

A LIMITED NUMBER OF

# CONGREGATIONS

## RESPOND

TO

A QUESTIONNAIRE ABOUT

NON-ORDAINED PROFESSIONAL WORKERS

IN THE

UNITED CHURCH OF CANADA

(Questionnaire sent out by a sub-Committee of the  
national Pastoral Relations Committee in January,  
1972.)

## QUESTIONNAIRE TO PERSONNEL COMMITTEE

Number sent out . . . 40

Number returned . . . 6

1. (a) Teams include

- deaconess and minister - 4
- deaconess, minister, retired assistant minister - 2

- (b) Age range of deaconess: 34 to 50 years  
" " of minister: 38 to 42 years  
" " of retired assistant minister: 68 years

- (c) Range of years of commissioning of non-ordained member of team: 1952 - 1970  
Range of years of ordination of minister in team: 1955 - 1956  
Range of years of ordination of retired assistant minister: 1934

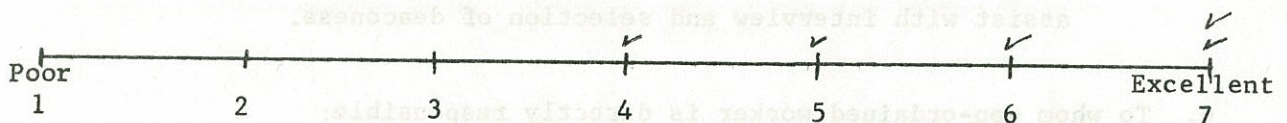
2. (a) Previous experience of team ministry:

- deaconess only . . . . . 2
- both members of team . . . . . 2
- two members of 3-member teams . . . . . 2

- (b) Range of term of team relationships: 6 months to 5 years.

- (c) Congregations with previous experience of team ministry: Yes - 4  
No - 2

3. (a) Degree of satisfaction felt by the Personnel Committee:



(1 - "Too soon to tell!")

- (b) Comments on staff relationships and the degree of satisfaction for the members of the team include:

- very good
- think on same wave length, supportive, compensate, complement
- both members are happy about relationship
- too soon to tell - the previous team appeared to work well - at least there was no open hostility!



4. Degree to which total mission of the congregation is enhanced or hindered by the quality of the team relationship:

The Minister is encouraged in his sometimes heavy tasks by having the support of the Deaconess. Certain jobs that were not being done are now getting done.

Greatly enhanced.

The total mission of the church is being enhanced.

Question is ambiguous - but each of the three staff members has a separate and distinctive role to carry out. There is not conflict of duties amongst them and the total mission of the church seems satisfactory.

The new team appears to be working well with the senior minister ensuring that no over-lapping occurs.

5. Procedures followed in securing and employing non-ordained worker:

Meetings with Christian Education people and ministers of the congregations involved, assessing the need, method of service and finance of the project.

Contacting United Church Headquarters (Rev. Homer Dean).

Advertising in the Observer.

Interviews by Pastoral Relations Committee of workers referred to it by United Church Headquarters, by word of mouth, by former deaconess, etc.

In one instance, the newly called minister met with the committee to assist with interview and selection of deaconess.

6. To whom non-ordained worker is directly responsible:

Committee of six (two from each congregation concerned)

The Minister

As part of the team - to Official Board

Responsible to the minister and to the Christian Education Committee

The senior minister and Personnel Committee

Executive of Christian Education Committee for routine work with the understanding that there must be overall correlation with other professional staff.



7. (a) Expectation of Personnel Committee re role of non-ordained worker:

Mainly to assist the Minister; Director of Christian Education.

To share the total congregational responsibility, including pulpit, administration, visiting, funerals, etc.  
To give leadership to the educational function.

We would expect her to be a resource in areas of leadership development, visitation, and innovator.

That she fulfill her defined role.

To direct the Christian Education program, prepare resource material and train voluntary teachers and leaders.

(b) Expectation of Personnel Committee re role of ordained worker:

Preaching, church business, visiting, outreach.

To share the total congregational responsibility, including pulpit, administration, visiting, funerals, etc.  
To give leadership in worship, the inspirational role of the church in the world.

That she/he fulfill her defined role.

(c) Extent to which the expectations of the role as viewed by the non-ordained worker are the same as the expectations of the congregation:

Completely	<u>✓</u>
Mostly	<u>✓ ✓ ✓</u>
Partly	<u>✓</u>
Not at all	<u>          </u>

The role our deaconess is fulfilling is much wider in scope (i.e. outreach and community work) than expected originally.

8. Functions non-ordained worker is expected to perform:

Director of Christian Education	<u>✓ ✓ ✓ ✓ ✓</u>	Administrator	<u>✓ ✓ ✓</u>
Youth Counsellor	<u>✓ ✓ ✓ ✓</u>	Community Worker	<u>✓ ✓</u>
Pastoral Visitor	<u>✓ ✓ ✓ ✓</u>	"General Joe"	<u>No</u>
Public School Religious Education	<u>N/A</u>	Other (Specify)	<u>*</u>
Social Worker	<u>✓ ✓ ✓ ✓</u>		
Adult Education Worker	<u>✓ ✓ ✓ ✓</u>		

\* Special Events

Participation in Sunday morning worship

Worship and sacraments, conducts funerals, assists at weddings

Preaching on occasion, such as Sunday School anniversary or Youth Service.



9. Method of establishing work priorities:

In consultation with committee of six.

Directed by the Minister.

By the team under the authority of the Official Board, its executive, and related congregational committees.

Through job description - in consultation with minister.

By the deaconess herself with some discussion at staff meetings.

The executive of the Christian Education Committee in consultation with the person.

Guide-lines used by congregation to measure success:

Attendance, and numbers of people involved.

Both workers comment favourably. There is a general satisfaction in the congregation.

Harmony, inspiration, enthusiasm, results -- getting the job done.

Participation in and response to church programs; the general feeling throughout the congregation; statistics, i.e. money and number.

Continual review by the Christian Education committee.

10. Types of staff meetings vary from daily informal meetings with all personnel (over coffee), one-hour meetings once weekly with professional staff only, monthly meetings, to "as required".

11. Percentage of non-ordained worker's time spent in following areas:

Congregationally related activities..... From 60% to 90%.

Other church activities (Presbytery, etc.).... From 5% to 30%.

Community non-church activities..... From 0 to 25%.

Comments:

We do not feel that Conference and Presbytery activities should be performed to the detriment of the local congregation. Somehow these people feel that Conference and Presbytery have priority.

Percentages representative of the pattern of congregational leadership.

12. Five of the six non-ordained workers do not have contracts (other than job description or the standard call form). All six receive the specified salary and other allowances, which are reviewed annually in all instances except one. Provision is made for periods of Continuing Education except in one case where it has never been discussed.



13. Areas of work in which non-ordained worker is felt to be best prepared:

Training others through teaching. Helping groups and individuals use resource material.

Organization of special events; Christian Education, conducting of worship services.

Educational, training, pulpit.

Working with others.

Community outreach.

As a resource person. Good at gathering and preparing material; poor in presentation.

Areas of work in which non-ordained worker is felt to be least prepared:

Choir.

Leadership Development.

Counselling and inability to cope with the changing types.

As a leader. Lacks initiative, self confidence and poise.

14. (a) Forms of Continuing Education which would be helpful for the non-ordained worker:

Basic theological courses.

Conference on Christian Education.

We have an ongoing "renewable resource" program.

Leadership Development.

Futurology - workshops.

Too old to learn! All forms really.

(b) Only one of the six teams reported had attended a Team Ministry or Multiple Staff Workshop, one other was planning to attend, and another had attended under its previous team set-up.

15. (a) Reasons congregations concerned chose to appoint a non-ordained professional worker:

To assist in Christian Education program, help to secure and train leaders.

Could not get young ordained minister. Deaconess next best choice. Unsatisfactory experience previously with middle-aged minister as assistant.

Was best applicant for the job. Was within the financial capacity of the congregation. Complementary role.

Have worked with non-ordained professional worker and found them adequate.

To fulfill special roles for which the non-ordained worker is better trained - i.e. Christian Education and Outreach - closer relationship with certain members of congregation.

To direct and give leadership in Christian Education work; also as a teacher and resource person. Also to relieve the minister of this responsibility.



15. (b) Personal qualities and qualifications looked for prior to the appointment:

We looked for, and found a sincere, dedicated, well-trained person, with some experience.  
Someone who didn't want to do too much preaching. Appointee with adequate training experience; and personality to assist minister.  
Personable, effective leader.  
Job to be done with youth, education, leadership development.  
Just a little lower than the Angel Gabriel.  
We checked every available source for the person wanted; however, at that time the person engaged was the only one available.

16. Situation which most closely fits the congregations concerned:

Town and rural ..... 1  
Urban ..... 4  
Suburban ..... 1  
Approximate number of families ..... 400 to 650  
Number of churches involved in appointment ... In one instance 3  
Otherwise only 1  
Ecumenical ..... No. All United Church.

17. Advantages/disadvantages of having a non-ordained worker rather than an additional ordained minister:

One distinct advantage is the less formal approach on many occasions. Groups find her easy to work with - leads and teaches without being obvious. Has found much hidden talent among our three congregations.

Advantages: Very little feeling of competition with well-defined responsibilities. Disadvantages: Some things non-ordained person cannot do. (weddings, etc.)

In our experience, this question is not significant. This is entirely dependent on the personalities of the individuals involved. The only disadvantage we have experienced -- cannot administer the sacrament.

Size of congregation does not warrant a second minister.

Advantage - less conflict of role. Disadvantage - can't fulfil certain clerical roles in spite of near parity of salaries.

The type of work we feel should be done to attract youth. Monetary considerations. Depriving another congregation of an ordained minister.



18. Other comments relevant to the role of and employment opportunities for non-ordained professional workers.

Many areas could make good use of a non-ordained person serving two or three congregations. Could be an ecumenical project for a small town.

For a medium sized congregation, two ordained ministers sometimes create problems in defining separate roles; therefore, the employment of a qualified non-ordained person as assistant is likely to be more satisfactory.

They should be prepared to present the challenge of a happy, Christian life to parents as well as youth. Consideration should also be given to the role of the ministry. Too many ministers, including ours, spend too much time on administrative work. They seem to have the idea that they are "general managers" of corporations rather than as teachers, leaders, helpers (social work, family problems) and resource persons.

Perhaps in urban areas it would be reasonable and practical to have "business managers" who would be responsible for the temporal affairs of a group of churches.

It is certain that we will be taking a long hard look at the situation when the present relationship is terminated.



