

Mission and Ministry Plan

Part 1

(Required)

Creating a Mission and Ministry Plan

The Bishop of Huron has asked that every parish/regional ministry in the Diocese create a Mission and Ministry Plan for the 5 year period 2018-2022, to be submitted to Annual Vestry 2018 and to the Diocese (1 copy to the Territorial Archdeacon and 1 copy to the Executive Archdeacon) by March, 2018. The intention is to identify a way forward for every part of the Diocese, with clearly identified mission purpose and concrete goals to support that purpose.

We have provided a template (attached) that all parishes/regional ministries are expected use, along with some advice on process (attached). This booklet contains basic goals that must be met by all parishes. If your parish cannot meet them by the specified date, please indicate in the appropriate column the date by which you expect to reach the goal. There is a column for “Proposed Action.” Here is where you enter your plan for fulfilling the goal.

The template is divided into sections: five based on the Five Marks of Mission, and others on Ministry and Leadership, Congregational Health, Long-term Future, Buildings, and Finances. Each section includes an explanation and room for goal-setting.

If your parish has goals beyond those named in this booklet, please use the “Mission and Ministry Plan, Part 2 (Optional)” to enter your other priorities. That booklet also contains numerous suggestions for parish goals which are worth considering.

Suggested Process

In order to simplify the task of creating a plan, we've identified a process that we think will be helpful. Your parish/regional ministry may have its own way of moving forward and that's fine. Steps 6 and 7 are not optional, however. The Mission and Ministry Plan must be passed by Vestry, the latest acceptable date being Annual Vestry 2018, and submitted to Church House and the Territorial Archdeacon.

1. Create a task force to respond to the challenges of the five marks of mission as identified within the mission plan. It is suggested that this visioning not be made another task of the council or wardens, but that a separate task force be created that will involve fresh and experienced eyes. The task force must include the Rector/Priest-in-Charge.
2. Terms of reference should be prepared by council to ensure that the committee has a clear focus of what their tasks and deadlines are. This will include the requirement that monthly reports be provided to the Parish/Regional Council as well as special reports in June and November. The task force should consider the results of the Self-Assessment, the phased goal benchmarks in the diocesan mission plan and other available resources.
3. Concurrently the council should complete the Parish Self-Assessment. Knowing where you are can help you to know where you can go. The questions asked in the Self-Assessment are intentionally arranged to prepare you for answers that you can enter into your Mission Plan. It will be an essential resource for the work of the Task Force. However completing it should not become one of its tasks.
4. Separately the Clergy/Council/Wardens/Finance/Building Committee should respond to the goals set in sections 6 – 10 of the mission plan.
5. Distribute the draft to the congregation(s) and invite amendments and other responses; a Town Hall meeting or some similar form of engagement is a good idea within the month of June. The findings of the task force should be shared with wardens and council before any vestry submission or presentation.
6. The final plan must be accepted by motion of Vestry. A Special Vestry for the purpose, by the end of November 2017, is advisable, so that planning can be undertaken for Annual Vestry 2018. Otherwise, the Mission Plan may be accepted at Annual Vestry 2018.
7. Submit final copies to: 1) the Executive Archdeacon of the Diocese of Huron, the Ven. Tanya Phibbs, and 2) the Territorial Archdeacon. Together the archdeacons will review and respond to each submission.

8. Timeline:
 - a. May 2017 Creating a task force within the parish
 - b. June 2017 Evaluating the current mission statement and discussing the needs to be addressed
 - c. September 2017 Formulation of the Mission plan in two months
 - d. November 2017 Parish consultation and draft approval via presentation to council or a special vestry meeting
 - e. January 2018 Vestry approval

Mission and Ministry Plan

Sections

1. Evangelism: The First Mark of Mission
2. Discipling: The Second Mark of Mission
3. Service: The Third Mark of Mission
4. Transforming Society: The Fourth Mark of Mission
5. Safeguarding and Renewing the Earth: The Fifth Mark of Mission
6. Ministry and Leadership
7. Congregational Health
8. Long-term Future
9. Buildings
10. Finances

1. Evangelism: The First Mark of Mission

“To proclaim the Good News of the Kingdom” is to share the news that in Christ God is reconciling to world to himself (2 Cor. 5:19), in words. How can you speak the Good News to the world around you?

Evangelism: Minimum Goals	Will meet goal by due date (Yes/No)	If not meeting goal by due date, indicate date by which you will meet (Show plan to move toward goal in the “Proposed Action” column.)	Proposed Action
<p>Participate in one evangelism training event Due date: by Dec. 2018</p> <p><i>-may be a shared event</i> <i>-may be a workshop, book study, series of educational events</i> <i>-the Director for Mission and Ministry leads these</i> <i>-you can use the “Thy Kingdom Come” video series: https://www.thykingdomcome.global/faith</i> <i>-Wycliffe College’s Institute of Evangelism can provide people and resources</i></p>	Yes		We are currently looking into the best or most appropriate training event to meet our parish needs.
<p>Identify the group of people whom your parish/regional ministry hopes to reach Due date: by Annual Vestry 2019</p> <p><i>-may be defined by age, socio/economic class, or geographic location - must be specific enough that you can reach them with particular activities</i> <i>-should be feasible for you to reach</i></p>	Yes		<p>We feel that a focus on the elderly in our community is the best fit for Holy Trinity.</p> <p>This is a need in our community as our community has a large</p>

			<p>population of elderly, some with mobility issues.</p> <p>We also have a retirement home minutes from our parish, Prince George.</p>
<p>Undertake two evangelism activities designed to reach the identified group</p> <p>Due date: by Annual Vestry 2022</p> <p><i>-these activities must include explicit proclamation of the Good News, in words</i></p> <p><i>-social events, such as dinners and concerts, may count but only if a significant component of the event is explicit proclamation</i></p>	Yes		<p>We are investigating options with Prince George on what may be best to reach them.</p> <p>Some suggestions include:</p> <ul style="list-style-type: none"> -Gospel sing-alongs (in their space) -Lenten lunches (in our space) -Seasonal sing-alongs at the parish with refreshments
Other:			

2. Discipling: The Second Mark of Mission

“To teach, baptize and nurture new believers” and, indeed, all believers, is the work of discipling. How can your congregation(s) foster the Christian development of new participants, long-time members, and everyone in between?

Discipling: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the “Proposed Action” column.)	Proposed Actions
Host, or participate in, a Lenten formation series, such as “The Five Marks of Love” <i>-“The Five Marks of Love” engages the Five Marks of Mission and is available from Church House</i>	Yes		Holy Trinity is ordering the Five Marks of Love and will be hosting the series over lent next year or the upcoming year.
Regular small groups for prayer, Bible study, and other Christian formation	Yes		EFM will run in Sept. 2018.
Require substantial baptismal preparation, including church attendance and explanation of baptismal meanings and promises	No		Holy Trinity as a whole has not required “substantial” preparation for baptisms throughout the history of the church. The church’s stance is to welcome anyone who wants to be baptized at any time. There is preparation, but

			<p>the word “substantial” can lead those who are interested in joining the parish and/or religion to think the journey would be a difficult or time consuming one.</p> <p>The current preparation includes attending service, as able, and a discussion with the priest about what baptism is, and why it’s an important choice. Holy Trinity will not discriminate against someone who has limited time in preparation for baptism as long as the commitment is clear to the priest and parish.</p> <p>Recently a new parishioner was baptized at 88, and substantial preparation would be difficult for this individual. However he is a thankful and participating member of the parish who attends service every week.</p>
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3. Service: The Third Mark of Mission

“To respond to human need by loving service” is a central aspect of Christ’s call. The challenge for us is to remember that loving service engages us personally with those in need, so that we are changed by the encounter. Simply providing a building or sending a cheque misses the heart of what Christ asks of us, indeed, offers us. How can your congregation(s) find real needs and offer service that is truly loving?

Service: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the “Proposed Action” column.)	Proposed Actions
<p>Participate in at least one ongoing community-oriented charitable service activity Due date: Annual Vestry 2018</p> <p><i>-this requires the active involvement of parishioners (not just clergy) in outreach for others</i> <i>-may be in cooperation with non-parishioners</i> <i>-simply providing space in the church building does not qualify</i></p>	<p>Yes</p>		<p>Holy Trinity is partnering with Prince George Retirement Home. The Sunday School teachers and appropriate children will visit the home and spend time with the residents on a seasonal basis.</p> <p>We will also continue to deliver flowers to those that cannot leave their homes due to ailing health issues.</p> <p>We will continue to be</p>

			involved in community church dinners and Remembrance Day commemorations as well as deliver cards to parishioners who have lost a loved one or are unwell.
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4. Transforming Society: The Fourth Mark of Mission

“To seek to transform unjust structures of society, to challenge violence of every kind, and to pursue peace and reconciliation” is a call to go beyond charitable giving and help to change the world that creates human needs. How can your congregation(s) join in God’s work of building the Kingdom by participating in the transformation of society?

Transforming Society: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the “Proposed Action” column.)	Proposed Actions
Host/participate in an educational event on the UN Declaration on the Rights of Indigenous Peoples and participate in the Blanket Exercise Due date: by Annual Vestry 2018	Yes		We completed an educational event in June 2017 leading up to National Aboriginal Day. Therapist and educator Bill Hill enriched the parishioners at Holy Trinity with his Haudenosaunee culture during a very poignant celebration. The parish listened and learned from Bill as he enlightened the congregation with story and song. Educated in traditional Aboriginal healing methods, Bill relies on both his Haudenosaunee and Anglican faiths.

			<p>Parishioners participated in a smudging ceremony and Bill discussed the hope for all to transition from 'us' to 'one'.</p>
<p>Appoint a contact person for the Primate's World Relief and Development Fund. Due date: by Annual Vestry 2018</p>	<p>Yes</p>		<p>Shelley Reynolds is our contact person.</p>

5. Safeguarding and Renewing the Earth: The Fifth Mark of Mission

As Christians, we are called to “safeguard the integrity of creation.” Our world is a gift from God. We bear responsibility for it. How can your congregation contribute to the work of caring for the Earth?

The Earth: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the “Proposed Action” column.)	Proposed Actions
Do a green assessment of your parish buildings.	Yes		Assessments are ongoing and we continue to improve our parish environment.
Decrease use of electricity and water.	Yes		<ul style="list-style-type: none"> • New windows have been installed • All the light bulbs have been switched to LED • We recycle • Air conditioning and heat are on timers • We are adding a green-focused learning to the Sunday School curriculum. This may be an interactive puppet show on environmental stewardship.

6. Ministry and Leadership

Ministry and Leadership: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the "Proposed Action" column.)	Proposed Actions
Parish Council meetings <i>-Parish Council meetings must occur at least four times a year</i> <i>-at least three days notice should be given of all meetings of Parish Council</i>	Yes		Parish council meetings happen on a regular monthly basis.
Teaching element in every Parish Council meeting <i>-Parish Council should be about more than business; include some element of learning about God and our Diocese of Huron</i>	Yes		Holy Trinity will add a teaching component at the beginning of each meeting in the way of a reflection. Council members will volunteer and choose an appropriate and timely topic and teach members an element of learning about God. We expect the topics to be vast and fruitful.
Nominating Committee for officers <i>-nominations should be recommended by parishioners, so that the community owns its life</i>	No		We have a process that works well for our parish that includes involvement considering skill set and ability as well as fit.

<p>Effective communications</p> <p><i>-ensure that the congregation knows about the possibilities and challenges that are being faced, and about events to attend</i></p>	<p>Yes</p>		<p>Vestry is read to all parishioners at service.</p> <p>Events of interest are announced verbally before service each week, and written announcements are both in the bulletin, on our website and broadcast though social media on the parish Facebook page.</p>
<p>Participation in life of the Deanery and Diocese</p> <p><i>-active and regular involvement</i></p>	<p>Yes</p>		<p>Our ACW group participates in Diocese-wide events. Parishioners attend the Bishop's Friends Dinner. We also participate in Synod through donations.</p>
<p>Warden and Treasurer training</p> <p><i>-the Diocese offers training for wardens and treasurers</i></p>	<p>Yes</p>		<p>We will continue our practice of shadowing wardens and treasures as new people come into the positions. Training includes orientation to the role and an overlap (or shadowing) for several weeks. We are also investigating formal training workshops.</p>

7. Congregational Health

Congregational Health: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the "Proposed Action" column.)	Proposed Actions
Safe Church Compliance	Yes		This was completed on 2015. As new people become involved with church (working with vulnerable individuals or with money) the process gets updated.
Safe Church policies and procedures on bullying and harassment are normal aspects of parish life.	Yes		This was completed at the past Vestry and a statement was added to the bulletin.
Ensure broadly-based decision-making <i>-avoid concentrating decision-making authority among few parishioners</i>	Yes		The parish council is large with 14 members. These members provide a good cross-section of representatives from different backgrounds and with different ideas.
Regular opportunities for fellowship and community building	Yes		We are a very active church community. Many parishioners share in a

<p><i>-fellowship after worship is a common example</i></p>			<p>fellowship opportunity after church at the local coffee shop every Sunday. We also participate in:</p> <ul style="list-style-type: none"> • Annual family games night • Music concerts (Elvis) twice/year • Host community music recitals • Hotdog lunches hosted by the Sunday School • Back to church BBQ in the fall • Blessing of the backpacks and hockey sticks • Hockey Sweater and Holy Humour Sunday • Annual Rock the Church celebration • An article called "Faithful Feature" focuses on a different parishioner and is printed in the bulletin as a way for
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			<p>people to get to know each other better</p> <ul style="list-style-type: none"> • Children’s Christmas Pageant • Blessing of the animals • World Day of Prayer • We are considering a skating day in the winter and a soccer or baseball game in the spring
<p>Conversations are done in person, on the phone, and/or video chat. No conversations via email.</p> <p><i>-email should be used only for general sharing of information; talking about issues and decision-making should not occur over email because email does not aid in resolution</i></p>	<p>No</p>		<p>While always adhering to confidentiality and privacy Holy Trinity feels email is an acceptable form of communication between individuals or groups and can sometimes be used, when appropriate, to make smaller decisions. If the need for a conversation stems from an email then that will take place. We expect individuals to use good judgment when using email or any form of communication.</p>

8. Long-term Future

Long-term Future: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the "Proposed Action" column.)	Proposed Actions
Complete Mission and Ministry Plan Due date: Annual Vestry 2018	Yes		

9. Buildings

Buildings: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the "Proposed Action" column.)	Proposed Actions
Fill out the attached Property Condition Matrix for all buildings in the parish's care <i>-this is the Property Condition Matrix from the Parish Self-Assessment Booklet (available on the diocesan website under Resources/Parish Toolbox/Congregational Development)</i>	Yes		
Identify lists of building condition issues that will need: 1) to be addressed within the next five years, and 2) in the next five to ten years. <i>-the Property Condition Matrix will help</i>	Yes		This is complete and ongoing.
Identify significant building elements that because of condition or age will likely need to be addressed. <i>-the Property Condition Matrix will help</i>	Yes		This is complete and ongoing.
Establish budget costs and timelines. <i>-with trade or professional help, establish budget costs that include a 20% contingency allowance. Provide this to the finance committee</i>	Yes		We budget for preventative maintenance so we don't have unexpected costs. If a large cost arises we budget accordingly.

10. Finances

Finances: Minimum Goals	Will meet goal by due date (Yes/No)	If not meeting goal by due date, indicate date by which you will meet (Show plan to move toward goal in the "Proposed Action" column.)	Proposed Actions
<p>Balanced budget Due date: Annual Vestry 2018 and continuing thereafter</p> <p><i>-a balanced budget may include the use of interest from endowed funds, but must not include the use of capital</i> <i>-a balanced budget must list all expenses including apportionment & clergy costs</i></p>	<p>Yes</p>		
<p>Full apportionment and clergy costs paid monthly (or as indicated – <i>explain in "Proposed Action" box</i>) Due date: ongoing</p> <p><i>-diocesan and national expenses are ongoing, so apportionment is best paid on a monthly basis or earlier</i></p>	<p>Yes</p>		

<p>Parish conversation about finances Due date: by Sept. 30, 2017</p> <p><i>-may follow a town hall format or may be by written document distributed to the whole parish/regional ministry</i> <i>-a full presentation to the parish/regional ministry of the financial situation and prospects of the parish/regional ministry</i> <i>-includes data about projected givings and expenses over the next five years</i></p>	<p>Yes</p>		<p>Finance conversations are always done at Vestry and throughout the year at council meetings.</p> <p>At Vestry a full presentation is given and we discuss expenses and what is up-coming as well.</p> <p>We do not do regional ministry.</p>
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PROPERTY CONDITION MATRIX

SITE

NAME OF PARISH: Holy Trinity Anglican

STREET ADDRESS: 189 Main Street, Lucan

Do you have a survey of the property?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no			
	If yes please include a copy	If no would you provide a sketch with approximate dimensions			
Do you have a septic bed or are you connected to municipal services?	<input type="checkbox"/> septic bed	<input checked="" type="checkbox"/> municipal services			
If you have a tile bed when was the last time it was looked at?	<input type="checkbox"/> within the last 5 years	<input type="checkbox"/> 5 – 20 years	<input type="checkbox"/> longer	<input type="checkbox"/> do not know	N/A
If you have a well when was the last time it was reviewed or updated?	<input type="checkbox"/> within the last 5 years	<input type="checkbox"/> 5 – 20 years	<input type="checkbox"/> longer	<input type="checkbox"/> do not know	N/A
Is there a cemetery on the property?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no			
Does the parish have a separate cemetery elsewhere?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no			
Do you have a propane or oil tank on site?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no			

If you have an oil tank where is it located?	<input type="checkbox"/> underground	<input type="checkbox"/> inside the building	<input type="checkbox"/> do not know		
How many parking spaces do you have on the property?	<input type="checkbox"/> spaces on pavement	<input type="checkbox"/> spaces on gravel			N/A Street and municipal parking

BUILDINGS

Which of the following buildings does the parish have?	<input checked="" type="checkbox"/> church	<input type="checkbox"/> separate parish hall	<input type="checkbox"/> rectory	<input type="checkbox"/> the # of other buildings	PLEASE complete a separate check list for each building
Approximate age of oldest part of the building?	<input type="checkbox"/>	109 years (main church)			
Approximate size of the main floor?	<input type="checkbox"/> 6,868 sq feet	OR <input type="checkbox"/> square metres			
Number of storeys (including basement level) for each building?	<input type="checkbox"/> sq feet	OR <input type="checkbox"/> square metres			
Size of the entire building including useable basement, upper floors and balconies?	<input type="checkbox"/> 8,816 sq feet	OR <input type="checkbox"/> square metres			
Do you have drawings for any	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no			

of the buildings, floor plans etc.?					
Type of Construction: check one of the following for each building or insert a description	() yes Wood structure with sloped roof and siding on the walls	(X) yes Wood roof structure and floors with masonry	() yes Steel and masonry construction	() yes Other Please describe	

ROOFS

Type of roof (check one for each) If a building has more than one type insert approx. % or area of each		LIFE CYCLE			
	Slate	100 years	(80)%		
	Cedar shakes or shingles	50 – 75 years	()%		
	Asphalt Singles	20 – 30 years	(20)%		
	Metal roof	30 years	()%		
	Flat roof membrane	25 years	()%		
When was the last time major work or replacement of these roofs was done?	(X) Within the last 5 years	() 5 – 20 years	() longer	() do not know	
Indicate which section of the roof was addressed?	Asphalt and slate ongoing maintenance				
Do you know the	\$ (5000)				

approximate cost of the work completed?					
Have you had roof leaks since the last major work?	() yes	(X) no			

EXTERIOR WALLS

Type of walls (check one for each). If a building has more than one type insert approx. % or area of each		LIFE CYCLE			
	Masonry	100 years	(100)%		
	Metal or plastic siding	50 years	()%		
	Wood siding	40 – 80 years	()%		
	Other (please describe)		()%		
When was the last time major work was done to the walls?	() Within the last 5 years	(x) 5 – 20 years	() longer	() do not know	
Do you know the approx. cost of this work?	\$ (12,000)				
Do you have a bell tower and/or a spire?		70 years	(X) yes	() no	
If yes what is approx.			(60) feet		

height from ground level to top?			OR () metres		
How many stained glass windows do you have?		60 years	(14) windows		
Do they have storm windows?	(X) yes	() no			
When was the last time major work was done to the windows?	(X) Within the last 5 years	() 5 – 20 years	() longer	() do not know	

INTERIOR

Type of heating system (indicate approx. age)		LIFE CYCLE			
	Steam or hot water boiler with radiators	25 – 35 years	() years old		
	Forced air system	25 years	() years old		
Does your system cool as well?	(X) yes	() no			
Has there been a major upgrade to any of the systems since it has been installed (indicate the year)?	() within the last 5 years	() 5 – 20 years	() longer	() do not know	No
When was the last time the following other					

interior items were upgraded?					
	Lighting	50 years	(X) within the last 5 years	() 5 – 10 years	() longer () do not know
	Electrical work other than lighting	50 years	(X) within the last 5 years	() 5 – 10 years	() longer () do not know
	Floor finishes	25 years	(X) within the last 5 years	() 5 – 10 years	() longer () do not know
	Wall and ceiling finishes	50 years	() within the last 5 years	(X) 5 – 10 years	() longer () do not know

ACCESSIBILITY – Do you have the following?

Accessible building entrance	(X) yes	() no			
Accessibility to all public areas in the building	() yes	(X) no	Not the basement		
A lift or elevator	() yes	(X) no			
Accessible washrooms	(X) yes	() no			
Accessible pews or designated wheelchair areas (provide the # of spaces provided)	(X) yes	() no			

