

COMPLETING THE LOCAL CHURCH PROFILE

Introduction: The UCC Local Church Profile should be completed by a representative group of people in the congregation: either the Search Committee or a special committee appointed by the governing board. As part of the process, it is essential that the congregation be given the opportunity to contribute information and offer perspectives through small group meetings and/or written surveys. Suggestions for these data-gathering processes (including sample questionnaires) will be found in **Section Four** of the Parish Life and Leadership Search Committee resource *UCC Search and Call, A Pilgrimage through Transitions and New Beginnings*.

As you prepare material for the Local Church Profile, remember to be as candid and honest as possible in your descriptions of the history, traditions, hopes, and dreams of the members of your church.

“ . . . for the Spirit is the truth.” (1 John 5:6b)

Statement of Consent: The first page of the Local Church Profile contains a statement that parallels the statement that ministerial candidates are asked to sign. In keeping with the covenantal relationship between a church and those it seeks to call, the chair of the Search Committee is asked to sign a statement on behalf of the church encouraging an open exchange of information.

Instructions for Selected Numbered Items*

- #1, #2:** Use the church name as it is known by your Conference and the UCC. If the mailing address is different from the street address, include both. If the church does not have a street address, describe the location.
- #5, #7, #8:** The Research Office of the United Church of Christ provides your conference with an 11 year statistical report for each, individual congregation. Much of the information you will need to complete items #5, #7, and #8 will be found in that report. (Figures are based on the year-end reports submitted by your church clerk/secretary.) Your Conference/ Association staff will provide your committee with that statistical resource. Consult your own annual reports for the remaining items.
- #6, #20, #21, #23, #32** These items should reflect data that was gathered from the congregation through questionnaires and/or small group meetings.
- #14, #17** Consult the compensation guidelines for your conference before completing these items.

*Most instructions are included in the text of the Local Church Profile itself.

Date

Pastor

Position to be filled

United Church of Christ

**LOCAL CHURCH PROFILE
FOR LOCAL CHURCHES SEEKING NEW LEADERS**

**Local Church
Statement of Consent**

The covenantal relationship between a church and those called by that church to serve as pastors and teachers and in other ministerial positions is strengthened when vital information is openly shared by covenantal partners. To that end, we attest that, to the best of our abilities, we have provided information in this profile that accurately represents our church. We have not knowingly withheld any information that would be helpful to candidates. As the committee charged with the responsibility for identifying and recommending a suitable new minister for our church, we have been authorized to share the information herein with potential candidates

We understand that a candidate may wish to secure further knowledge, information, and opinion about our church. We encourage a candidate to do so, recognizing that an open exchange of relevant information builds the foundation for continuing and healthy relationships between calling bodies and persons seeking a ministry position.

Christine J. Quinn

11/11/16

Signature of Search Committee Chairperson

Date

Church

Name: First Congregational United Church of Christ
Address: 715 Wisconsin St.
City, State, Zip: Lake Geneva, WI 53147

Search Committee Chairperson or Contact Person

Name: Christine Quinn
Address: 435 Maxwell St.
City, State, Zip: Lake Geneva, WI 53147
Telephone: 312-288-5669
Fax:

E-Mail: cjquinn150@yahoo.com

Pastor UCC Lake Geneva

Date

Position to be filled

**LOCAL CHURCH PROFILE
FOR LOCAL CHURCHES SEEKING NEW LEADERS**

Please return the completed document to your conference or association office.

1. Church: First Congregational United Church of Christ

2. Address: 715 Wisconsin

City, State, and Zip: Lake Geneva, WI 53147

Church Website: lakegenevachurch.org

3. Name of Search Committee Chairperson/Contact Person:

Address: Christine Quinn 435 Maxwell St.

City, State, and Zip: Lake Geneva, WI 53147

Telephone: 312-288-5669

Email: cjquinn150@yahoo.com

FAX:

4. Conference/Association Staff Person Assisting Our Church: Jane Anderson

Address: 4459 Gray Road

City, State, Zip: DeForest, WI 53532

Telephone: 920-540-2586

Email: janderson@wcucc.org

FAX:

MEMBERSHIP INFORMATION

5. Membership: (as reflected in the eleven-year UCC Statistical Report for our church; "est." indicates the figure is an estimate.)

| | Last Year | 5 Years Ago | 10 Years Ago |
|---|-----------|-------------|--------------|
| a. # Church members | 98 | 96 | 102 |
| b. Average attendance at worship | 48 | 50 | 58 |
| c. Average participation of children/youth in C.E. | 11 | 17 | 14 |
| d. Average weekly participation in adult education | N/A | N/A | N/A |
| e. # Members who are ordained clergy | 1 | 3 | |

6. Profile of Congregation

Estimate percentage of congregation. Each category should add up to 100%.

a. Age:

4 % ages 0 - 5
14 % ages 6-18
7 % ages 19-34
18 % ages 35-49
14 % ages 50-64
18 % ages 65-74
25 % ages 75 +

b. Education level of adults:

2 % completed less than high school
13 % high school graduates
18 % some college/vocational school
37 % college graduates
30 % graduate school

“So we who are many,
 are one body
 in Christ . . .”
 Romans 12:5a

c. Family units:

30 % couples with children at home
39 % couples without children at home
28 % single
3 % single parent with children at home

d. Occupation of adults:

15 % business
3 % clerical
1 % farmer/rancher
1 % laborer/manufacturing
30 % professional
3 % student
2 % tradesperson
45 % other (**primarily retired**)

e. Employment:

50 % employed
5 % not currently employed
45 % retired

f. Describe the racial-ethnic makeup of your congregation:

92% Caucasian, 8% other

CHURCH FINANCES

(Figures reflect the eleven-year UCC statistical reports as well as the church's annual reports.)

| | Last Year | 5 Years Ago | 10 Years Ago |
|---|------------|-------------|--------------|
| 7. Total Church Income | 135,753.95 | 143,069.83 | 152,282.28 |
| a. Members offerings and pledges | 98,965.33 | 92,188.87 | 91,201.94 |
| b. Interest from investment or endowments | 3,597.72 | 2,710.80 | 4,579.54 |
| c. Principal reduction (endowments or investments) | 2,000.00 | 5,110.00 | 28,437.98 |
| d. Rentals | 21,080.66 | 31,527.46 | 16,838.63 |
| e. Special Fundraising | 6,815.24 | 8,355.62 | 8,094.57 |
| f. Other | 3,295.00 | 3,177.08 | 3,129.60 |

If the church has conducted an annual stewardship campaign, list results for the past two years:

Goal: \$

Pledges: \$ 67,014.00

Actual Received: \$

Goal: \$

Pledges: \$ 59,102.00

Actual Received: \$

| | Last Year | 5 Years Ago | 10 Years Ago |
|---|------------------|--------------------|---------------------|
| 8. Total Operating Budget | 118,798.69 | 127,312.00 | 134,788.51 |
| a. Our Church's Wider Mission Basic Support | 4,000.00 | 4,000.00 | 6,000.00 |
| b. Our Church's Wider Mission Special Support | | | |
| c. Other gifts | | | |
| d. Current local expenses | 114,798.69 | 123,312.00 | 128,788.51 |
| e. Annual capital payments | | | |
| f. Other debt | | | |

9. Identify UCC special offerings the church receives throughout the year and the amounts from last year:

- One Great Hour of Sharing \$ 73.00
- Neighbors in Need \$ 71.00
- Christmas Fund \$185.00
- Strengthen the Church
- Basic Support for Our Church's Wider Mission (only if received through special offerings and not included as a regular budget item in #8 above.)

10. Mission

- a. Beyond your contributions through the UCC, name the most significant local or global missions/ministries or agencies that were financially supported by your local church last year and the amount of support:

| | Name | Amount |
|----|---|----------------------|
| 1. | Lake Geneva Emergency Food Pantry | Building/Utility Use |
| 2. | Side by Side (Human Concerns Group) | Building/Utility Use |
| 3. | United Child Care Center (UCCC – onsite day care) | Building/Utility Use |
| 4. | Pastor Dean Smith (Lame Deer, MT) | \$ 366.00 |
| 5. | American Legion Post #24 | \$2,000.00 |

- b. What mission project has excited your church the most in the past three years? Why?

Youth Mission Trips

2014 – Booneville, AR

2015 – Lame Deer, MT

2016 – Washington, D.C.

Our congregation has been invigorated by the youth's enthusiasm and commitment to travel the US and help diverse communities in need.

11. Indebtedness

- a. Total amount of outstanding mortgages/capital debt: \$ **N/A**

- b. Total amount of other debt: \$ **N/A**
Describe:
- c. Are payments current? _____ yes _____ no

12. Capital Campaigns:

- a. If the church has had capital campaigns in the last ten years, note goal and results:
Goal: \$ 80,000 Outcome: \$ 60,000
(ongoing)
Goal: \$ Outcome: \$

**“God is able to provide you with every blessing in abundance.”
II Cor. 9:8a**

- b. What projects were undertaken as a result of your capital campaign?
- **Clock Tower Repair**
 - **Stained Glass Restoration**
 - **New Roof**
 - **New Exterior Paint**
- c. Was there a mission or outreach component to the campaign? _____ Yes _____ **X** No
- d. If a capital campaign is underway or anticipated, describe it:
Goal: \$ Beginning Date:
Purpose:

13. Assets held by the Church:

- a. Reserves (savings): \$ 177,991.58
- b. Endowments/Investments: \$ 61,482.79
- c. Describe buildings and property of your church except the parsonage:

Well maintained 1897 historic church with a fellowship and classroom addition. The exterior has a beautiful stone façade complemented by recently painted red wood siding. Our interior boasts stunning dark wood beams and spectacular stained-glass windows.

- d. Is the church building (including sanctuary and offices) handicapped accessible?
Yes **X** Partially (specify) _____ No _____
- Is the pulpit handicapped accessible? Yes _____ No **X**
- e. If a building program is projected or underway, describe it, including estimated date of completion:
N/A
- f. If the church owns a parsonage, describe it: **N/A**
- Address:
City, State, Zip:
Number of Rooms: Number of Bedrooms: Number of Bathrooms:
Description:

Distance from Church

Handicapped Accessible? Yes ___ No ___ Partial ___

FINANCIAL SUPPORT OF MINISTERIAL LEADERS

14. If your conference has compensation guidelines, do you follow them?

___ yes yes for some compensation items but not all ___ no

Does the church consider this position to be full time or part time?

___ Full Time Part Time (specify) **50% time (20+ hours/week)**

How will church members be supportive of a part time or bivocational pastor who may need another job to supplement the church salary?

With exception to Sunday morning, we can offer flexible hours for the remainder of the week to accommodate other part-time work/commitments.

15. Salary History

To provide a profile of salaries for the position you are seeking to fill, indicate salaries at the beginning and ending of the ministers' tenure. Do not include interim positions. If a parsonage is provided, insert the letter "P" in the space provided. *Provide information for the last 3 leaders or the last ten years.*

| | Start Date | | | | End Date | | | |
|------------------|------------|--------|---------|-----------|----------|--------|---------|-----------|
| | Year | Salary | Housing | Parsonage | Year | Salary | Housing | Parsonage |
| a. Last | 2010 | 25,500 | 20,400 | | 2013 | 26,877 | 20,400 | |
| b. Previous | 2006 | 25,000 | 27,000 | | 2010 | 25,000 | 27,000 | |
| c. Next previous | 1999 | 24,178 | 15,000 | | 2003 | 25,121 | 18,016 | |

16. During the above period, has your church ever failed to fulfill its financial obligations to its pastor? ___yes no If yes, please comment:

17. Salary, Benefits, and Expenses Offered

Compensation Package - \$50,000 - \$60,000 (To be negotiated based on pastor's needs.)

a. Cash salary offered \$ _____
Conference recommended salary range: \$ _____

b. Housing: \$ _____
 Housing allowance only ___ Parsonage only ___ Would consider offering either

c. Customary benefits:
___ Vacation: _____ weeks annually
___ Maternity/paternity leave
___ UCC Retirement Annuity (___% of salary and housing)
___ UCC Life and Disability Insurance Benefits
___ UCC Health Benefits (___ other health benefits)
___ UCC Dental Benefits (___ other dental benefits)
___ Social Security/Medicare Offset

- _____ Continuing Education Funds
- _____ Continuing Education Time
- _____ Sabbatical Leave
- _____ Other benefits (specify) _____

d. Ministry Expenses

- Travel Reimbursement
- Meeting Expense Reimbursement
- _____ Books and Periodicals
- _____ Reimbursement of Criminal Background Check Fee
- Negotiable - Moving Expenses

COMMUNITY CHARACTERISTICS

18. Population

- a. Population of total city or town in which your church is located: **7,778**
- b. Describe the population by racial-ethnic category and identify the source of the information:

2013 data:

- 81.4% White**
- 17.8% Hispanic**
- .4% Asian**
- .2% Indian American**
- .09% Black**
- .08% Two or more races**

<http://www.city-data.com/city/Lake-Geneva-Wisconsin.html>

19. Economic Factors

Identify major sources of employment/income in your community:

- a. **Manufacturing (20%*)**
- b. **Accommodation & food service (14%)**
- c. **Retail trade (11%)**

*based on number of employees

20. General Description *(Add *** if the information came from a survey of the congregation)*

- a. Describe three distinctive attributes of your community:

1. **Beautiful/Charming/Peaceful – Geneva Lake and the beautiful park land is a major attraction for locals and tourists from Chicago and surrounding areas.**
2. **Welcoming/Friendly – The community is welcoming and friendly. Strong community services also make it an appealing place to live.**

- 3. Active/Lively/Busy – The Lake Geneva area has many opportunities for outdoor enjoyment, educational and cultural offerings.**
- b. Identify major trends you envision in your community during the next five years:

- 1. The community is vibrant and is expected to continue to grow tourism and related business to be more year round. Expansion of trails and park space is also expected.**
 - 2. Small businesses are expected to grow.**
 - 3. Gradual growth in population and job opportunities.**
- c. List three or four problem areas confronting your community that members feel your church should address:

- 1. Poverty – Economic disparities exist in the community. There are very wealthy and there are many who struggle from the many negative impacts of poverty whom require outreach and support.**
 - 2. Expand our reach into the community – Grow membership while supporting ecumenical needs of communities around the lake. Continue to engage with homeless shelters, TreeHouse, ‘Side by Side’ (local charitable outreach program) and other organizations improving lives of community members.**
 - 3. Engage in youth programs in the community – Offer a safe & supportive place for youth to grow their relationship with God.**
- d. Indicate Mission Activities
1. In which your church participates as a part of its mission in the community:
 - **Lake Geneva Food Pantry**
 - **Side by Side (human concerns group)**
 - **United Child Care Center (on-site day care)**
 - **CROP Walk (nationwide program to raise awareness of hunger & food scarcity)**
 - **TreeHouse (home to Walworth County Child Advocacy Center which serves children and families who have been affected by child abuse and neglect)**
 - **Vacation Bible School**
 - **Local School District Giving Tree/School Supply donations**
 - **Wedding Ministry**
 - **Youth Mission Trip**
 2. In which your church expects the leader you are now seeking to participate:
 - **Vacation Bible School**
 - **Wedding Ministry**
 - **Youth Mission Trip**
- e. Describe how your church building is now being used by the community:
Our church serves as a meeting facility for the following organizations:
- **UCC Day Care**
 - **Lake Geneva Food Pantry**
 - **Side by Side**
 - **Wedding Ministry**
 - **Overeaters Anonymous**
- f. Indicate the number of school districts from which members of your church are drawn:
 _____ one _____ two **X** three or more

CONGREGATIONAL LIFE

*(Add *** if the information came from a survey of the congregation)*

21. Identify major trends you envision in your church in the next five years

1. **Community engagement that reaches out to the community in support of relevant issues and raises awareness and interest in our church.**
2. **Congregation growth**

22. Planning

- a. All churches do planning. How would you characterize the way planning is done in your church?
We have a governing council consisting of Pastor, Secretary, Treasurer, Moderator, and Vice Moderator (elected every year) and seven committees (committee members are nominated). Our church does most of its planning via committee including, but not limited to, Christian Ed, Fundraising (annual Pig Roast Committee, Cookie Walk and Service Committee (coffee fellowship)).
- b. What expectations do you have of the person you are seeking in relation to the planning that takes place?
Be an active member of the Church Council, offer guidance to Council and committees. Provide leadership for strategic long-range planning and growth.
- c. When is the last time your church undertook a period of discernment and long-range planning in an intentional way?
No intentional long-range planning has been done in recent years, but we have taken some small steps towards preparation. In 2008, we conducted a visioning exercise to outline ideas for the future. In 2011, we conducted a more tactical planning exercise evaluating each committee's responsibilities and redefining roles where necessary (i.e. outlined usher responsibilities).
- d. What were the outcomes of your intentional long-range planning?
N/A
- e. Does your church have any plans to undertake a period of intentional long-range planning in the future?
Yes, once a new pastor is installed.

23. Reflections on Congregational Life

Comment on the following with what you believe to be the generally-held responses of the congregation. If more space is needed, use additional pages. *(Add *** if information came from a survey of the congregation.)*

- a. Identify the three most important faith experiences or events in the history of your church and the year each took place:

| <u>Event</u> | <u>Year</u> |
|----------------------------------|-------------|
| 1. 175 th Anniversary | 2014 |
| 2. 150 th Anniversary | 1989 |
| 3. Joined UCC Conference | 1960s |

- b. Identify the most challenging faith experience or event in the life of your church in the last three years and what the church learned from it:

In 2013, our congregation was challenged with a difficult pastoral relationship. From this experience, we learned the importance of finding a pastor that respects the traditions of our church yet challenges us to grow our faith in a way reflective of our changing community. Since that time we hired a long term interim. Through this time we have developed healthy communication patterns and a shared approach to building a strong spiritual community.

- c. What is God calling your church to do/become over the next few years?

God is calling us to become more active in reaching the wider community of Lake Geneva through word of mouth, outreach programs, mission trips, and active participation in community events. We will be active in better supporting the needy in our community. We will work collaboratively with our new pastor and grow spiritually, while also growing our membership.

- d. Describe how the church expects the person you are seeking to help your church reach these goals:

Establish a healthy relationship with the congregation, staff and community. Through this relationship, help the congregation grow spiritually and in numbers. We pride ourselves on our friendly and welcoming presence in the community.

- e. Chose the statement that most accurately describes the theological/faith stance of your church: *You may check more than one.*

- We tend to be theologically conservative.
 We tend to be theologically moderate to conservative.
 We tend to be theologically moderate.
 We tend to be theologically moderate to liberal.
 We tend to be theologically liberal.
 We tend to be quite diverse theologically.
 Other

Comments:

Our spiritual background is diverse. We have a handful of members that have been part of UCC since they were young and many whom have joined from other religious affiliations.

- f. Describe the educational program of your church:

Our education programs are organized by the Christian Education Committee with a focus on youth programs. We offer Sunday School September through May in accordance with the academic year, Vacation Bible School in the summer and Youth activities throughout the year.

Identify the curriculum/a used in your church school and the person or committee responsible for selection of curriculum/a:

This year, we have three school age curriculums all of which are published by Group.

- **Preschool - Hands-On**
- **School age 2nd – 5th grades - Bible Blitz**
- **Tweens 6th – 8th grades - On the Go**

The Christian Education Committee (CED) and the Pastor establish educational activities for our young people; along with our recently hired youth leader.

Indicate resources used for Confirmation and the person or committee responsible for the selection of these resources:

Crossings: God's Journey with Us

Responsible for selection: CED and Pastor

Are there educational opportunities for all ages?

The focus is on youth programs, but we have had adult bible studies in the past.

Sunday school for infants through 8th grade, confirmation for 8th graders, mission work for our high schoolers.

Does your church have a written Safe Church Policy?

Yes No (If No, has a group worked on this issue in the past? What was the outcome?)

We worked on this issue in 2005, but our governing body did not ratify the motion for a Safe Sanctuary after evaluating the costs/benefits of the program.

- g. Describe how the church expects the person you are seeking to participate in the congregation's educational programs:

1. **The pastor is expected to be an advisor to our Christian Education Committee in creating and fostering educational programming.**
2. **Lead the weekly children's message during worship service**
3. **Pastor is also expected to lead our Confirmation program and collaborate with the congregation to create and offer Adult study programs.**

- h. Describe how programs or ministries of your church are evaluated:

Currently there are no evaluation tools in place for formally evaluating our programs. The council governing body meets monthly to discuss and improve the life of the church including programs.

- i. Describe the strengths or positive qualities of your church: (Add *** if information came from a survey of the congregation.)

Friendly, warm and deeply committed to the community and long standing ecumenical programs in the community. We have a small membership but a large commitment to seeing that the church not only survived, but with the help of the Holy Spirit prospers.

24. Indicate major boards, committees, small groups, and organizations that are a part of your church; the frequency of meetings (monthly, weekly, etc.); and expectations for leadership. For leadership role use: 1 = pastor takes primary initiative and responsibility; 2 = pastor and laity share responsibility; 3 = laity take primary initiative and responsibility; 4 = the pastor's presence is expected periodically/occasionally.

| Board/Committee | Purpose | # Mem -bers | Frequency | Leadership |
|----------------------------|--|------------------------|------------------|-------------------|
| Church Council | To conduct most of the business of the church. Anyone may attend the meetings, but there is at least the Moderator, Vice Moderator, Clerk, Financial Secretary, Church Secretary/Treasurer, Pastor, and one representative from each committee | 12 | Monthly | 2 |
| Executive Committee | Discusses things like budget - Past Moderator, Moderator, Vice Moderator, Clerk, Financial Secretary & Pastor | 5 | As needed | 3, 4 |
| Stewardship Committee | | | | |
| Buildings & Grounds | Financial Operation of the Church | 4 | Monthly | 3, 4 |
| Christian Education | Care and Maintenance of building and grounds | 4 | Monthly | 3 |
| Worship Committee | Educational programs for the youth | 5 | Monthly | 3, 4 |
| | Planning worship schedule and services; Opening/closing on Sunday mornings | 4 | Monthly | 2 |
| Membership/Outreach | Scheduling ushers and lay readers | | | |
| | Maintain membership roles, contact with Congregation members, maintaining service Committees; planning for outreach to the local Community and beyond | 5 | Monthly | 3 |
| Pastoral Relations | | | | |
| Employee Relations | Liaison between Congregation and Pastor | 3 | 4x/yr. | 2 |
| Nominating Committee | Liaison between Congregation and Staff | 3 | As needed | 3, 4 |
| Auditors | Yearly replacement of committee members | 4 | Yearly | 3 |
| Daycare Board of Directors | Close examination of church financial records | 2 | Yearly | 3 |
| Scholarship Committee | Help church daycare in management/liaison | 6 | Monthly | 3 |
| Endowment/Memorial | To choose scholarship recipients; manage funds | 3 | Yearly | 3 |
| Wedding Ministry | Manage memorial and endowment funds | 3 | As needed | 3 |
| | Pastor, Organist, and one of our two wedding coordinators meet with prospective couples who wish to use our church for their wedding. | 4 | As needed | 2 |

| | | | | |
|--------------------------|--|-------|------------|---|
| Community Food Pantry | | | | |
| Overeaters Anonymous | Manage/distribute food to needy in community | | 3x week | 3 |
| Side by Side, Inc. | Local chapter uses our fellowship room | 4-10 | Weekly | 3 |
| | Local human concerns group – uses church for Meetings and screenings – includes some Members of our congregation | 12-50 | 2x monthly | 3 |
| United Child Care Center | | | | |
| Youth Mission Trip Grp | Day care center for the community | 25-40 | Mon-Friday | 3 |
| | Annual trip for high school ages | 10-15 | 1 wk/yr | 3 |

25. Conflict

Most churches experience conflict at various times. Characterize your church's experience with conflict given the following possibilities. Indicate the extent to which each statement describes your church: C = closely; S = somewhat; N = not at all.

C as a church, we respect and listen to each other and work things through without generating divisiveness

S as a church, we try to respect and listen to each other, but it is not uncommon for differences of opinion to be a problem and for some people to choose sides

S some have left our church because of conflict

S conflict hurts our sense of unity, but we tend not to talk about it

C painful experience with conflict has been present, but it has been worked through, and we have learned from the experience

S we have had some painful experiences with conflict, and they linger in the background

N open conflict is present, and we need a minister who can help us deal with it

 other Specify:

Comment: **As with any group, you cannot please everyone all the time. But for the most part our congregation is generally conflict free. We have had conflict in the past and have overcome it and moved on. If older conflicts are brought up, it is with the objective of trying to avoid the same mistakes.**

26. Worship

- a. Describe the weekly worship schedule (number of services, times, languages in which the services are conducted, frequency with which communion is included, special emphases such as healing services, contemporary worship, etc.)

The First Congregational United Church of Christ has one worship service per week, at 10 am on Sundays. The service is in English only. Communion is included once per month, the first Sunday of each month, and is served to the congregation in the pews.

The service is fairly traditional. Creativity on the part of the pastor is encouraged. A new AV system was recently installed in church.

- b. Are your worship services or church gatherings sign language interpreted?

 Yes X No

Are there particular ministries with persons with developmental disabilities or mental illness? **No**

Comment: **Current Pastor willing to do one on one counseling if requested.**

There is a device available in the Sanctuary for the hearing impaired.

- c. Identify how worship is planned on a regular basis in your church
 by a worship committee
 by the pastor
 by the pastor in consultation with the church musician
 other – specify:

- d. Describe the style and content of preaching valued by your congregation:

Our congregation overwhelmingly desires a candidate who is an inspirational speaker/preacher who can effectively lead the worship service and help people to relate their faith to their daily lives. The congregation is open to new ideas while being fairly traditional. We appreciate a relaxed atmosphere during worship. We are an actively engaged congregation during service – no sleepers here!

- e. Describe the role in worship of the person you are seeking:

Though the Worship Committee works with the Pastor in the planning of the worship services, and obtains volunteers for positions like lay readers, ushers, special music, and acolytes, the Pastor is the leader in the planning and execution of the worship service. Currently lay readers do the scripture readings and lead the responsive prayers and call to worship. Ushers collect the offering and distribute the monthly communion. The Pastor leads the service: opening announcements; all other prayers, sermon, and benediction.

- f. What hymnal(s) are currently used by your congregation in worship?

Worship & Rejoice, Hope Publishing Company, Copyright 2001

- g. Have you considered using another hymnal?

We purchased these hymnals just three years ago.

- h. Churches have a variety of practices related to the use of Inclusive Language in worship services. (Some churches have made the decision not to change any language in worship; others are intentionally inclusive in their references to people avoiding words such as “mankind”. Some avoid exclusively male references for God and seek to include male and female images as well as a variety of metaphors; other churches exercise care in the words of the liturgy but still utilize “traditional” hymns.) How important is this issue to your church?

We have not made any formal decisions to change language in worship. This has not been an issue of importance in our church.

WIDER CHURCH CONNECTIONS

27. United Church of Christ

- a. Association, conference, or other denominational programs and activities in which church members participate:

Do you send delegates to association and conference meetings?

Regularly _____ Occasionally Never _____

Have members of your church ever served as delegates or visitors to General Synod?

Yes _____ No Not Sure _____

- b. Association, conference, or other denominational settings in which your church expects the leader you are now seeking to participate: **Our new pastor will be encouraged to participate in District, Association and Conference activities and meetings.**

The Southeast Wisconsin Association of United Church of Christ

The Wisconsin Conference of United Church of Christ

- c. Choose the word that best describes how lay leaders of your church consciously identify with the United Church of Christ:

_____ closely moderately _____ nominally _____ other

Comment:

28. Ecumenical and Interfaith Activities

- a. Describe ways your church participated in ecumenical and interfaith activities during the past three years:

Our church has participated in (and continues to participate in) multiple ecumenical activities the past few years.

- **Shared church building - for a few years we shared our building with an Anchor Covenant Church while they pursued a permanent home, and included them in many activities. They have been in their own building for over a year now.**
- **Local Interfaith activities - we participate with other churches in the annual CROP walk. The human concerns group, Side by Side, Inc, which meets regularly in our church, includes members from many local churches.**
- **Vacation Bible School - in the past we combined with two other churches in Vacation Bible School but we started doing our own when it got too large.**
- **Community Lent services - we also cooperate with other area UCC churches during Lent.**

- b. Describe how your church expects the leader you are now seeking to participate in ecumenical and interfaith activities:

If opportunities for ecumenical and interfaith activities arise, it is hoped that our Pastor will be supportive of and active in those opportunities.

RELATIONSHIP WITH MINISTERIAL LEADERS

29. Relationship With Prior Leaders

- a. Characterize your church's experience with pastoral leaders over the past 15 years.

You may check more than one response:

- In general, our lay leaders have a history of strong, cooperative relationships with the church's pastoral leadership.
- We have had some fairly rocky moments, but we have worked them through, and relationships with pastoral leaders have grown in significant and important ways.
- We have had some tough times and things did not always work out.
- Other. Specify:

Comment:

The Pastoral Relations Committee engaged with the Pastor via frequent meetings and one-on-one feedback sessions which focused on interpersonal relationships and the decision making process.

- b. Indicate the tenure of the last three installed persons who filled the position you are seeking to fill. Do not include interims:

| Name | From | To |
|---------------------|---------|---------|
| 1. Charlene Hinkley | 5/1/10 | 6/30/13 |
| 2. Dave Strang | 4/17/06 | 5/1/10 |
| 3. Mark Stalhut | 10/1/99 | 9/28/03 |

- c. If a previous pastor or pastor emeritus/a is currently a member of the church, describe his or her involvement in the life of the congregation:

N/A

- d. In addition to financial support, describe how your church supported the most recent person to hold the position you are now seeking to fill:

Regarding the most recent full-time pastor (non-interim), support included active listening, suggestions for how to deal with interpersonal conflict and situations where roles and responsibilities were issues of conflict.

Suggestions and offers were made for off-site training and development.

Positive feedback was given for strengths with encouragement to build on these strengths in the future.

- e. Involuntary Terminations:

Have any of the last three persons serving in the position you are seeking to fill left involuntarily or under pressure?

yes no: If "yes," respond to the following:

- Choose all the issues that may have contributed to the involuntary termination. *You may check more than one or indicate "not applicable."*
 conflict of personalities in the church
 inadequate performance
 pastoral style inappropriate for this church
 ethical issues or issues of fitness for ministry
 financial stresses
 other. Specify:
- Indicate, if you can, which of the following best describe the congregation's behavior toward that person prior to her or his leaving: *You may check more than one.*
 civil kind
 compassionate supportive
 harsh indifferent
- Describe what your church has learned from the experience about itself and its relationship with persons who provided ministerial leadership:

Our church has learned the importance of understanding the needs of the congregation and how it relates to finding the "right fit" with a Pastor. The congregation has also learned the need to deal with conflict in an open, honest and caring way.

- 30.** Does the church have a Pastoral Relations Committee? yes no
 If yes, describe its purpose, functions and how often they meet:

Purpose of Pastoral Relations Committee: to ensure a healthy relationship between the pastor and the congregation; to provide an arena for helpful and honest dialogue which in turn assists the church in the fulfillment of its mission.

Having a structure such as this committee is, in itself, a reflection of the belief in the mutual ministry between the pastor and the congregation.

The committee functions as a conduit between the pastor and the congregation. It often deals with matters of a confidential and sensitive nature and builds a framework for open communication. The committee functions in an advisory and support role.

Committee meets quarterly as well as at other times when needed.

- 31.** If there is periodic assessment/evaluation of the nature of the work and of the performance of that work for the position you are seeking to fill? Describe it:

Yes, there is an ongoing assessment and evaluation of job performance rather than a structured and formal process. Because of the confidential and sensitive nature of matters with which the committee frequently deals, it is coordinated with the church Council when issues arise.

Reports to the church Council are general in nature due to the need for confidentiality.

Is the periodic ministerial evaluation coordinated with a regular assessment of the overall ministry of the congregation? **Not formally**

32. Leadership Expectations

A list follows of 45 items which represent a range of qualities in the ministry of the church. Place an "X" beside the 12 items which your church feels are the most important aspects of ministry for your church at this time. All the qualities are important. However, please mark those 12 which you feel need first priority at this time. **Do not rank the items.** If the aspects you consider to be important are not included in the list, place them at the end in the blanks provided.

Mark only 12 of the following items. Do not rank the items.

Our church needs a person who...

- | | |
|---|--|
| 1. <u> X </u> is an effective preacher/speaker | 24. _____ regularly encourages support of Our Church's Wider Mission |
| 2. _____ continues to develop his/her theological and biblical skills | 25. _____ reaches out to inactive members |
| 3. _____ helps people develop their spiritual life | 26. _____ works regularly in the development of stewardship growth |
| 4. _____ helps people work together in solving problems | 27. _____ is active in ecumenical relationships and encourages the church to participate |
| 5. _____ is effective in planning and leading worship | 28. <u> X </u> is a person of faith |
| 6. _____ has a sense of the direction of his/her ministry | 29. _____ writes clearly and well |
| 7. _____ regularly encourages people to participate in United Church of Christ activities and programs | 30. _____ works well on a team |
| 8. _____ helps people understand and act upon issues of social justice | 31. <u> X </u> is effective in working with youth |
| 9. _____ is a helpful counselor | 32. _____ organizes people for community action |
| 10. _____ ministers effectively to people in crisis situations | 33. _____ is skilled in planning and leading programs |
| 11. _____ makes pastoral calls on people in hospitals and nursing homes and those confined to their homes | 34. _____ plans and leads well-organized meetings |
| 12. _____ makes pastoral calls on members not confined to their homes | 35. <u> X </u> encourages people to relate their faith to their daily lives |
| 13. <u> X </u> is a good leader | 36. _____ is accepting of people with divergent views |
| 14. _____ is effective in working with children | 37. _____ encourages others to assume and carry out leadership |
| 15. <u> X </u> builds a sense of fellowship among the people with whom he/she works | 38. <u> X </u> is mature and emotionally secure |
| 16. _____ helps people develop their leadership abilities | 39. _____ has strong commitment and loyalty |
| 17. _____ is an effective administrator | 40. _____ maintains confidentially |
| 18. _____ is effective with committees and officers | 41. _____ understands and interprets the mission of the church from a global perspective |
| 19. _____ is an effective teacher | 42. <u> X </u> is a compassionate and caring person |
| 20. <u> X </u> has a strong commitment to the educational ministry of the church | 43. _____ deals effectively with conflict |
| 21. _____ is effective in working with adults | 44. <u> X </u> Good interpersonal skills _____ |
| 22. _____ inspires a sense of confidence | 45. <u> X </u> Makes pastoral calls on members in need and potential members. |
| 23. <u> X </u> works regularly at bringing new members into the church | |

If there are other comments you wish to make about expectations, include one or more paragraphs here on an additional sheet.

GENERAL

33. Does your governing body or your search committee have a well-defined policy against discrimination? Yes No Comment: **Not that we are aware of.**

34. Has your congregation participated in an ONA (Open and Affirming) study/discernment process? Yes No Comment: **Our church council informally voted to be open and affirming, however, we did not formalize the paper work nor do we outwardly market our church as such. Additionally, the Church Council recently voted unanimously to allow same sex marriages to be performed in our church sanctuary.**

35. Is there a position description of the pastor’s role and responsibilities? Yes No If “yes,” please attach a copy.
We plan to create this as part of the call agreement.

Does your church have a personnel policy covering this position? Yes No

36. List the titles of other paid staff positions for whom this person provides supervision and indicate whether these positions are full-time (FT) or part-time (PT).

Title: Office Manager PT FT
 Title: Organist PT FT
 Title: Treasurer PT FT
 Title: Music Director PT FT
 Title: Youth Leader PT FT

All positions noted above do not formally report to Pastor, but meet with Employee Relations as needed. Youth Leader formally reports to Christian Education.

37. Name three people who have agreed to serve as references. Make sure they are not members of your church, but know your church well enough to be helpful to a final candidate seeking more information about your church, e.g., conference staff, person in community, neighboring pastor:

| Name | Telephone | Relationship to Your Church |
|------------------------|--------------|-----------------------------|
| a. Jerry & Ellen K | 203-254-2421 | Friend & Summer Attendees |
| b. Pam Carper | 847-431-1546 | Friend of the Church |
| c. Pastor Art Puotinen | 847-717-0835 | Substitute Pastor |

38. What groups or individuals in your church have contributed to, reviewed, and/or approved this profile for circulation?

Individuals on the Search Committee **Current Pastor**
 Moderator **Church Council**
 Vice Moderator

STATEMENT ON LEADERSHIP IN MINISTRY

Using this page, and one additional page if needed, write a statement that will help a candidate better understand the relationship of clergy and lay leadership in the life of your congregation. Candidates will be interested to know whether your lay leaders have a history of strong, cooperative relationships with the church's pastoral leadership. If your church organizational structure is based on intentional lay-led ministries, describe how that structure functions in relationship to the pastor; if your organizational structure is dependent on clergy leadership, describe what will be expected of the pastor.

If you wish, this statement can provide an opportunity for you to elaborate on the list of committees/boards/groups that you identified in Question 24. (For example, in some churches the expectation is for mutual involvement of pastor and finance committee in the financial matters of the church; other congregations have a clear expectation that the pastor will be focused on "spiritual matters" and will be excluded from settings where financial decisions are made.)

Include in the statement reflections on leadership styles that work well for your church. What do you hope/expect that your new pastor will understand and value in your particular style of lay leadership? What would a new pastor need to know in order to work smoothly with your established leaders? If yours is a multiple-staff church, it would be helpful to comment on your expectations of how the staff team members relate to each other. You are encouraged to include anything else you want to say about your church and its expectations of the leader it now seeks:

The relationship of clergy and lay leadership in our congregation is one of respect, collaboration, open communication and a shared goal of leading our congregation in its spiritual journey and stewardship to the Church. We are very excited for a new Pastor to join our team. We have a veteran lay leadership team who are ready and willing to support you. We look for you to lead us in a way that values our past yet prepares us for a long future.

Firstly, it is important we note that the Pastor is a welcome partner with our committee meetings and a respected voice in our congregation. Church Council conducts much of the church's financial, operational and business responsibilities, therefore we are comfortable with Pastor allowing lay leadership to take the lead on those matters. We look to the clergy to offer input and guide our decisions in a spiritual way on all matters.

We expect clergy to take on a more active leadership role within the specific committees of Worship, Christian Education and Membership/Outreach.

- **Worship - expectation is one of planning and leading the service and guiding lay leaders throughout Sunday service as needed.**
- **Christian Education - looks for clergy to take the lead regarding adult and youth education which may include collaboration with other area churches. Engagement with confirmation classes is in need of clergy involvement as well.**
- **Membership/Outreach – as a figurehead in our organization, it is imperative clergy and Membership/Outreach collaborates to maximize the impact of our message and reach in the community.**

Our congregation is proud of the active membership and lay leadership involvement. We seek a pastor who will:

- **Honor our church's individual traditions**
- **Invest in getting to know us and build strong relationships with the congregation**

- **Influence lay leadership with UCC standards**
- **Encourage us to look beyond our traditional methods when/if it hinders our ability to reach a greater audience within our community or world. In other words, we know sometimes we can become too comfortable in our traditional ways and we need a pastor who can help us recognize when change is necessary.**

We expect our new Pastor to build positive working relationships with our existing staff of three. Our Office Manager (and Treasurer), Penny, has been on staff for over 15 years and has a wealth of historical information to share. Jerry, our organist, and Anna, our music director (and youth leader), are assets to any church service.

Finally, we look forward to a new Pastor who will partner with us and guide us as our spiritual community grows and embraces new opportunities. We look to co-create our future with a new Pastor.

Conference or Association Descriptive Reference

Church Name:

Location:

Conference:

Association:

Name of Staff Assisting in the Search:

Staff Comments:

Signature of Staff Assisting in the Search

Date