Centre and Bedford Hammonds Plains Community Centre offer recreation activities sponsored by HRM. Restaurants, a public library, two shopping centers, as well as big-box stores are all centrally located. Doctors' offices, naturopathic and walk-in clinics, as well as a variety of other health-care offices are easily accessible in the community.

Several informational links:

- Bedford United Church: www.bedfordunited.com
- Halifax Regional Municipality: www.halifax.ca
- Discover Halifax: www.discoverhalifaxns.com/
- Halifax Regional Centre for Education: www.hrce.ca
- CSAP - Le Conseil scolaire acadien provincial: <https://csap.ca/>

Interfaith and Intercultural Relationships: Bedford United Church and the Al Rasoul Islamic Society Mosque have been neighbours for years and have developed a very respectful and caring relationship. This relationship has been fostered by members of the congregation and the ministry team, allowing both communities of faith to share friendship and learn from one another. On June 25, 2017 our congregations held an inter-faith service, followed by a social time with food and conversation, to celebrate Canada Day together. A video of that special day can be viewed by clicking [here](#) or searching YouTube for “A Celebration of Faith & Diversity for Canada 150”. The congregations continue to visit and shared celebrations together.



Our 'human bridge' from BUC to Al Rasoul Mosque

Bedford United Church has also developed a partnership with Blooming Church who uses the BUC Sanctuary for their own worship services on Sunday afternoon. On September 18, 2022 our two congregations worshipped and shared a meal together. To learn about how Bedford United Church is engaging in bold discipleship, daring justice, and deep spirituality, please click [here](#).

Community Connections: BUC's much-loved annual Christmas Chorale is well attended by the congregation and wider community over two services. Throughout the year, other initiatives such as Art Shows and our annual Dinner Theatre production offer opportunities for fellowship, fundraising, and fun. At The Crossing located in the front yard of Bedford United Church, we have

provided a “hot spot” for the annual Light Up Bedford Parade since 2021 where we served hot chocolate, pizza from the wood fired oven, hot dogs and cookies to the community. Our annual Trunk or Treat is a fun Hallowe’en event that draws young and old to decorate their car trunks and share candy and treats. There are several groups within the community that access BUC as a venue for their activities and we warmly welcome them.



Christmas Chorale

Intra-church Connections: Both ministry personnel and lay people at BUC are actively involved in the life of the Bermuda Nova Scotia Regional Council and General Council. For example, our Family Ministry Leader is currently the Chair of the Children, Youth and Young Adult Committee (CYaYA) for Bermuda Nova Scotia Regional Council. A volunteer from the congregation is on the BUC Council as a Regional representative, acting as a liaison between the Region and BUC. Several youth at BUC have attended Intermediates @ Conference and Youth Form (now called Youth @ Region). At a wider United Church of Canada level, our previous Lead Minister was involved with the General Council on a project making videos regarding diversity. Our Supply Lead Minister, along with others, was invited by the Moderator to help her vision and plan her mandate for the next three years.

Faith Formation and Christian Education

The Christian Development Team is responsible for planning, overseeing, and providing resources for all Christian Development Programs at Bedford United Church. They work closely and collaboratively with the Family Ministries Leader and Children’s Ministry Associate to provide programming for Children, Youth and Families. These programs align with the progressive Christian theology of Bedford United Church.

The main goal of the Family Ministry is to create a safe, fun, inclusive, nurturing and spiritual space for families, from baptism through to confirmation, graduation and beyond. Many families call BUC a “second home”, feeling a true sense of community here.

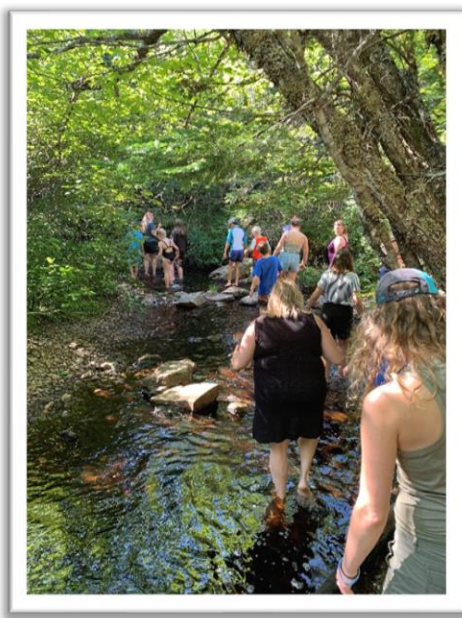


Children preparing for BUC's annual Live Nativity

Activities and groups that currently support Faith Formation and Christian Education at Bedford United for Children, Youth and Families are listed below. The 2022 BUC survey revealed that family outings, the weekly Sunday School programs, family and youth retreats, and Holiday celebrations hold the most appeal for families with at least one child between the ages of 0-17.

- **Sunday School for Children** – Uses a combined approach of Godly Play Storytelling in our well-equipped Godly Play room, lessons created around the theme scripture of the week, and lessons focusing on social justice issues. There is currently one Sunday School class for Grades Primary to 6 but with increasing numbers we will likely need to return to separate classes by grade level (e.g. Grades P-3, 4-6). Every Sunday, Nursery care is provided by volunteer youth for babies, toddlers and pre-schoolers.
- **Teens United (TU)** – Youth Group for Grades 7-12. The youth decided to focus on three pillars this year: Food, Fun and Service/Volunteering. They gather three times per month, where each gathering focuses on one of the pillars and offers opportunities to develop their leadership skills.
- **Youth Conferences** – Prior to COVID, several BUC youth participated in Youth @ Region, GO Project and Rendez-Vous, which provided opportunities for our youth to connect, learn and dream with other youth, and to become more involved in their own faith community and beyond. The youth are currently making plans to attend Rendez-Vous in 2024 and possibly GO Project in 2025.

- **Confirmation classes** – Classes at Bedford United Church and may include a retreat with the youth.
- **Vacation Bible School / Summer camps** – Most recently, VBS with the theme "The Promise of the Rainbow" brought the spirit of inclusion to our youngest members and the wider community.
- **Mid-week programming for Families** – Provides opportunities to share meals, connect with other families, build community and have fun together. Examples include "Faith Family Fridays", gatherings at The Crossing, games nights and skating, to name a few. All are Welcome at the Family Ministry events and we often see intergenerational connections being made.
- **Family Retreats** – Most recently at Camp Kidston or Sherbrooke Lake, fostering connection through exploring, swimming, canoeing, star gazing, eating together.



Stream walk - Family Retreat at Camp Kidston

- **Sunday School Sleepovers** – Always a highlight for participants, we see our church come alive and full with children, laughter and games. Flashlight hide and seek and the rivalry of the children vs. adults is always the most anticipated part of the sleepover.
- **Annual Christmas pageant** – Children and families spend the advent season preparing for this, which is presented at BUC's "Holy Chaos" service on Christmas Eve.

During COVID, the family ministry program offered a hybrid of online and in-person events. The Christian Development Team hosted online Faith Family Fridays, Easter parties and much more. When it was safe to do so, they enjoyed outdoor time such as family hikes and apple picking. Sunday School programming continued to be offered online and in person as we were able.



Below are some program statistics for the 2023-2024 school year. As the family ministry gains momentum after COVID, the Christian Development Team and the Family Ministries staff are actively exploring ways to attract new young families to BUC.

Description	#
Total young families (including young families, families with babies, children, and youth)	82
Total children registered for Sunday School	42
Total youth registered for Teens United	20
Average Sunday School attendance per week	10-15
Nursery babies and toddlers per week	1-5

The Christian Development also supports adult faith development and are looking for opportunities to expand in this area. In past, examples of adult study groups included Science and Faith, “Holy Shift!”, God in the Twenty-First Century and several others.

Leadership

Leadership at BUC is seen at many levels throughout the church. The Lead Minister provides leadership to the rest of the Ministerial Team, while supporting and inspiring them. Along with the Ministerial Team, the Lead Minister also supports and inspires lay leaders, volunteers, and the congregation.

Inspired lay leaders are a critical part of the culture of BUC. The wide and varied breadth of ministries we offer is made possible by the gifts, talents and dedication of the members of our congregation. Having paid ministry staff that develop, mentor, and empower lay leaders is central to the spirit of our community and crucial to the thriving future we envision for our congregation. As with many other churches and organizations, lay leaders and other volunteers are increasingly challenging to recruit and retain.

Leadership offered by our volunteers is usually based on interest and skill of the individual. BUC supports leadership development amongst our volunteers in the following ways:

- **Mentorship in Leadership** – When possible, a past Chairperson will guide and mentor a new Chairperson within our ministry teams. This ensures continuity within the team and builds confidence in the new leader. Within other aspects of BUC such as Audio-Visual training, music ministry leadership and teaching Sunday School to name a few, mentorship between an experienced and new individual is very common.
- **Presiders’ workshops** – Sessions providing information and training for new Sunday morning presiders. Presiders lead certain parts of worship at BUC and are an important aspect of our vibrant community of faith.
- **Junior Leader Program** – The youth are learning how to become leaders at Bedford United and within the wider community by participating in volunteer opportunities, meal preparation for those in need, retreats and leading different parts of worship.
- **Leadership Training** – BUC supports the training of individuals to lead our ministries based on the individual’s interests as well as BUC resources. For example, we have several trained Godly Play storytellers and Healing Pathway practitioners.



Sunday Worship Co-Presiders

BUC supports leadership amongst our ministry personnel in the following ways:

- **Continuing Education** – The ministry team receives three weeks of Continuing Education including the three Sundays, as well as the mandatory funding as per the United Church of Canada policy. All requests go to the Ministry & Personnel Team and align with the guidelines for approval recommended through the UCC policy. An example of this is one on one leadership mentorship sessions.
- **Mandatory Training** – The ministry team takes any mandatory training through the UCC General Council and Bermuda Nova Scotia Regional Council.

As described above, BUC has a uniquely strong group of lay leaders, volunteers and ministers that work cooperatively to weave together BUC's programs and services. This requires a Lead Minister that is a strong inspirational leader while working collaboratively with others, encouraging participation and recognizing the value of arriving at consensus based decisions.

BUC welcomes ministers that are forward thinking and able to navigate and guide the congregation through societal shifts, enabling the church to remain relevant and engaging. This adaptability extends to embracing different worship styles, incorporating new ideas, and being responsive to the changing needs of the community. There is also an emphasis on community building and helping BUC stay connected to the wider community.

Pastoral Care

In our April 2022 community-wide survey, 100% of respondents said pastoral care is important to them. We also heard that members of the BUC congregation highly value the relationships and support networks that they experience here.

At BUC, members of the Pastoral Care Team do pastoral visits with members of the community, working closely with the Minister of Congregational Care to provide our congregation with a ministry of deep caring in times of need. This team stays connected and supportive to those who are elderly, who are isolated or ill, families, and those who simply need to feel a little extra love in the ups and downs of life. The Pastoral Care Team provides important follow up to bereaved members of our community and has a group which exclusively visits people in hospital. The Pastoral Care Team meets regularly for two reasons: to talk about the care they are giving and receive support from the team and to update information on the needs of those receiving care.

The Pastoral Care Team falls under the larger umbrella of Congregational Care. Along with Pastoral care, Congregational Care includes spiritual nurturing and growth, connection and support in times of crisis. Adjacent to the Pastoral Care Team are those individuals who provide meals, rides, friendly notes, and phone calls to those in need. The purchase of an upright freezer and a committed cook revitalized our ability to provide meals to families and individuals in need. Throughout the pandemic and beyond, the Pastoral Care Team, along with Council and Staff, made wellness calls to check in on the congregation's well-being. Specialized ministries like the Prayer Shawl Ministry, Emergency Prayer Chain, and Prayer Circle offer spiritual support through comforting prayers. Please see the Self-Care section for more examples of how we care for each other and ourselves.

The Minister of Congregational Care and the Lead Minister offer compassionate end-of-life care providing invaluable accompaniment to those who walk the road of trauma and grief. Bedford United has a unique funeral ministry, able to provide complete death care, funeral services and bereavement care to members and non-members alike. The funeral ministry depends on the work of volunteers to usher, host visitations, prepare the sanctuary, and coordinate funeral receptions. Members of the UCW, the Minister of Music and the Audio Visual team are particularly key to this on-going ministry. BUC also offers small funerals, which are held in the BUC narthex for families who prefer a smaller, shorter service, equally intimate and sacred, but without ushers, visitation or reception. They require less set-up, and no volunteer services. It is one way in which our funeral ministry is responsive to a variety of needs in our community, without over-taxing our already stretched volunteer base.

Self-Care

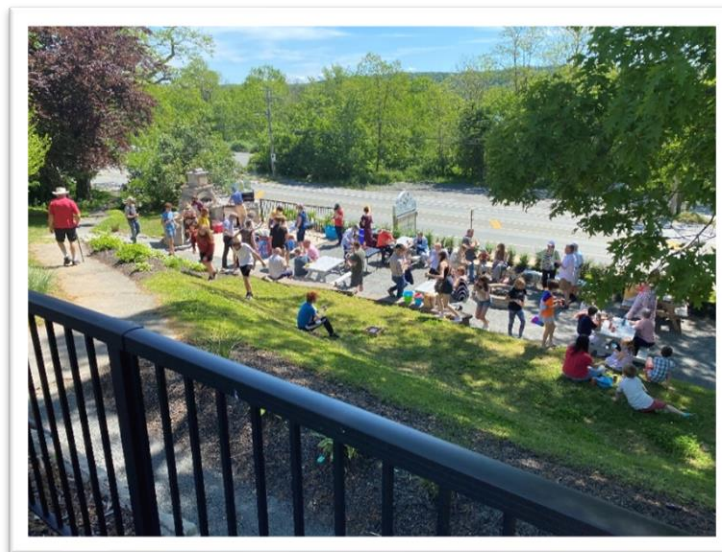
Being a part of BUC is like having a big, supportive family that really cares about one another. We pray together, participate in calming activities, connect and have meaningful conversations with each other. We further deepen our relationships and sense of community by having fun and laughing together. We look out for each other – self-care is really a team effort at BUC.

Activities that currently support self-care and spirituality within BUC's faith community are:

- **Healing Pathway** – Healing Pathway assists in restoring wholeness, balance, and harmony at all levels of being – physically, emotionally, mentally, and spiritually-- through grounding

techniques, meditation, and a series of healing sequences. The foundation of the program lies in the tradition of healing within the Christian faith but is open to people inside and outside of BUC, of all faiths and spiritual paths. For more information click [here](#).

- **Small Group Ministries** – BUC hosts small group ministries to enable the creation of deep, meaningful community and friendship while participating in activities of mutual interests. For a list of Small Group Ministries, please click [here](#), or visit the BUC website and click on ‘Small Groups’ under the ‘Connect’ tab.
- **Sharing meals and fun** – Potlucks, Dinner Theatres, Men’s Group activities, BBQs and pizza at the Crossing, Church Picnics and UCW luncheons are some of the ways that we share meals and have fun as a community of faith.
- **Annual Women’s Retreat** – Hosted at the Tatamagouche Centre in Tatamagouche, Nova Scotia with leadership provided by staff members and skilled lay leaders, provides a sacred and safe way for the women of BUC to connect, develop new friendships and nurture old ones.



Annual Church Picnic

BUC’s Ministry & Personnel Team has implemented several tools in order to support the health, wellness and spiritual growth of the ministerial staff.

- **Goal setting** – In collaboration with the staff, they set goals for ongoing self-care by maintaining a healthy balance of personal, physical, emotional and spiritual well-being to include rest, recreation and professional work/life balance.

- **Monthly Time Report** – Relatively new reporting method for BUC staff that provides a way to document additional hours work and scheduled time off or adjusting the workday to accommodate evening meetings.

Worship

We presently offer our service of worship at 10 am on Sunday mornings. For special times such as Easter and our Christmas Chorale, there are two services, at 9:00 and 11:00 am, and three services on Christmas Eve. Our worship services rely heavily on participation of lay people, including welcomers, a presider who facilitates the service and music leadership by several talented groups. Children and youth are welcome and included in all aspects of worship.



Inclusivity and Christ candles

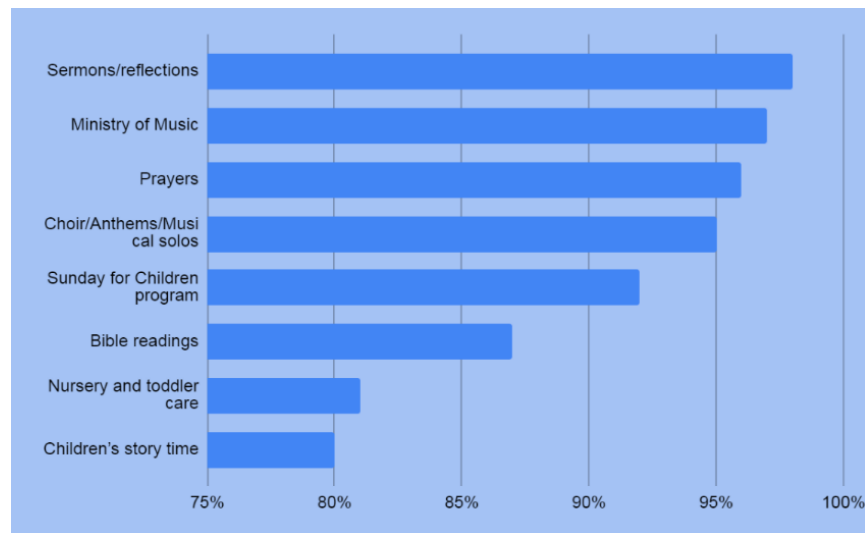
“God is Here, All the Time.
All the Time, God is Here.
All are Welcome, All the Time.
All the Time, All are Welcome”

Our typical Sunday worship service includes the following: Welcome, Lighting of the Christ and Inclusivity Candles, Land Acknowledgement, Children’s Time, Scripture Reading, Reflection, Offering, Community Prayer, Announcements and Blessing. Music, offered at various times throughout each service, is led by our Minister of Music in collaboration with several other groups – the “Celebration Choir”, multi-age band “Generations” and the Children’s Choir “B.U.S.K” (Bedford United Singing Kids) for ages 4 to 10. Occasionally, we are fortunate to have special musical guests share their talents with us. Worship at BUC includes a range of music from both Voices United and More Voices, along with other contemporary hymns. The congregation enjoys having a variety of music and, in particular, the anthem selections.



Celebration Choir

Respondents of the 2022 BUC Survey consider the following as the most important aspects of worship:



The Reflections are typically delivered by the Lead Minister, but may be offered by the Minister of Congregational Care, a member of the congregation or a guest speaker. The Reflections allow for a deeper engagement with the spiritual or theological themes presented during the service. It provides an opportunity for individuals to connect personally with the teachings, prayers, or rituals and to consider how these elements may relate to their own lives, beliefs, and experiences. It is a time when we take pause to ponder and internalize the message of the scripture, sermon, or other elements of the worship service. Prayers, including the Community Prayer, are led by Ministers and congregation members, depending on the service.



Sunday Worship at BUC

The technology used during worship involves a team of dedicated and skilled volunteers. For in-person worship, song lyrics, videos, photos and announcements are projected onto a large screen, which is controlled in real time by a volunteer. We have a professional sound system with sound board, choir mics and individual mics as needed. Investments in state-of-the-art technology allow for live streaming of every service, which has resulted in a community of online adherents. We are able to feed audio and video to “The Porch” for overflow crowds, which can be especially helpful at large funerals.

Once a month on Thursday afternoons, a more traditional 30-minute worship service is offered, designed for people who cannot make it to Sunday worship and drawing about 20-30 people. This service has music – including the organ – with audio amplification but has no streaming or projection. There is social time and coffee following the service.

Throughout the year, there are special services offered to the congregation that are more contemplative in nature. Examples include the Live Nativity, UCW Candlelight Service, Longest Night, Ash Wednesday and Easter Sunrise.



Live Nativity



Easter Sunrise Service at the Crossing



UCW Candlelight Service

A decrease in Sunday worship attendance has been noted following COVID. The average Sunday attendance for years 2017, 2019 and 2023 have been included in this profile as a snapshot of our attendance trends.

Year	Average In-person Attendance	Average Online Attendance	Average Total Attendance
2017	209	N/A	209
2019	235	N/A	235
2023	112	63	175

Notes:

1. Averages include attendance from January - November for each year.
2. Averages include attendance for special services such as Easter Sunday, Easter Cantata (applicable in 2019), and Canada Day celebration with Al Rasoul (applicable in 2017).

Aspirations and Inspirations – Future Directions

The future of Bedford United Church depends on providing meaningful ministry to more youth and families, and on having an engaging online presence. We care deeply for the sense of belonging BUC offers and see inclusivity and congregational and community care as key to our vibrant church. And yet, at present, we face challenges in meeting the needs of our community in part due to recruitment and retention of volunteers. Also, incrementally lower attendance and givings are being noted at BUC as with many other churches.

Council has initiated the work of imagining the BUC of the future, and to further this work has now established the sub-committee, Sustaining Future. Its mandate is to develop recommendations to BUC Council and the Congregation for a sustaining vision for Bedford United.

This vision of how best to accomplish BUC's Mission, and subsequent plans for implementation, will:

- be developed in accordance with BUC values;
- be designed in consideration of the demographic, societal and other trends of significance;
- be sustainable financially;
- be achievable in terms of volunteer capacity;
- make effective use of the church property as our primary asset;
- encompass a wide spectrum of scenarios and options that considers community, and other needs exterior to BUC.

The guiding philosophy is not for a quick fix, and instead will rely on a thoughtful consideration of the complexities faced by BUC in order to design a sound and sustainable means of retaining relevancy for BUC's mission for this and future generations.

Financial Statement 2022

The following information was drawn from the 2022 BUC Financial Statements and other sources:

Replacement Value of Church Building(s) and Content: **\$5,611,000** ⁽¹⁾

Value of Manse and Site: **N/A**

Housing Allowance: **N/A**

Value of Other Property, Endowments, Investments, etc.: **\$373,556**

Estimated Value of Church Land: **\$25,000** ⁽²⁾

Property Insurance on All Church Buildings and Contents: **\$5,611,000**

Total Liabilities in Loans, Mortgages, etc.: **\$193,930**

M&S Received from Pastoral Charge (Exclusive of U.C.W.): **\$53,842**

M&S Received from United Church Women: **\$1,200**

Paid Out for Other United Church Appeals or Funds: **\$9,013**

Paid Out for Other Purposes: **Refer to attached 2022 Financial Statement**

Total Raised for all Purposes By: **\$460,883**

- a. Congregational Givings: **\$406,678**
- b. UCW: **\$2500**
- c. Other Organizations, Sources and Means: **\$51,705**

Notes:

(1) This is the insured replacement value. The 2022 BUC Financial Statements reported a figure of \$1,646,807.

(2) Outdated. Value-market would be much higher.

Demographics 2022

Number of Preaching Places: **1**

Number of Church Schools: **1 Sunday School, 1 Youth Group**

Number of households under Pastoral Care: **420**

Number of financially supported households: **4** ⁽¹⁾

Number of Baptisms (adult): **1**

Number of Baptisms (children): **6**

Number of marriages: **2**

Number of Funerals: **6**

Total Membership, Resident and Non-Resident (previous year): **992** ⁽²⁾

Removed by Death: **9**

Removed by Certificate or Other: **0**

Total Membership, Resident and Non-Resident: **628**

Total Non-Resident Membership: **300**

Identifiable Givers to Local Expenses: **336**

Identifiable Givers to M&S Fund: **167**

Average Weekly Attendance at Sunday Worship: **213** ⁽³⁾

Total Membership, Church School: **42 (Sunday School), 12 (Youth Group)**

Notes:

(1) Disbursed from the Emergency Support Fund by BUC's Outreach team

(2) Statistic reported is prior to a database clean up, which explains the significant difference between 2021 and 2022.

(3) Statistic calculated using the attendance on Sunday mornings (in-person and online) during months of October-November 2022, as described in the United Church of Canada 2022 Statistical and Information Form Instruction Booklet.

Real Property

Please list all church property, including manses, building lots, or other property held separate from the church land and building. Include the street address.

Bedford Pastoral Charge, (this is our Canada Revenue Agency listing name and it includes a comma)

Bedford United Church, 1200 Bedford Highway, Bedford, NS B4A 3T4

Empty lot used for parking: 1201 Bedford Highway, Bedford, NS

Congregational property is sometimes listed in the name of one of the denominations that formed The United Church of Canada. Has the title for these properties been confirmed as being properly held as the property of a congregation of The United Church of Canada?

Yes X

No

Cemeteries

Please list all cemeteries, including any previously connected with the congregation and no longer operated by it. Please include cemeteries of congregations that may have amalgamated or from existing congregation.

No cemeteries.

Church Property - Land and Building

Bedford United Church is a modern church complex on four levels, built in 1963 and expanded and improved in 2000. Further improvements have been completed more recently, including:

- A beautiful sanctuary comfortably accommodating 300 for Sunday worship in warmth in the winter, and in cool comfort during the summer months thanks to heat pumps.
- Two-oil fired boilers provide base heat for the building, but these have been augmented by heat pumps throughout the building, and a small thermal solar array.
- Wide range of musical instruments including drum sets, grand piano, organ, and auxiliary percussion.
- Individually keyed offices within secure administration area.
- Numerous Sunday School classrooms, and meeting rooms.
- Accessible and gender-neutral washrooms.
- Kitchen and church hall.
- Power-assisted exterior doors, a ramp on the worship platform, and a hydraulic lift encompassing all four floors provide full accessibility.
- The roof was extensively refitted through 2016 and 2017
- During the same period the narthex was remodeled to provide space and seating for people to more comfortably gather, affectionately referred to as “The Porch” by the congregation.
- In late 2017, a new parking lot was added for safety and capacity, to provide nearly 90 paved parking spaces. BUC owns a secondary parking lot, which is located across the road from the church building, for a total of approximately 150 parking spaces.
- The building features a security system, professional quality sound system and a rear-projected screen in the sanctuary.
- “The Crossing” – An outdoor space in the front of the church building, with a barbecue and grill, pizza oven, small fridge, gas fire pit, picnic tables and stage which is outfitted with AC power suitable for a sound system.

Financial Viability Review

Community of Faith: Bedford United Church

Date: November 2023

1. Do your expenses exceed your revenues? Completed for Operating Budget; excluding Trust Fund amounts.

Year	Revenues	Amount given through envelopes	Amount given through PAR	Expenses	Do expenses exceed revenues? (yes/no)	Bank balance at end of year [Cash]
Current year (Bdgt - B) (Forecast- F)	B \$520,200 F \$500,711	\$93,000	\$305,000	B \$547,200 F \$505,299	Yes	\$....
One year ago 2022	\$460,882	\$93,297	\$277,323	\$520,806	Yes	\$190,871
Two years ago 2021	\$515,575	\$124,807	\$285,384	\$547,619	No See comments below	\$249,711
Three years ago 2020	\$475,843	\$130,100	\$264,539	\$468,563	No	\$127,036
Four years ago 2019	\$447,807	\$127,464	\$249,842	\$467,974	Yes	\$55,725
Five years ago (2018 audited)	\$437,657	\$134,127	\$252,281	\$447,425	Yes	\$60,028
Six years ago 2017	\$468,601	\$140,226	\$260,138	\$431,911	No	\$160,272

Comments

Current year forecasts are lower than budgeted due to increase in rental revenue and temporary decrease in staffing costs as we transitioned to supply lead minister.

Giving through envelopes has declined over the years, as shown, however PAR givings have not increased to the same extent to compensate for this decline.

Revenue in 2021 includes \$22,180 of grants which were used in funding certain expenditures.

The Capital Fund for the Parking Lot and Heat Pumps raised \$240,580 in donations and grants in the years from 2017 to 2020. These are not included in the Revenue and Expenditure amounts shown above.

Growth in the Trust Fund assets is not included in Revenue above from 2017 to 2020. Starting in 2021, an agreed amount transfers annually to the Operating Fund from the Trust Fund.

Assistance received from the federal government by way of wage subsidies (\$153,680) and an interest free loan (\$60,000) are not included in Revenue. These are the primary reasons for the increase in the Bank balance in 2020 – 2022.

2. Payroll Costs

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

Lead Minister: 40 hours per week

Administrator: 32 hours per week

Property and Facilities Worker: 35 hours per week

Other:

Congregational Care Minister: 20 hours per week

Family Ministry Leader: 25 hours per week

Children's programming: 10 hours per week

Music Ministry Lead: 20 hours per week

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

Current year	One year ago 2022	Two years ago 2021	Three years ago 2020	Four years ago 2019	Five years ago 2018	Six years ago 2017
\$359,610	\$349,583	\$335,506	\$315,600	\$308,515	\$280,394	\$255,785

3. Have you experienced a deficit for more than two consecutive years in the last five years? No.

4. Are there any outstanding loans? Yes:

LONG TERM DEBT

Church Extension Board of Region 15 of the United Church of Canada
This loan bears interest at 3% and is repayable April 1, 2029.

Royal Bank of Canada (Canada Emergency Business Account)

This loan is guaranteed by the Government of Canada.

If the loan is repaid on or before December 31, 2023, the loan is interest free and amounts are forgiven.

These forgivable amounts have been recognised as Government Assistance in the Statement of Income and Equity in 2021.

less: Amount shown as current liability

	2022	2021
Church Extension Board of Region 15 of the United Church of Canada	66,573	76,009
Royal Bank of Canada (Canada Emergency Business Account)	60,000	60,000
If the loan is repaid on or before December 31, 2023, the loan is interest free and amounts are forgiven.	-20,000	-20,000
	106,573	116,009
less: Amount shown as current liability	-49,723	-9,436
	<u>\$56,850</u>	<u>\$106,573</u>

The amount outstanding on the Royal Bank (CEBA) loan will be repaid in December 2023.

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

Year	Utilities (Power and Water)	Fuel (within Utilities)	Maintenance	Total	Exceeds 25% of Revenues (Yes or No)
Current year	\$30000	\$	\$12,300	\$87,800	No
One year ago 2022	\$26,715	\$	\$25,295	\$89,496	No
Two years ago 2021	\$30,013	\$	\$45,360	\$119,802	No
Three years ago 2020	\$30,302	\$	\$23,895	\$89,356	No
Four years ago 2019	\$33,072	\$	\$30,620	\$98,060	No
Five years ago 2018	\$34,270	\$	\$31,272	\$91,325	No
Six years ago 2017	\$37,613	\$	\$21,387	\$122,011	Yes, 26%

6. How many contributors support your congregation?

Current year	One year ago 2022	Two years ago 2021	Three years ago 2020	Four years ago 2019	Five years ago 2018	Six years ago 2017
292	326	319	342	403	n/a	n/a

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

Bedford United Church does not collect this data.

0–20 years	N/A
21–30 years	N/A
31–40 years	N/A
41–50 years	N/A
51–60 years	N/A
61–70 years	N/A
71–80 years	N/A
81+ years	N/A

8. Is there a reliance on a few generous contributors where 50 percent of the revenues come from one or two contributors? No.

Contributors and Givings

Annual giving	Number of givers: Current year	One year ago 2022	Two years ago 2021	Three years ago 2020	Four years ago 2019	Five years ago 2018	Six years ago 2017
\$0-\$100	60	51	35	47	108	110	93
\$101-\$500	99	94	85	113	130	133	133
\$501-\$1,000	74	88	94	102	102	90	98
\$1,001-\$5,000	95	114	121	119	115	122	125
\$5,001+	4	5	9	9	6	5	8

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

_____ No project

Yes _____ Communication to congregation when we have the need

Regular information and letters sent to all members and adherents

_____ Program such as *Called to Be the Church* (on the [Stewardship Toolkit](#) website) with information during worship, letters, and a request for commitment

Yes _____ Program and information presented at a congregational get-together

_____ All-member visitation

_____ Other

If you did, what were the results?

\$20,500 increase to 2023 PAR and \$35,000 one-time gifts

Have you encouraged members, yearly or more regularly, to increase PAR givings? ☒ **Yes** ☐ No

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

Deposits of \$100,000 are held in Guaranteed Investment Certificates (these are included in Bank balance in Q1).

The Trust Fund is an investment held in trust by the Trustees in the Canoe Defensive Global Balance Fund. The market value at December 31, 2022 was \$373,556 (cost \$382,421). These funds are not available for general operating purposes. Starting in 2021, an agreed amount is transferred to the Operating Fund from the Trust Fund annually.

Observations

Treasurer's observations:

Bedford United Church has the resources to support its ministers and its ministries for the coming years. It is prudent in its spending and works to raise revenues.

Regional council's observations (optional):

Recommendations

Now that you have all of this information, what is your plan for ministry (ministry stream, highest category you feel you can afford, full- or part-time), and how are you planning to pay for this ministry for at least a three-year commitment?

Recommendation of search team, treasurer, and governing body:

_____ community of faith is viable to
call/appoint a minister in Category _____ for _____ hours per week.

Financial Statement from 2022 Annual Report:

**BEDFORD UNITED CHURCH
BALANCE SHEET
DECEMBER 31, 2022**

		GENERAL OPERATING FUND	CAPITAL FUND	TRUST FUND	TOTAL 2022	TOTAL 2021
ASSETS	Note					
Current Assets						
Cash		\$190,871	-	-	\$190,871	\$249,711
Accounts receivable		<u>5,549</u>	-	-	5,549	9,085
		196,420	-	-	196,420	258,796
Investments	3	-	-	373,556	373,556	435,492
Capital Assets	4	-	1,646,807	-	1,646,807	1,646,807
		<u>\$196,420</u>	<u>\$1,646,807</u>	<u>\$373,556</u>	\$2,216,783	\$ 2,341,095
LIABILITIES AND FUND BALANCES						
LIABILITIES						
Current Liabilities						
Accrued liabilities		18,350	-	-	18,350	14,796
Payable to UCC and other Charities		9,013	-	-	9,013	9,060
Deferred revenue		29,993	-	-	29,993	36,454
Provision for sabbatical leave		30,000	-	-	30,000	20,000
Current portion of long-term debt	5	<u>49,723</u>	-	-	49,723	<u>9,436</u>
		137,079	-	-	137,079	89,746
Long Term Debt	5	<u>56,850</u>	-	-	56,850	<u>106,573</u>
		<u>193,930</u>	-	-	193,930	<u>196,319</u>
CHURCH EQUITY		2,490	1,646,807	373,556	2,022,853	2,144,776
		<u>\$196,420</u>	<u>\$1,646,807</u>	<u>\$373,556</u>	\$2,216,783	\$ 2,341,095

These financial statements are to be read in conjunction with the Accounting Policies and Notes to the Financial Statements.

UNAUDITED

**BEDFORD UNITED CHURCH
GENERAL OPERATING FUND
STATEMENT OF INCOME AND EQUITY
For The Year Ended December 31, 2022**

		Budget 2022	2022	2021
REVENUE	Note			
Envelopes / Loose		\$120,500	\$93,297	\$124,807
PAR		300,000	277,323	285,384
Special Donations / Memorials		<u>25,000</u>	38,558	<u>25,250</u>
Offerings Sub-Total		445,500	409,178	435,441
Income from Property		28,000	26,557	25,987
Contribution from Trust Fund	3	17,420	16,130	12,894
General Fundraising (net)		20,000	6,428	16,616
Grants & Investment Income		0	2,590	15,542
Other		0	0	9,095
		<u>510,920</u>	460,882	<u>515,575</u>
EXPENSES				
Ministry and Personnel		371,200	373,642	367,363
Property Expenses	4	101,565	89,496	119,802
Finance Expenses		30,350	30,539	29,647
Office Costs		13,800	11,821	10,718
Committee Expenses	6	17,900	12,661	18,529
Council / Ministerial Expenses		3,000	2,648	1,560
		<u>537,815</u>	520,806	<u>547,619</u>
INCOME / LOSS BEFORE GOVERNMENT ASSISTANCE		-26,895	-59,924	-32,043
GOVERNMENT ASSISTANCE	5	-	-	63,123
NET INCOME / LOSS		<u>(\$26,895)</u>	<u>(\$59,924)</u>	<u>31,080</u>
GENERAL OPERATING FUND EQUITY				
Beginning of year			62,414	31,334
Net Income (Loss)			-59,924	31,080
			\$2,490	\$62,414
MISSION AND SERVICE COLLECTIONS	7	\$70,000	\$55,042	\$65,439

These financial statements are to be read in conjunction with the Accounting Policies and Notes to the Financial Statements.

UNAUDITED

BEDFORD UNITED CHURCH NOTES TO THE FINANCIAL STATEMENTS December 31, 2022

1. NATURE OF THE ORGANIZATION

Bedford United Church (the Church) is a charitable organization providing services of the United Church of Canada in the Bedford pastoral charge of Nova Scotia. It was incorporated provincially under the Societies Act of Nova Scotia. The Church is a registered charity within the definition of the Income Tax Act and therefore, as long as it complies with the rules and regulations of the Income Tax Act, is exempt from income taxes and may issue charitable donation receipts to donors.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). The significant accounting policies applied in these financial statements are summarized below.

Fund accounting

The accounts of the Church are maintained in accordance with the principles of Fund Accounting. Fund Accounting comprises the collective accounting procedures resulting in a self-balancing set of accounts for each fund established by legal, contractual or voluntary actions of the Church. Elements of a fund can include assets, liabilities, net assets, revenues and expenses (and gains and losses, where appropriate). For financial reporting purposes, accounts with similar characteristics have been combined into three major funds. Within each of these larger funds, contributions with external restrictions specific to the donation are tracked internally.

General Operating Fund

The General Operating fund reflects the primary operations of the Church including revenues generated from offerings, fundraising, facility rentals, and investments, as well as organizational expenditures incurred.

Capital Fund

The capital fund is the set of accounts, all elements of which pertain and are solely restricted to capital items. This includes restricted contributions as well as the use of such restricted revenue for capital expenditures. As such, the net balance of the capital fund represents the equity that the Church holds in capital assets.

Trust Fund

The trust fund includes both trusts and endowments to the Church, and are held in trust for the Church by the Trustees of the Church. There exist various restrictions placed upon the use of these funds.

Revenue recognition

The Church follows the restricted fund method of accounting for contributions.

Unrestricted contributions are recognised as revenue of the General Operating Fund in the year received, or as a revenue receivable if the amount to be received can be reasonably estimated and reasonably assured of collection.

Restricted contributions relating to general operations are recognised as revenue of the General Operating Fund in the year in which the related expenditures are incurred. All other restricted contributions are recognised as revenue of the Capital or Trust Fund as appropriate.

UNAUDITED

BEDFORD UNITED CHURCH NOTES TO THE FINANCIAL STATEMENTS December 31, 2022

Cash

Cash includes cash on hand and deposits held with Canadian financial institutions, net of outstanding transactions.

Capital assets

As a small organization, the Church has chosen to expense all tangible capital assets except those of a significant nature which it chooses to record as capital assets in the Capital Fund. As required by ASNPO, the amount of tangible capital assets recorded as current expenditures are identified in these notes to the Financial Statements.

Capital assets include the original cost of the assets based upon the 1984 audited financial statements, the donations and expenditures relating to the expansion and improvement of the building, the cost of the organ, and the cost of the parking lot and heat pump improvements.

Contributed services

Volunteers contribute a significant amount of their time each year to assist the Church in carrying out its activities. Because of the difficulty in determining fair value, contributed services are not recognised in the financial statements.

3. INVESTMENTS

The Trust Fund includes investments held in trust by the Trustees:

	2022	2021
Canoe Defensive Global Balance Fund, at market value	\$373,556	\$435,492
Cost \$382,421		

In accordance with the terms of the Investment Policy Statement, the General Operating Fund may expect over time to receive four percent (4%) of the market value of the portfolio as at December 31 of the previous year.

4. CAPITAL ASSETS

Cost amounts for capital assets comprise the following:

	2022	2021
Land	\$25,000	\$25,000
Building	226,192	226,192
Equipment	8,550	8,550
	259,742	259,742
Building	894,618	894,618
Organ	97,075	97,075
Parking lot and heat pumps	395,372	395,372
	1,387,065	1,387,065
	\$1,646,807	\$1,646,807

During the year **\$9,530** (2021 - \$36,600) of capital purchases were expensed and included in Property Expenses.

UNAUDITED

BEDFORD UNITED CHURCH
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

5. LONG TERM DEBT

	2022	2021
Church Extension Board of Region 15 of the United Church of Canada. This loan bears interest at 3% and is repayable April 1, 2029.	\$66,573	\$76,009
Royal Bank of Canada (Canada Emergency Business Account) This loan is guaranteed by the Government of Canada. If the loan is repaid on or before December 31, 2023, the loan is interest free and amounts are forgiven. These forgivable amounts have been recognised as Government Assistance in the Statement of Income and Equity in 2021.	60,000	60,000
	(20,000)	(20,000)
	106,573	116,009
less: Amount shown as current liability	(49,723)	(9,436)
	\$56,850	\$106,573

6. COMMITTEE EXPENSES

			2022	2021
	Revenue	Expenditure		
Inclusivity Committee	\$380	\$228	(\$152)	\$1,016
Christian Development	2,072	7,452	5,380	11,419
Outreach	1,265	1,225	(41)	-
Congregational Care	7,940	7,650	(290)	66
Worship & Music	499	8,416	7,917	5,928
Other	153	-	(153)	100
			\$12,661	\$18,529

7. MISSION AND SERVICE

During the year the Church collected **\$55,042** (2021 - \$65,439) of which **\$5,352** (2021 - \$9,060) was the balance owing to the United Church of Canada for Mission and Service at year end.

8. LEASE COMMITMENTS

Future minimum lease payments for the photocopier are:

2023	\$3,804
2024	\$3,804
2024	\$3,804
2026	\$3,804
2027	\$1,902

UNAUDITED

Lead Minister Position Description

Lead Minister

Position Profile

This is a full time Lead Ministerial position responsible for encouraging the ongoing development, growth and evolution of the Bedford United Church's vision and values.

The Lead Minister is responsible to provide Leadership for the Ministerial Team which consists of a part time Minister of Congregational Care and two part time Congregational Designated Ministry positions, the Family Ministry Leader and the Music Ministries Lead. The Lead Minister will provide support for the delivery of the services and programs that fall under the direct responsibility of the part time ministers.

Additional paid Church personnel include an Office Administrator and the Facilities and Property Worker. Although these positions do not report to the Lead Minister, they may be asked to attend regular general staff meetings for Fellowship, Team Building, and/or Church related business and general information sharing.

The Bedford United Church is a vibrant, inclusive, and affirming community of faith currently involved in a multi-year initiative exploring options for long term sustainability and renewal. The incoming minister will have an opportunity to help shape the future of the church's spiritual offerings, its community and social justice impacts, and its interdenominational relationships while continuing to promote inclusivity. With the other members of the ministry team and dedicated volunteers, the minister will ensure the delivery of regular services, music, pastoral care among other offerings.

Position Summary

The Lead Minister will oversee the spiritual needs of the community. This includes leading, supporting and inspiring the ministerial team, volunteers and the congregation. In addition, they will invite new engagements with the church and the wider community, including ecumenical, interfaith and other interest groups and individuals.

Autonomy in Decision Making

The Lead Minister is actively involved in decision making involving the Church. BUC will be updating its Constitution to allow the Lead Minister to be a full voting member on Council.

The Lead Minister works in collaboration with the Worship and Music Team, including the audio-visual personnel, and the full Ministerial team to ensure the provision of dynamic,

inclusive, and meaningful worship services for the BUC community of faith. The Worship and Music Team supports the Lead Minister by acting as a sounding board for creative worship discussion. The Worship and Music Team is responsible for the budget involving all costs associated within the Sanctuary which includes Worship Resources as recommended for use by the Lead Minister.

The Lead Minister has access to a discretionary Ministerial budget line within the Annual Church budget with spending authority for incidental Ministerial expenses. This budget line is part of the annual BUC budget and approved at the Annual General Meeting.

Principal Areas of Responsibility and Associated Duties

- Leads worship, including preaching and actively seeks to engage the congregation of all ages, including children and youth.
- Leads the Ministerial Team with enthusiasm and inspiration to create faith based innovative programming to encourage spiritual exploration and growth, including mid-week programming.
- Working with the Minister of Congregational Care, is responsible to provide coverage and support for emergent pastoral care for the congregation in times of need, including funerals, end of life support and related family support.
- Responsible for formally representing the Church in the community and communicating on behalf of the congregation. Works in partnership with Council, Stewardship, and the Worship and Music Team.
- Acts as a resource for Council, Stewardship, and the congregational Ministry Teams within the Church when required.
- Works with church members and Council to shape a renewed and sustainable vision for the church.

Administration -5%

- Responsible to review and recommend for approval to M&P the Ministerial Team Annual Vacation and Continuing Education schedule.
- Ensures that the weekly Worship message is submitted for the BUC Weekly email that includes various announcements from the Congregational Ministry Teams. All information is gathered, prepared, and electronically distributed by the Office Administrator.
- Meets an established weekly deadline from the Audio/Visual Team requiring written notification of the order of worship service including the use of video messages, scripture reading, hymns etc. This is an expectation for the Lead Minister and the other members of the Ministry Team.
- Responsible to the Ministry and Personnel Team and is required to adhere to BUC requirements for the completion of Monthly Time Reports, documenting additional

hours worked, scheduling vacation and Continuing Education (Study Leave), active involvement in the Annual Performance Review and participation in scheduled meetings with the assigned M&P liaison support.

- Responsible to adhere to financial procedures as established and approved by Bedford United Church Council.

Community Outreach and Social Justice -5%

The Lead Minister will represent Bedford United Church as:

- a vibrant and progressive community of faith committed to social justice, global peace, and equality, based on evolving priorities of the congregation, and,
- an affirming congregation committed to welcoming all people regardless of age, race, sexual orientation, gender identity, differing abilities, ethnic background, or economic circumstances.

The Lead Minister will utilize innovative thinking and community resources to promote social justice, strong interfaith relationships, and service to those in need in the community. The Lead Minister is encouraged to link BUC's core values to proactive and creative methods to engage the Community of Faith in community service and understanding of the challenges within our communities. The Lead Minister is responsible to:

- Support the initiatives and work of the Community Outreach and the Inclusivity Teams in their efforts to increase awareness of social injustices and how as a community of faith we can influence change.
- Support the work of local organizations that provide for families with food and housing insecurities, as well as those organizations working toward ethnic, racial and gender based social justice.

Continuing Education -10%

- Pursues personal, vocational, and professional goals for continuing education in consultation with the M&P Team.

Denomination and Communities -5%

- In accordance with UCC policy the Lead Minister will be actively involved in the life of the regional council and/or General Council.
- Within the Bedford community BUC has developed a respectful and caring relationship with the Al Rasoul Islamic Society. It is a relationship that has been fostered by members of the congregation and the Lead Minister where both the

Church and the Islamic Society have learned from one another. The congregation looks forward to visits and shared celebrations.

- BUC has also developed a partnership with Blooming Church who utilizes the BUC Sanctuary on Sunday afternoons.
- The Lead Minister will explore and help to develop other interfaith relationships as opportunity arises.

Faith Formation and Christian Education -5%

- Through inspirational and interactive worship services, including online, the Lead Minister will participate and encourage children, youth, families, and the senior members of the congregation in both the development, ongoing growth and understanding of Christian faith.
- The Lead Minister will support the work of the Family Ministry Leader and the Christian Development Team in promoting the activities and programs developed for children, family gatherings, faith formation and intergenerational connections.
- At their discretion, the Lead Minister will utilize and encourage, when appropriate, the Ministry Congregational Teams to assist in worship services that are meaningful, educational and support faith development and Christian Education. i.e., Inclusivity Team

Leadership -15%

- The Lead Minister is responsible for regular Ministerial Team meetings to coordinate and plan worship responsibilities among the 4 members of the Team. It is also important that full staff Team meetings occur where both the Office Administrator and the Property and Facilities Worker are included to promote effective and positive working relationships.
- The Lead Minister will work cooperatively in planning and working with the Team to problem solve concerns and challenges.
- The Lead Minister will demonstrate the ability to share leadership responsibilities with not only the Ministerial Team, but also the congregational Ministry Teams.
- Through confident and engaging leadership, the Lead Minister will motivate, inspire, and encourage positive involvement for the congregation in the various activities within the Church.
- When required the Lead Minister will represent BUC and speak publicly on behalf of the congregation.
- The Lead Minister will support the work of the congregation in helping to envision and reshape the future of BUC.

Pastoral Care -10%

- Working in partnership with the Minister of Congregational Care the Lead Minister is responsible to provide coverage and support for emergent pastoral care for the congregation during times of need, including funerals, end of life care and related family support.
- Pastoral care is a shared endeavour with the Congregational Care Ministry Team which functions in companionship with the Minister of Congregational Care. This Team provides emergent pastoral support to members of the congregation during times of crisis as well as home visits to those in need of pastoral care.
- Pastoral Care is an essential component of all ministries, however the Lead Minister's responsibilities for funerals and end of life care is the primary responsibility of the Minister of Congregational Care.

Self-Care -10%

- Sets goals for ongoing self-care by maintaining a healthy balance of personal, physical, emotional, and spiritual wellbeing to include rest, recreation, and professional work life balance.
- Utilizes the support offered through the M&P liaison to engage in self-care, scheduling the entitled time for continuing education and using the Monthly Time Report to document additional hours worked for scheduled time off or adjusting the workday to accommodate evening meetings.

Worship-35%

- Leads one worship service on Sunday, including preaching and actively seeks to engage the congregation of all ages, including children and youth.
- Coordinates the various worship responsibilities of the members of the Ministerial Team and the volunteers as scheduled from the Worship and Music Ministry Team for the delivery of the weekly Sunday service.
- Seeks worship support from the Congregational Ministry Teams to provide informative, interactive and dynamic worship services that are participatory, dynamic, diverse and inspirational.
- Currently there is a mid-week experimental afternoon service designed to target seniors and congregation members unable to attend Sunday service. This service is currently delivered by the Minister of Congregational Care with the Lead Minister expected to cover during the absence of the Minister of Congregational Care.

Required Knowledge, Skills, and Abilities

- Ministry Personnel who meets all requirements set forth by The United Church of Canada.
- Demonstrated skills and abilities in leading worship and in dynamic presentation.

Preferred Assets

- Previous experience in working in a team environment.
- Demonstrates the ability to motivate and inspire others to be open and open to change.
- Working knowledge and proficiency with computers.

Appendix A: Recommendations to BUC Council

The Bedford United Church Profile Writing Team recommends the following:

1. That the Church Council accepts the 2023 Community of Faith Profile, with or without amendments, and recommends it to the Congregation for acceptance.
2. That the Congregation accepts the 2023 Community of Faith Profile, with or without amendments, via the following motions:
 - a. Moved by _____, seconded by _____ that the Congregation approve this 2023 Community of Faith Profile and recommend it to Bermuda Nova Scotia Regional Council for approval.
 - b. Moved by _____, seconded by _____ that Bedford United Church request Bermuda Nova Scotia Regional Council to declare vacancy for the following position. Effective date will be based on approval of this Profile by Bermuda Nova Scotia Regional Council.
 - i. A Lead Minister, full-time; Ordained or Diaconal
 - c. Moved by _____, seconded by _____ that the Church Council strike a Search Committee according to the current United Church of Canada guidelines document "Pastoral Relations: Guidelines for Search and Selection".
 - d. Moved by _____, seconded by _____ that this Profile Writing Team be disbanded with thanks, once this Profile is approved by Bermuda Nova Scotia Regional Council.

Appendix B: BUC Profile Writing Team, 2023

Kendall Younker (Chair)
Ruth Strubank
Emo Yango
Mary Belliveau
Jan Oakey
Kathy MacKay (Bermuda Nova Scotia Regional Council liaison)

Appendix C: Job Description Minister of Congregational Care

Supply Minister of Congregational Care

[will also apply to permanent Minister of Congregational Care]

Position Profile

This is a 50% part time ordained Supply Ministerial position that is responsible for the provision of pastoral care and/or the oversight for the care of the adult members and adherents within the congregation who are in need of support during a time of crisis, end of life care, including the sick, elderly, and bereaved. The Bedford United Church is a vibrant, inclusive and affirming community of faith currently involved in a multi-year initiative exploring options for long term sustainability and renewal. It is expected that this position will be 6 to 9 months in duration.

Position Summary

The Supply Minister of Congregational Care is a member of 4-member Ministerial Team working under the leadership of the Supply Lead Minister. The Ministry Team includes the Supply Minister of Congregational Care, and two part time Congregational Designated Ministry positions, the Family Ministry Leader, and the Music Ministries Lead. Additional Church personnel include an Office Administrator and the Facilities and Property Worker who attend regular general staff meetings for Fellowship, Team Building, and/or Church related business and general information sharing.

Autonomy in Decision Making

The Supply Minister of Congregational Care works in collaboration with the Congregational Ministry Team of Congregational Care. This Team is identified in the BUC Constitution in recognition that as a congregation there is a shared responsibility to engage “in ministry together” and that “congregational care is a shared endeavour amongst all members of the BUC community.” This includes spiritual support, pastoral care, and connection with others during times of crisis. The Supply Minister of Congregational Care provides support and serves as a resource for the Congregational Care Team. All costs associated with the delivery of the various support and care services are the responsibility of the Congregational Care Ministry Team to manage within their annual budget. This budget line is part of the annual BUC budget and approved at the Annual General Meeting.

Principal Areas of Responsibility and Associated Duties

- Responsible for leading the BUC Funeral Ministry by coordinating and developing standard procedures for comprehensive funeral activities and funeral leadership.

- Responsible for providing worship coverage in the absence of the Supply Lead Minister, as well as assisting in weekly worship.
- Works collaboratively with all members of the Ministerial team to ensure that Bedford United is a welcoming and inclusive community, where newcomers are warmly embraced and engaged.
- Responsible for providing and/or coordinating emergent pastoral care support with the Pastoral Team through the Congregational Care Team.
- Responsible for mentoring and providing informal training (when appropriate) for the support services offered through the Congregational Care Team.
- To act as a resource for the Congregational Care Team to support their learning and ability to support members of the congregation when needed.
- Providing and/or facilitating caregiver support.

Administration- 5%

- Responsible for the completion of M&P Monthly Time Reports, documenting additional hours worked, scheduling vacation and Continuing Education Leave
- Ensures that weekly Congregational Care messages and announcements are submitted by the established deadline for the BUC Weekly Email. All information is forwarded to the Office Administrator and prepared for electronic distribution.
- There is an established weekly deadline from the Audio/Visual Team requiring written notification of the order of worship service including the use of video messages, scripture reading, hymns etc. This is an expectation for the full Ministry Team.

Community Outreach and Social Justice-2.5%

- Bedford United Church is a vibrant and progressive community of faith committed to social justice, global peace, and equality.
- BUC is an affirming congregation committed to welcoming all people regardless of age, race, sexual orientation, gender identity, differing abilities, ethnic background, or economic circumstances. The Supply Minister of Congregational Care will support the work of the congregation in the work associated with the BUC core values and subsequent programs offered through the Ministry Teams and the less formal small group ministries.
- The Supply Minister of Congregational Care will encourage the small group ministries to continue their support for the Sackville Warming Center, the IWK, Phoenix House, and families in crisis within the congregation and community. For example the Makers small

group ministry meet regularly to share their talents in knitting Prayer Shawls, scarves, mittens, socks, infant, children and youth toques for the IWK, Phoenix House and the Warming Center. Prayer shawls are crocheted and knitted for members of the congregation who are sick and in need of comfort. This small group ministry was called together through the joint efforts of the Minister of Congregational Care and the Congregational Care Team.

Continuing Education-10%

- Pursues personal, vocational, and professional goals for continuing education in consultation with the M&P Team.

Denomination and Communities-2.5%

- In accordance with UCC policy the Supply Minister of Congregational Care will be actively involved in the life of the Regional Council and/or General Council.
- Will support the efforts of the Outreach and Inclusivity Teams in their work educating and informing the congregation on local initiatives within the community in regards to the needs of local shelters, Beacon House monthly food needs , Christmas support for Phoenix House, and ethnic, racial and gender awareness information sessions sponsored by the various organizations within the wider community.

Faith Formation and Christian Education-5%

- The Supply Minister of Congregational Care is responsible for leading the faith formation and spiritual practices for adults and senior members of the congregation based on the identified interests and expressed needs of individuals and/or the Congregational Care Ministry Team.
- Ideally groups that are formed for faith formation and exploration of spiritual practices will be designed for developing personal connections and eventually self-motivated group leadership where the Supply Minister of Congregational Care will at first lead the group and eventually act as a resource rather than the leader. This type of leadership encourages the self-sustainability of the group and results in the growth of a small group ministry .(An example of this type of small group is the Lectio Divina group that began Zoom meetings during the pandemic under the direction of the Minister of Congregational Care Minister . This group continues to meet with the Minister of Congregational Care now acting as a resource when required.)

Leadership-10%

- The Supply Minister of Congregational Care will demonstrate compassion and is approachable for all members of the congregation and will act as a resource for those wanting to support others during times of crisis, grief and loss.
- The Supply Minister of Congregational Care will demonstrate the ability for leadership through supporting the Congregational Care Ministry Team to identify learning needs and the resources required to assist them in leading the various initiatives, small group ministries and services for the congregation.
- The Supply Minister of Congregational Care will demonstrate the ability to share leadership responsibilities within the Ministerial Team and will engage in actions that support the development of positive and supportive working relationships.

Pastoral Care-40%

- The Supply Minister of Congregational Care provides the primary leadership for the Funeral Ministry and end of life care.
- Pastoral care is a shared endeavour with the Congregational Care Ministry Team which functions in companionship with the Minister of Congregational Care. This Team provides emergent pastoral support for members of the congregation during times of crisis, as well as home visits to those in need of pastoral care.
- Pastoral Care is an essential component of all ministries, however the Supply Minister of Congregational Care is responsible to provide and/or facilitate in partnership with the Congregational Care Team support for emergent pastoral care for the congregation during times of need, including illness, family crisis ,personal loss ,and subsequent related family support.

Self Care-10%

- Sets goals for ongoing self-care by maintaining a healthy balance of personal, physical, emotional, and spiritual wellbeing to include rest, recreation, and professional work life balance.
- Utilizes the support offered through the M&P liaison to engage in self-care, scheduling the entitled time for continuing education and using the Monthly Time Report to document additional hours worked for scheduled time off or adjusting the work day to accommodate evening meetings.

Worship-15%

- In the absence of the Supply Lead Minister will provide Sunday worship leadership coverage including preaching and will actively seek to engage the congregation of all ages, including children and youth.
- Currently there is a mid-week experimental afternoon service designed to target seniors and congregation members unable to attend Sunday service. This service is currently delivered by the Minister of Congregational Care with the Supply Lead Minister expected to cover during the absence of the Minister of Congregational Care.

Required Knowledge, Skills, and Abilities

- Ordained Minister who meets all requirements set forth by the United Church of Canada for Ministry personnel.
- Master of Divinity
- Demonstrated skills and abilities in leading worship and in dynamic presentation.

Preferred Assets

- Previous experience in working in a Team environment.
- Working knowledge and proficiency with computers.

Appendix D: Job Description Family Ministry Leader

Family Ministry Leader

Revised April 2022

Position Profile

This is a part time Congregational Designated Ministerial (CDM) position at 25 hours per week.

This part time position works collaboratively within a 5-member Ministerial team Led by the Lead Minister. This Team consists of the part time Minister of Congregational Care, part time Music Ministries Leader and a part time Children's Ministry Associate.

Position Summary

The primary focus of this position is to provide leadership for a ministry of spiritual formation and care for children, youth, and families at Bedford United Church. Working to ensure that children, youth and families are welcomed into a spiritual environment that promotes inclusivity, faith-based family and community values for both new and established members of the congregation to live out their faith and to celebrate God's transformative love.

Decision Making

The Family Ministry Leader works in partnership with the Christian Development Committee (Team) to research, formulate and develop family focused programs, Sunday School curriculum, and children, youth, and family programming.

All decisions regarding program delivery are decided by the Christian Development Team in which the Family Ministry Leader is an ex-officio non-voting member. All costs associated with the delivery of children, youth and family programs are approved by the Chair of this Team from within the Christian Development budget.

Principal Areas of Responsibility and Associated Duties

- Principal and active non-voting ex-officio staff member of the Christian Development Team and works in partnership with the Team to support children, youth, and families in the exploration of their faith.
- Provide Leadership through the coordination, support and encouragement for children, youth, and Sunday School volunteers to ensure the effective delivery of the Family Ministry.

- Supports the coordination of Sunday School by the Children's Ministry Associate including registration, events and retreats for children and youth.
- Coordinate the ongoing delivery and evolution of mid-week programming to engage children, youth, and families.
- Utilize the expertise of the position to assist with worship planning and to specifically recommend ways to engage and involve children and youth in worship to create interactive and experiential worship experiences that draw in children and youth and to promote the development of Junior leadership.
- Establish and foster connections with families that inspire continued, new, or renewed presence and participation in the life and work of the Church.
- Act as a resource for the Christian Development Team and as a resource to other Small Group Ministry teams within the congregation.
- To ensure that all Family programming is conducted with the support and expertise of the Christian Development Team.
- Cultivate and nurture relationships with potential, new, and existing leaders of the Christian Development Program including recruitment, training, coordination, and nurturing of BUC's families.
- Responsible for researching curriculum appropriate to the needs of families within the congregation and to present for discussion and review with the Christian Development Team.

Administrative Responsibilities

- Responsible for ensuring that accurate records are maintained on program attendance.
- Maintain a current contact database for all families and volunteers involved with the Family Ministry.
- On behalf of the Christian Development Team the Family Minister Leader documents and confirms that Criminal Records Checks, Vulnerable Sector Checks, and Child Abuse Register Checks have been completed for the individual volunteers.
- When the Christian Development Team is pursuing Summer Student grants the Family Ministry Leader under the direction of the Christian Development Committee will offer administrative support in the application process.

Community Outreach and Social Justice

- Bedford United Church is a progressive and vibrant Christian community that possesses a strong commitment to social justice, global peace, and equality. BUC is an affirming congregation committed to welcoming all people regardless of age, race, sexual

orientation, gender identity, differing abilities, ethnic background, or economic circumstances.

- The Family Minister Leader will engage children, youth, and families in social justice awareness and subsequent actions that represent BUC's core values.
- Utilizing innovative thinking and community resources that promote social justice, strong interfaith relationships, and service to those in need in the community, the Family Minister Leader will introduce youth to proactive and creative methods to engage in Community service that promote the core values of the United Church and specifically BUC.

Continuing Education

- Pursues personal, vocational, and professional goals for continuing education as discussed and identified during the Annual Review with the assigned M&P liaison.
- Will work with M&P to ensure that Study Leave procedures are followed for approval.

Denomination and Communities

- Is actively involved in the life of the Regional Council and/or General Council.

Faith Formation and Christian Education

The Christian Development Team is a small group Ministry and is established within the BUC constitution to promote faith formation and spiritual nurturing. This Ministry actively promotes action oriented Christian development for children, youth and families and the congregation at large. As a member of this Team the Family Ministry Leader works within the Team to offer a wide range of programs and activities specifically designed for children, youth, and families to promote healthy age-appropriate development, fellowship, imaginative Christian education, and positive youth leadership development.

These activities may range from Family fellowship opportunities, day camps for young children, family weekend outings, youth trips to community organizations to lend a hand in serving meals, or youth outings with other ethnic or racial groups to encourage new relationships and learning.

The Christian Development Team seeks creative opportunities for summer programming to promote the development of youth leadership within the Church. These opportunities may involve searching for applicable summer grants.

- When successful in securing grant funding for summer student employment the Family Ministry Leader is responsible for weekly check-ins to confirm weekly hours and program effectiveness. Results from the check-ins are reported to the Christian Development Team who is responsible for summer program oversight.
- In accordance with the Duty of Care policy, the Family Ministry Leader shares responsibility with the Christian Development Team in ensuring that the Duty of Care requirements for volunteers working with children and youth are met.

Leadership

- Demonstrate leadership within the Ministerial Team with innovative thinking to create child, youth, and Family involvement in Worship.
- Under the direction of the Lead Minister utilize leadership abilities within the Ministerial Team in planning intergenerational worship events during Lent, Advent, and seasonal celebrations.
- Support families in exploring their faith and interest in participating and enjoying faith-based family programming.

Pastoral Care

- Under the direction and in consultation with the Lead Minister and /or the Minister of Congregational Care, and as a member of the Ministerial Team, the Family Ministry Leader may at times be required to assist in pastoral care on an individual basis with children, youth and/or families during times of crisis.

Self-Care

- Sets goals for ongoing self-care by maintaining a healthy balance of their own physical, emotional, and spiritual wellbeing to include rest, recreation, and professional work life balance.
- Collaborates and utilizes the support offered through M&P liaison to engage in self-care.

Worship

- Responsible as a member of the Ministerial Team to participate in Worship planning offering expertise in recommending strategies to involve children and youth in intergenerational worship services.

- To create interactive and experiential worship experiences that draw in youth and promotes the development of skills in junior leadership.

Required Knowledge, Skills, and Abilities

- Bachelor's Degree in education, Social Work, Psychology, or any other social science relevant to the position.
- Experience working with children and youth in faith-based programs that demonstrates knowledge and skills in leadership, communication, and in building trusting relationships within a community of faith.
- Knowledge and experience in Outreach Ministry

Preferred Assets

- Experience in working with and scheduling volunteers
- Working knowledge in maintaining databases
- Effective written and oral skills
- Demonstrates a personal faith commitment of an inclusive practice that aligns with the core values of Bedford United Church.