

# Congregational Information Form

Please attach a recent photograph of your church building, interior or exterior or of the members of the fellowship.

*To be completed by congregations seeking new pastoral leadership.*

There is an electronic version of this form on the Ministerial Leadership website, [www.mennoniteusa.org](http://www.mennoniteusa.org).

## Purpose of this form

This form is to assist a congregation to present information concerning itself to prospective candidates for a pastoral leadership position. Completing the form will also assist the pastoral search committee in self-understanding as they assess the strengths and weaknesses which may exist at the time of pastoral transition.

## I. Part One - Information

### A. BASIC INFORMATION AND CONTACTS

1. Name of congregation Erb Street Mennonite Church

Address 131 Erb Street West WATERLOO ON N2L 1T7  
street/RFD/box city province/state postal/zip code

Church telephone 519-886-3570 email office@erbstchurch.ca website www.erbstchurch.ca

2. Chairperson of search committee John Fast

Address 266 Stanley Drive Waterloo ON N2L 1J1  
street/RFD/box city province/state postal/zip code

Telephone 519-745-3491 email johnfast@familybusinessdoctor.ca

3. Area conference Mennonite Church Eastern Canada

Name of conference minister/overseer/bishop assisting your church's search committee:

Henry Paetkau

Address #201 – 50 Kent Avenue Kitchener ON N2G 3R1  
street/RFD/box city province/state postal/zip code

Telephone 226-476-2500

Year in which the congregation first began meeting or was organized: 1851

### B. MEMBERSHIP

1. Average Sunday worship attendance during the last 12 months: 120 (Jan – Dec 2014)

Highest attendance during that time: 196

Lowest attendance during that time: 45

2. Total current members: 314

Non-resident members: 52

Resident members: 262

Children (not members): 45 of active attendees

3. Age of members and children. Give totals and percentage.

0-12	<u>45</u>	<u>16</u>	%	31-45	<u>44</u>	<u>16</u>	%
13-18	<u>13</u>	<u>7</u>	%	46-64	<u>87</u>	<u>32</u>	%
19-30	<u>23</u>	<u>8</u>	%	65+	<u>59</u>	<u>21</u>	% + shut ins

4. Occupational profile: (ages 19 to 70). Give totals.

Business/manager/proprietor:	<u>23 - 25</u>	Homemaker:	<u>10</u>
Education/administration/teacher:	<u>16 - 25</u>	Clerical/sales:	<u>15</u>
Craftsman/laborer/operative:	<u>8 - 15</u>	Student/VS:	<u>20</u>
Medical: doctor/nurse/administration:	<u>12 - 18</u>	Farmer/rancher:	<u>2</u>
Other professional:	<u>25 - 30</u>	Other church institution/ administration/minister:	<u>1</u>

5. Educational level of adults:

Up to and including high school: 36 %

Some college or college graduate: 50 %

Graduate school: 14 %

6. Describe the racial or ethnic composition of the congregation: predominantly white mix of Swiss and Russian Mennonites and other Christian Denominations

## C. COMMUNITY

1. Character of community your church serves or in which it is located:

       Rural                             Town (under 10,000)                        X   Large city (over 100,000)

       Village (under 2500)                             City (over 10,000)                             Metropolitan area (over 1,000,000)

2. Which best describes this community?

  X   Growing                             Stable                             Declining

3. Describe racial or ethnic composition of the community served by your church:

Historically German but increasingly multicultural – one of top new Canadian destinations

4. List two or three primary business/industries in the community:

High-Tech - Blackberry, Open Text	Insurance - Manulife, Sunlife	Manufacturing - Toyota
Two Universities - University of Waterloo, Wilfrid Laurier, Conestoga College	Three Hospitals	

5. Identify other Mennonite/Anabaptist churches in the community, if any:

8 - 10 in cities of Kitchener-Waterloo, plus many in outlying areas e.g. First Mennonite, Stirling Avenue,  
W-K Mennonite, Kitchener MB, Pioneer Park, Waterloo North

6. Name of nearest college or university: University of Waterloo, Wilfrid Laurier, Conestoga College

In what way does your church relate to this academic community? Close ties to Conrad Grebel University College, affiliate of University of Waterloo

7. Identify significant issues confronting your community: redevelopment of downtown Waterloo,  
Quickly growing High Tech companies

8. Describe what you believe to be distinctive assets of your community: Closeness to large centres, cultural and heritage events, e.g. Maple Syrup Festival, Apple Butter Festival, Mennonite Relief Sale and Oktoberfest

9. How does your church participate in community affairs and interchurch programs? Greening of Sacred Spaces, K-W Council of Churches, K-W Mennonite Ministerial Association, Shalom Counselling

#### D. CHURCH ADMINISTRATION AND PROGRAM

1. Identify the primary governing body (council, board, elders, deacons) which represents the congregation:

<u>Church Ministry Council</u>	<u>monthly</u>	<u>/ 13</u>	<u>/ 52</u>	<u>/ 8 - 5</u>
Name	meets weekly,	# of	avg. age	M - F
	monthly, quarterly	members		

2. Identify five other significant leadership/programming bodies: e.g. trustees, deacons, elders, commissions, councils, boards, committees:

<u>Christian Community Ministry</u>	<u>monthly</u>	<u>/ 4</u>	<u>/ 55</u>	<u>/ 2 - 2</u>
<u>Christian Education &amp; Formation Ministry</u>	<u>monthly</u>	<u>/ 3</u>	<u>/ 38</u>	<u>/ 0 - 3</u>
<u>Peace and Justice Ministry</u>	<u>monthly</u>	<u>/ 1</u>	<u>/ 35</u>	<u>/ 1 - 0</u>
<u>Christian Worship &amp; the Arts Ministry</u>	<u>monthly</u>	<u>/ 3</u>	<u>/ 49</u>	<u>/ 1 - 2</u>
<u>Gift Discernment</u>		<u>/ 3</u>	<u>/ 58</u>	<u>/ 2 - 1</u>
Name of body	meets weekly,	# of	avg. age	M - F
	monthly, quarterly	members		

3. Sunday school

Number of children's classes:	<u>4 (15 - 20)</u>	Total Sunday school enrollment:	<u>45</u>
Number of youth classes:	<u>1 (2 - 9)</u>	Average total attendance:	<u>99</u>
Number of adult classes:	<u>1 (60 - 70)</u>		

What curriculum resources are used by these classes? Shine Curriculum and Other Resources

4. Describe your youth fellowship: 1 - Sunday School Program 2 - MYF 3 - Mentorship Program

Does your congregation support and send young people to Mennonite camps, conferences and colleges?

Peace It Together, Youth Conventions

5. Does your congregation have an active small group organization? Describe:

Care Groups, optional for congregants to participate in, formed based on personal preferences such as frequency of meeting and whether groups consist of families or only adults. Another option, Interest Groups, provides opportunities to participate in short term, shared interest events and activities in order to build relationships and community. Groups have included book club, Bible study, hiking, theatre, yoga, and walking.

6. What men/women's organizations are active? Women of Mennonite Church Eastern Canada (WMCEC); Seniors Group meets monthly.

7. Other special groups or programs: Monthly Saturday evening Community Suppers

8. What programs designed for evangelism/outreach to the community does your congregation support and participate in? Shalom Counselling, Mary's Place, Underhill Residence Program, Mennonite Coalition for Refugee Support (MCRS), Supportive Housing of Waterloo (SHOW), Out of the Cold, House of Friendship, MCC, MEDA

In the next five years, do you anticipate a membership   X   increase        stability        decrease?

Why? Adding new adult members, and more young families attending.

9. Music

Identify choirs:

Choirs for special events e.g. Christmas, Easter

Variety of choral & instrumental ensembles

15 - 75

25 – 30

Name of choir

age range

number of participants

Identify musical instruments:

Hallman organ

c. 1970

organ - type and/or name

date of installation

Yamaha 6' Grand

c. 1996

sanctuary piano

date of installation

Guitars, strings, brass, drums (not a Praise Band)

other, i.e. handbells

date of purchase

10. Are there community programs or groups who also utilize your church facilities? Who are they and how often:

Kiwanis Music Festival, church /community agencies, Waterloo Seventh Day Adventist Church. The facility is used frequently but not regularly by many groups.

## E. CHURCH BUILDING AND PROPERTY

1. Seating capacity of sanctuary or worship area: 250
2. Date of construction of church building: 1902 (original), 1950 (renovation)
3. Date of last renovation: 2002 Describe what was done: Major renovation - every part of the church  
What if any building/renovation program is needed or projected? HVAC being installed. Currently installing new audiovisual projection system (new screen and projector). Plans to replace front door, windows, and sign.
4. Describe the educational facilities: Twelve educational areas with built in flexibility in some to accommodate large or small groups – also spacious library.
5. Describe the fellowship and/or recreational facilities: Traditional sanctuary with pews. Fellowship Hall in basement can seat 125. No recreational facility.
6. Describe the church office location and equipment: New spacious office area (Reception area, three offices, unlimited internet service and computer in every office. Up-to-date equipment , e.g. fax, photocopier)
7. Are building and equipment adequate for an effective program? Describe any special assets or liabilities of the building: Newly renovated facility provides excellent opportunity for effective programming.
8. Name the insurance company and describe the coverage for church liability, property, pastor's liability, etc., for the church: We are incorporated. We are insured with Robertson Hall Insurance.

## F. CHURCH FINANCES

1. Based upon your last report, identify the previous year's giving of your congregation.

### Local Church

Expenses	\$ 211,406
Local relief and mission	22,704
Buildings and facilities	52,970
<b>TOTAL LOCAL CHURCH EXPENSES</b>	<b>\$287,080</b>

### Non Local Contributions

Area conference	\$ 45,120
Denominational total	27,630
Note: Denomination refers to either Mennonite Church USA or Mennonite Church Canada	
Mennonite institutions and agencies	2,250
Mennonite Central Committee	4,532 (note: most congregants give directly to MCC)
Other Mennonite causes	2,000
Non-Mennonite causes	
<b>TOTAL NON LOCAL CONTRIBUTIONS</b>	<b>\$81,532</b>

2. Church budget

Who makes recommendation regarding pastoral and staff salaries? Committee consisting of Chair of Church Ministry Council, Chair of Stewardship & Finance & Treasurer upon recommendation from Pastor Staff Congregation Relations

Committee, using MC Canada Salary Guidelines.

Who determines church budget or makes recommendation to congregation? Church Ministry Council on recommendation of Stewardship & Finance, presented to congregation for approval.

What plan is used to challenge the congregation to Christian stewardship and to raise the budget? Stewardship & Finance reports weekly progress of giving vs. budget. In October they issue a graph of giving compared to budget, along with individuals' giving in letters to congregants. In mid-November to end of December they report required giving to meet forecasted expenses.

Current total budget: \$ 341,775 (2015)

3. Is there church indebtedness? YES Amount \$31,700 (Sept. 30, 2015)

How is it being reduced? In 2012 Erb Street installed solar panels on our roof, to witness to the community that we want to care for God's creation. Cost was \$72,000 which was fully financed at Prime+0%. All earnings from the solar panels are used to retire the loan. After principle+interest payments and additional annual paydowns of excess earnings, we anticipate the loan will be fully paid in early 2018.

## G. STAFF

1. Identify the present staff position for which you are seeking a candidate: Lead Pastor

2. Two previous persons in the above position:.

Name Eleanor Epp-Stobbe, Lead Pastor Dates of service Sept 2004 – June 2014

Name Renee Sauder, Lead Pastor Dates of service Fall 1993 – 2003

Comment on the transitions experienced by the above staff persons. What were the reasons for termination? By whom and how were decisions made?

Renee left to become interim elsewhere; she decided it was time to move on. Eleanor, after ten years, resigned in response to the level of congregational support for term extension.

3. Financial support of previous person in the above position: Year \_\_\_\_\_

We follow MC Canada guidelines.

Cash salary	_____
Housing allowance and utilities or parsonage	<u>Clergy Residence Deduction</u>
Social security cash assistance	_____
Family medical health plan (deduct amount _____)	_____
Retirement/pension plan	_____
Continuing education	_____
Other benefits _____	_____
Auto expense _____ per mile/kilometer allowance	_____
Conference expense	_____
Other professional expenses	_____

Projected changes for new pastor: \_\_\_\_\_

4. Identify other staff:

Title	% of full time	Specific responsibilities	Years served
Interim Pastor	100		1 + yrs
Christian Education Coordinator	25		2 +
Custodian	25		7
Secretary	75		10

5. Describe housing options for the above position: Is there a parsonage or a housing allowance?  
Is the person free to choose between these options? There is no parsonage

## II. Part Two - Interpretation

The answers to the questions in this section are more difficult but probably more important in determining the qualifications needed by pastoral leadership. Use a small group to test for consensus on the answers given in this section.

- A. Describe the commitment of your congregation to Anabaptist/Mennonite faith. What issues in that faith heritage are important to you?

Our congregation demonstrates a strong Mennonite heritage. From our solid base there is willingness to push boundaries, particularly in a Christian Education and worship context. Not all members/attendees have the same degree of commitment to the same issues as we are a diverse group of individuals, united by core beliefs. Confession of Faith, in a Mennonite Perspective serves as a guide. However, not all members would share the same belief or understanding about all of the Articles, e.g. Footwashing; Interpretation of Scripture. Our congregation is officially affirming of same-sex marriage.

A high value is placed on community and the role that worship plays in sustaining and renewing us as a community of believers. As well, peace and justice, and the "practical" side of service as mission and stewardship of resources and environmental care are highly valued as demonstrated by our participation and involvement in numerous community and church-wide activities and agencies.

Christian Education for adults and children is strongly supported and well attended.

Does your congregation cooperate with and participate in:

Mennonite Church USA/Canada YES Area conference YES

- B. What is the mission of your congregation? Describe any particular focus or special emphasis which characterizes the church's ministry such as overseas missions, evangelism, peace and justice issues, special ministry to aging, students, families, etc. Has the congregation worked recently at goal setting and with what results?

See Vision Statement attached.

Our congregation is very conscious of its missional emphasis that supports and develops leaders. Reaching out to local, national, and international communities is often implemented through the leaders of those organizations who are members of our church. For example, these currently include the current president of MEDA; the current Area Church Minister of MCEC; the recent board chair of MCC Ontario; the current board chair of The Working Centre/Kitchener; the current board chair of Shalom Counseling; the director of Silver Lake Mennonite Camp; and two former board chairs of MSCU. Our congregation is a significant supporter of MCEC, MC Canada, Conrad Grebel University College, Rockway Mennonite Collegiate, as well as numerous inter-denominational and inter-religious projects, such as the Out of the Cold program and broad-based refugee support and Christian-Muslim dialogue. Our congregation also views its missional mandate to develop young people who serve around the world: ( e.g. Luke &

Leah Reesor Keller in Nepal with MCC; Karen & Andrew Suderman in South Africa with MC Canada; Rebecca & Paul Shetler Fast in Haiti with MCC).

- C. What is your view of the pastor's role in the congregation? Are there special gifts in ministry which you hope will be fulfilled? How do you expect the pastor to be a representative of the congregation?

See Job Description and 20 Pastoral Tasks, attached.

- D. Recognizing our differing theological orientations as persons and as congregations, make a brief statement about your congregation and the overarching theological commitments important to you.

Our core values, identified in our Vision Statement, represent significant commitments, specifically peace, stewardship, humility, love, acceptance, discipleship and witness. We are a church steeped in tradition, yet flexible and progressive. Our worship follows the church calendar with formal celebrations, e.g. Advent, Lent, etc. We value respect and dignity in worship with consistent form and order with appreciation for aesthetics, symbols and music in worship. The *Hymnal: A Worship Book*, *Sing the Journey*, and *Sing the Story* are regular resources used in worship services. We are initiating a new planning model for worship and Christian Education, encouraging more participation and creativity from the congregation.

We seek to be a welcoming and inclusive community of faith committed to Christian unity while respecting diversity of social status, gender and sexual orientation.

- E. Church morale: Assess the spiritual and emotional health of the congregation. Are relationships among members wholesome and harmonious? Is there openness to new ideas and ways of doing things? Would everyone agree with your answers?

We have generally wholesome and harmonious relationships. Diversity is acknowledged and for the most part accepted. An openness to new ideas and ways of doing things is accepted, but they are not typically introduced in a way to elicit conflict. Changes to worship have been subtle and have generally evolved over time, such as the use of the piano (in addition to the organ), Story Circle for children is a regular part of worship. There was a switch from Good Friday to Maundy Thursday communion service.

The final design of our building project evolved as a result of processing the needs and wishes of the congregation. Although not everyone was totally in favour of either the project or the plan, once the decision was reached there was neither public or undercover dissent. Likewise, potential theological controversial issues are approached cautiously, rather than in ways to invite confrontation or divisiveness, e.g. various adult classes focus on issues that are of great interest or importance to them.

Our current time of transition has been important for us to actively and intentionally work on addressing themes that have arisen in the listening process. See enclosed for documents relating to this process.

- F. What changes or trends do you envision for the congregation over the next five years? Do you have any other comments significant in the process for looking for new pastoral leadership?

- increasing urban population within congregation  
- people coming to Erb Street from different Christian backgrounds  
- want to be more intentional about fostering a youth community

- G. Compile your church's response to the insert "Twenty Pastoral Areas" and include summary of the results.

- H. Return this original form to the conference minister for your area conference. You may also use copies to send to prospective candidates whom you may wish to interview.



