

St. Paul’s and St. Andrew’s Ecumenical Shared Ministry Work Plan

This document contains a project plan for the work required to create a successful Ecumenical Shared Ministry agreement between Saint Paul’s United Church and Saint Andrew’s Presbyterian Church, both of Fredericton.

In the pages that follow the work items are listed in tabular format in order of priority, accompanied by details about each item, who to involve or consult, and the anticipated deadlines. As items are completed, the resulting terms of agreement on each is added to the ESM draft agreement, a companion document. The Agreement target date is intended to indicate when the applicable task will be completed and thus written up in the draft agreement, and the Implementation date indicates when the agreed to item will come into effect.

Each of the items below will require a further detailed plan to guide their completion.

Priority #	Tasks	Details	Who	Agreement target date	Implementation date
1A	Vision, Values and Mission (all subsequent decisions will be made with reference to these)	Why are we doing this? What do we want the ESM to be like? (see ESM handbook) What are our shared purpose and long-term goals?	Facilitated joint session with both congregations together; experienced facilitator	Sept. 30 2024	Immediately after facilitated joint session
1B	Naming of new ministry	Will we rename the shared ministry? New signage? Start with suggestions from joint ESM Committee	Both congregations	Sept. 30 2024	When agreement signed
1C	Communication Strategy/Plan	We need common language and ways of talking about our ESM project and communicating with our congregations	Joint ESM Committee (this includes St. Paul’s minister and St. Andrews Interim Moderator/Presbytery of NB Advisor)	April 30, 2024	May 1, 2024
2	Build support for ESM	Follow our communication plan and talk to members and adherents about the initiative and developments and seek feedback.	Joint ESM Committee and each church’s ESM Committee, Elders of both	Ongoing	Especially at every task agreement item completion

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3	Conduct of Ecumenical Shared Worship	When, at what time, where, led by whom, choir, organist, liturgy, orders of service, communion dates, special services and observances	Joint ESM Committee. Consult with organists, Worship Committees, M&P Committee (St. Paul's) and Clerk of Session (St. Andrew's)	Oct. 31 2024	gradual phase-in from April 2024 on
4A	Determine governance structure (1)	Denominational governance structures, identities & relationship to participating denominations.	St. Paul's and St. Andrew's ESM Committees	NA	NA
4B	Determine governance structure (2)	New joint governance structures, how they will function; a new ESM oversight body; joint congregational meetings including annual meeting	Joint ESM Committee	Fall 2024	Jan., 2025
4C	Determine governance structure (3)	Joint/separate (?) standing committees, Terms of Reference: <ul style="list-style-type: none"> • Worship Committee, including Music Ministry • Human Resources (Ministry and Personnel) • Fellowship • Mission and Outreach • Christian Education/Faith Formation/Sunday School • Pastoral Care • Technology and Ministry • Policy, Finance and Maintenance Committee (St. Andrews) • Trustees (St. Paul's) • UCW/Tuesday Morning Ladies Group • Maintenance/Property Committee (St. Paul's) 	Joint ESM Committee with involvement from all current staff and current committees	Fall 2024	Jan, 2025
5	Financial Management	How will the costs be shared? How will revenues be shared? How will insurance costs be shared (property and liability)? <ul style="list-style-type: none"> • Property assets 	Joint ESM Committee with input from current staff, treasurers, existing boards/committees, and	Fall 2024	June 2025

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		<ul style="list-style-type: none"> • Operating and capital expenses, insurance, • Bank and investment accounts, investments and trust funds, charity registration numbers • Operating Expenses • Capital Expenses bookkeeping services, revenues (giving and fundraising), • Audit/review 	financial advice experts as needed		
6	Human Resource Management	Which staff will be shared? Which will not be shared? Administrative support, custodian; and minister and organist in the case of St. Paul's; PCC ministers report to Presbytery, organist reports to Session through Clerk of Session. Conflict and discipline processes for staff and members/adherents, process for calling ministers	Joint ESM Committee with input from current staff, HR management committee, M&P Committee (St. Paul's), Clerk of Session for organist at SACP.	Fall 2024	Feb. 2025
7	Formulation of Agreement	Including review schedule, amendments, conflict resolution, and opt-out clauses Names of sections and subsections (use Alanna's document of March 2024 and sample ESMs for guidance)	Joint ESM Committee designate(s), review by JESMC	Winter 2025	April 30, 2025
8	Garnering support for the Agreement	Elders talk with those in their elder districts Special congregational meetings for both congregations to vote on the proposed agreement	Joint ESM Committee, St. Paul's Council, St. Andrew's Session, Regional Council, Presbytery	March – May, 2025	April – May, 2025
9A	Preparing for move to Saint Andrews building	For Saint Paul's: inventorying everything at the church, determining which things will be moved, and disposing of the remainder, booking moving services. For Saint Andrew's: inventorying, getting rid of unnecessary items, and moving some the of remainder to optimum storage spots in the church.	Saint Paul's and Saint Andrew's ESM Committees	NA	April – May, 2025
9B	Moving	Storage and setting up of moved items.	Saint Paul's and Saint Andrew's ESM Committees	NA	May 2025
10	Official signing of	What kind of ceremony, to what extent are the	Designated officers of each	May, 2025	May, 2025

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	the Agreement	congregations involved. Maybe part of a joint service of the newly combined congregations?	congregation, Worship Committee(s), Presbytery and Council?		
11	Celebration of the birth of the Ecumenical Shared Ministry	Symbolic observances and liturgies as appropriate Invitations for special guests? Advertising?	Minister(s), Worship Committee(s), Fellowship Committee(s)	June, 2025	June, 2025