## **Search and Call Tools for Congregations**

Advancing the Spirit's guidance into God's future

# INTRODUCING THE NEW LOCAL CHURCH PROFILE

Who are we

Who is our neighbor

Who is God calling us to become

The new Local Church Profile is not just for congregations in search of a pastor. *All* congregations are encouraged to engage in its process of discovery every 3-5 years. The UCC Local Church Profile reflects valuable data, assesses ministry, clarifies change, and helps advance the calling of the congregation. Not just to be completed by a search committee – the more participation, the better!

MINISTERIAL EXCELLENCE, SUPPORT & AUTHORIZATION UNITED CHURCH



# UNITED CHURCH OF CHRIST LOCAL CHURCH PROFILE

Union Congregational UCC
Three Lakes, WI

Pastor (part-time)

WI Conference, Northwest Association

[October 30, 2018]

#### LOCAL CHURCH PROFILE CONTENTS

- Position Posting
- ➤ Who Is God Calling Us To Become?
- ➤ Who Are We Now?
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- References
- Consent and Validation

"God is able to provide you with every blessing, so that having all sufficiency in all things at all times, you may abound in every good work."

(2 Corinthians 9:8)

#### **INSTRUCTIONS**

The new Local Church Profile supports the calling and discernment of United Church of Christ congregations with their current or future pastoral leadership.

For many congregations, the interim time between ministers is an intentional season that is guided in part by the preparation of a Local Church Profile. Using the Profile, the church can discover its data and express its story for the reliable discernment of a search committee and the beginning of a new pastorate. Searching ministers will want to see this document in its entirety.

The interim season is not the only time in a church's life when it's valuable to give attention to explore a congregation's vocation. Three sections of the Local Church Profile – WHO ARE WE NOW, WHO IS OUR NEIGHBOR, and WHO IS GOD CALLING US TO BECOME – are meant to be updated every 3-5 years. Known together as the "Discovery Document," these three sections can be completed by a visioning group, a governing body, a transition team, or other group – not just the search committee – in order to draw forward the gifts and imaginative possibilities of a congregation. The church's engagement with the "Discovery Document" might not have the same sequence as the completed Local Church Profile that is read by candidates.

Some questions are easy to answer. Some are not so easy. Prompts are provided to stimulate narrative response if needed; these italicized prompts are merely examples from which to choose or to inspire your own. Efforts to answer the questions will prompt conversations and explorations and story-tellings and many prayers. As the Spirit moves throughout the process, congregations will shape a collective articulation of Christ's leading (WHO IS GOD CALLING US TO BECOME). This last question to be answered becomes the first section to be read by searching ministers in the Local Church Profile, and it is boldest and most actionable piece for faithful leadership into the future.

Your conference can provide materials referenced in the Local Church Profile, such as the 11-Year Report containing data as reported by your congregation annually to the UCC Data Hub, and MissionInsite reports containing demographic information on your community. More information on types of pastorate in the United Church of Christ can be found in the Call Agreement Workbook. Be sure to use the Call Agreement Workbook's Scope of Work to describe in this Local Church Profile the position being sought.

When it is time for ministerial search, the conference can counsel you on posting the Local Church Profile together with your public listing at UCC Ministry Opportunities (http://oppsearch.ucc.org).

The last page of the Local Church Profile contains a statement that parallels the consent statement signed by ministers in the UCC Ministerial Profile. In keeping with the covenantal relationship between a church and those it seeks to call, this statement encourages an open, honest exchange of information. On behalf of the United Church of Christ, and on the basis of the best knowledge available to them, your conference staff will validate your completed Local Church Profile when it is ready to be shared in relationship with prospective new leaders.

#### 1. POSITION POSTING

- a. LISTING INFORMATION
- b. SCOPE OF WORK
- c. COMPENSATION & SUPPORT
- d. WHO IS GOD CALLING TO MINISTER WITH US?

#### 1a. LISTING INFORMATION

Church name: Union Congregation United Church of Christ

Street address: 6993 Forest St. P.O. Box 876 Three Lakes, Wisconsin 54562

Supplemental web links: www.unionucc3lakes.org

Additional ecumenical affiliations (e.g. denominations, communions, fellowships):

Conference: Wisconsin Conference UCC

Association: Northwest Association

UCC Conference or Association Staff Contact Person (Name, Title, Phone, Email):

Rev. Rob MacDougall, Associate Conference Minister

Wisconsin Conference United Church of Christ

4459 Gray Road

DeForest, WI 53532

715-308-6120

rmacdougall@wcucc.org

#### **Summary Ministry Description:**

We are a small congregation seeking new and younger members in order to grow.

#### Photographs:

Insert 1-3 images of your church, its people, its parsonage or building or gathering space, etc.



Three Lakes, Wisconsin is a small town in northern Wisconsin, situated in the Nicolet National Forest, whose economics base is tourism. Fishing, boating, water skiing, atv and biking trails, and hiking trails are some of the summertime activities, while snow skiing and snowmobiling occupy the winter months.

We currently have a membership of 43 worshipers, plus associate members and friends.

We are currently searching for a part-time pastor.

**Position Duration:** 

<u>Settled</u> – a long-term position with flexibility regarding residence

Compensation Level:

1/4 Time

Does the total support package meet conference compensation guidelines?

#### 1b. SCOPE OF WORK

(add here the Scope of Work developed by your church using the Call Agreement Workbook)

#### Core Competencies:

We are looking for a caring and friendly pastor who will help our church attract new worshipers. Our new pastor would be required to attend our council meetings. He or she would be required to have office hours one day a week for three hours, preferably on Thursdays, as this is the day we have our council meetings.

#### 1c. COMPENSATION AND SUPPORT

Salary Basis (from the Call Agreement Workbook, equal to Cash Salary plus Value of Parsonage/Housing Allowance): \$1,400.00 per month plus mileage.

#### Benefits:

Salary includes negotiable Benefits

What is the expected living situation for your next minister?

The living situation is flexible, pastor providing their own housing.

Comment on the residential/commuting expectations for your next minister.

State any incentives (e.g. school debt reduction or retention bonus after a certain number of years in position):

Describe peer and professional supports available for ministers in your association/conference: there is a regional UCC clergy that meets weekly, the Conference organizes Community of Practice groups

If applicable, describe how your church will adopt part-time adjustments in the pastoral schedule to support a minister's bi-vocational employment: the congregation expects our pastor to have other commitments and is flexible with scheduling

### 1d. WHO IS GOD CALLING TO MINISTER WITH US?

Describe the ministry goals you envision your next minister co-collaborating with the congregation to achieve. To bring back those who stopped attending because of our worship schedule by returning to our regular time of Sunday mornings at 10:30 AM. Taking part in the community by taking part in events such as the local food pantry and the annual Women's Ecumenical Christmas party.

Describe how your vision of the minister you are now seeking will assist the congregation in making an impact beyond its walls. *To offer spiritual help at our local Food pantry. To attend the annual Women's Ecumenical Christmas party.* 

Specify language requirements or culturally-specific capacities preferred in a next ministerial leader, and why those matter to the congregation's sense of calling.

English is the only required language

Based on what you have learned about who your church is, who your church's neighbor is, and who God is calling the church to become, describe four areas of excellence from *The Marks of Faithful & Effective Authorized Ministry* that your next minister will display to further equip the congregation's ministry in these areas.

EXHIBITING A SPIRITUAL FOUNDATION AND ONGOING SPIRITUAL PRACTICE ENGAGING SACRED STORIES AND TRADITIONS CARING FOR ALL CREATION WORKING TOGETHER FOR JUSTICE AND MERCY

#### 2. WHO IS GOD CALLING US TO BECOME?

"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind." (Matthew 22:37 NRSV)

Who is God calling you to become as a congregation?

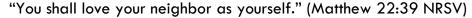
To be a caring and welcoming all congregation.

Describe how God is calling you to reach out to address the emerging challenges and opportunities of your community and congregation.

For example, describe two experiments your congregation has initiated or engaged in the past year, what were the results and where do you see your next steps? Has your church had a multi-year strategic plan or vision statement; if so, where do you see that plan/vision taking you?

We have not participated in a community experiment. We have no multi-year plan other than to welcome new parishioners and members.

#### 3. WHO ARE WE NOW?



- a. CONGREGATIONAL REFLECTIONS
- b. 11-YEAR REPORT
- c. CONGREGATIONAL DEMOGRAPHICS
- d. PARTICIPATION AND STAFFING
- e. CHURCH FINANCES
- f. HISTORICAL INFORMATION

#### 3a. CONGREGATIONAL REFLECTIONS

Describe your congregation's life of faith.

For example, what beliefs and commitments are stated in your congregation's purpose statement or membership vows? How is God most often described in worship liturgy? In what ways would you describe the Holy Spirit in your midst?

The mission of our church is to bind together followers of Jesus Christ, to share in the worship of God, and to make His will dominant in the lives of persons individually and collectively, especially as that will is set forth in the life, teachings, and death of Jesus Christ. We acknowledge Jesus Christ as its head, and finds in the Holy Scriptures, interpreted by the Divine Spirit through reason, faith, and conscience, its guidance in matters of faith and discipleship.

Describe several strengths or positive qualities of your congregation.

Although we are a small congregation, we are very welcoming to all people. We donate annually to our local food pantry and to the Alzheimer's Association. We also sponsor one scholarship to a graduating senior at our local high school.

Describe what worship is like when your congregation gathers.

For example, where does worship take place, and what is it based around? What was a recent baptism like? What are some words used to describe good preaching?

Our worship services are always held in our sanctuary. We had a recent baptism which was very exciting, since it's been several years since we've had one.

Describe the educational program/faith formation vision of your church.

For example, how are young people in leadership? How do people continue to form their faith over a lifetime? Name a topic studied or curriculum used recently; what was the impact of this study on those who attended?

We do not have an educational program.

Describe how your congregation is organized for ministry and mission.

For example, how are decisions communicated in your church? How are teams or committees organized? Where does your church struggle for vision?

- When it comes to decision-making, how many hours are spent in meetings per month?
- Think of a time when action had to be taken quickly, for example when a crisis or disaster occurred. How was that accomplished?
- Can you provide the next minister with a copy of an organization structure, bylaws and/or annual report to further explain the patterns of the church's activity and governance? [Yes/No]

Our church council meets every other month, with the exception of November through February, when we meet every month, due to setting the budget for the coming year, nominating new members for the various boards, and publishing the annual report.

We can provide a copy of our by-laws and most recent annual report.

#### 3b. 11-YEAR REPORT

(add here the 11-Year Report developed with the help of your conference staff, UCC Data Hub, and MissionInsite)

# 3c. CONGREGATIONAL DEMOGRAPHICS

Describe those who participate in your church.

		Is this number an estimate? (check if yes)
Number of active members:	42	
Number of active non-members:	14	
Total of church participants (sum of the numbers above):	56	

Percentage of total participants who have been in the church:

		Is this number an estimate? (check if yes)
More than 10 years:	90%	
Less than 10, more than 5 years:	3%	
Less than 5 years:	7%	

Number of total participants by age:

0-11	12-17	18-24	25-34	35-44	45-54	55-64	65-74	75+	Are these numbers an estimate? (check if yes)
			2%		5%		5%	88%	X

Percentage of adults in various household types:

		Is this number an estimate? (check if yes)
Single adults under 35:	0	
Households with minors:	1%	X
Single adults age 35-65:	2%	X
Joint households with no minors:	0%	X
Single adults over 65:	0%	X

#### Education level of adult participants by percentage:

		Is this number an estimate? (check if yes)
High school:	65	X
College:	25	X
Graduate School:	Unknown	X
Specialty Training:	5	
Other (please specify):	5	Vocational (X)

#### Percentage of adults in various employment types:

		Is this number an estimate? (check if yes)
Adults who are employed:	9%	X
Adults who are retired:	91%	X
Adults who are not fully employed:		

Describe the range of occupations of working adults in the congregation:

From laborer to physician's assistant.

Describe the mix of ethnic heritages in your congregation, and the overall racial make-up. Most UCC congregations tend to describe themselves as "diverse." Yet, the vast majority of UCC congregations are mono-cultural. What does diversity mean in your context?

Our congregational is almost entirely made up of white, European Americans.

Has your congregation recently had a conversation about welcoming diversity, or do you plan to hold one on the near future (perhaps using, for example, the Welcoming Diversity Inventory)? Please note the date. Comment after the exercise:

#### 3d. PARTICIPATION AND STAFFING

Complete the following chart. Please leave blank any fields that are not applicable to your congregation.

Ways of Gathering	Estimated number of people involved in attendance	Who plans each of the listed gatherings? (list any and all worship planners, such as various lay leaders, pastors, musicians, other staff)
Adult Groups or Classes		
Baptisms (number last year)		
Children's Groups or Classes		
Christmas Eve and Easter Worship	15	
Church-wide Meals		
Choirs and Music Groups		
Church-based Bible Study		
Communion (served how often?)	Once/month	
Community Meals		
Confirmation (number confirmed last year)		
Drama or Dance Program	0	
Funerals (number last year)	0	
Intergenerational Groups	0	
Outdoor Worship	0	
Prayer or Meditation Groups	0	
Public Advocacy Work	1	Local food pantry
Retreats	0	
Theology or Bible Programs in the Community	0	
Weddings (number last year)	0	
Worship (time slot:		10:30 AM to 11:30 AM

Worship (time slot:)		
Young Adult Groups or Classes	0	
Youth Groups or Classes	0	
Other	0	

Additional comments:

List all members or regular participants in your congregation who are ordained, licensed, or commissioned ministers. Indicate those with current United Church of Christ Three-Way Covenants (i.e. serving in a congregation) or Four-Way Covenants (i.e. serving in a ministry beyond a congregation).

Name	Three- or Four- Way Covenant? (3 or 4 or No)	Ministry Setting	Type of Ministry Role	Retired? (Y or N)

If one or more previous pastors or retired ministers currently hold membership in the church, describe their role(s) in the life of the congregation:

List all current staff, including ministers. Exclude the position you are seeking to fill. Indicate which staff person serves as head of staff.

Staff Position	Head of Staff?	Compensation (full time, part time, volunteer)	Supervised by	Length of Tenure for current person in this position

#### **REFLECTION**

Reflection: After reviewing the congregational demographics and activities above, what does this information reflect about your congregation's overall ministry?

#### 3e. CHURCH FINANCES

Current annual income (dollars used during most recent fiscal year)

Source	Amount
Annual Offerings and Pledged Giving	\$41,000.00
Endowment Proceeds (as permitted within spending policy, such as a cap of typically 4.5%-5% on total return)	\$0
Endowment Draw (beyond what is permitted by spending policy, "drawing down the principal")	\$0
Fundraising Events	\$1,700.00
Gifts Designated for a Specific Purpose	\$200.00
Grants	\$
Rentals of Church Building	\$6,000.00
Rentals of Church Parsonage	\$
Support from Related Organizations (e.g. Women's Group)	\$
Transfers from Special Accounts	\$
Other (specify):	\$
Other (specify):	\$
TOTAL	\$48,900.00

Current annual expenses (dollars budgeted for most recent fiscal year): \$47,800.00 Attach most recent church budget, spending plan, operating statement, or annual treasurer's report as shared publicly with the congregation, or – if your church does not pass an annual budget – list current budgeted expenses here.

Considering total budgeted expenses for the year, compare total ministerial support. What is the percentage? 37%

Has the church ever failed to pay its financial obligations to a minister of the church? No

Is your church 5-for-5, i.e. does it include each of the following contributions during the church year? (*indicate those included during the most recent fiscal year*) Yes, all five.

- \_\_ Our Church's Wider Mission (OCWM Basic Support)
- \_\_ One Great Hour of Sharing
- \_\_ Strengthen the Church
- \_\_ Neighbors in Need
- \_\_ Christmas Fund

In what way is OCWM (Basic Support) gathered? If calculated as a percentage of operating budget, what is that percentage? (recommended 10%) By a special collection

What is the church's current indebtedness? None

Total amount of loan debt:

Reason for debt:

Are capital and other payments current?

If a building program is projected or underway, describe it, including the projected start/end date of the building project and the total project budget.

If the church has had capital campaigns in the last ten years, describe:

Year(s)	Purpose	Goal	Result	Impact
		\$	\$	
		\$	\$	

If a capital campaign is underway or anticipated, describe:

Year(s)	Purpose	Goal	Result	Impact
		\$	\$	

	\$ \$	

Describe the prominent mission component(s) involved in the most recent (or current) capital campaign.

Does your church have an endowment? Yes

What is the market value of the assets? \$33,180.00

Are funds drawn as needed, regularly, or under certain circumstances? No

What is the percentage rate of draw (last year, compared to 5 years ago)?

Describe draw on endowment, if any, to meet operating budget expenses for the most recent year and the past five years:

At the current rate of draw, how long might the endowment last?

Please comment on the above calculations or estimates:

#### Other Assets

Reserves (savings): \$

Investments (other than endowment): \$ Does your church have a parsonage?

Fair market rental value of the parsonage: \$50,400.00

How is the parsonage used? Rented

Street / City / State / Zip: 6989 Forest St. Three Lakes, WI 54562

Finished square footage: 600

Number of Bedrooms: 2, Number of Bathrooms: 1

Assessed real estate value: \$51,600.00 Available for minister residence: Y/N No Expected minister residence: Y/N No

Condition of structure, systems and appliances: Good

Entity in the church responsible for review and needed repairs: Trustees

Describe all buildings owned by the church: Parsonage and Church

Describe non-owned buildings or space used or rented by the church:

Which spaces are accessible to wheelchairs? (worship space, pulpit, fellowship space, facilities, etc.)

Our church is not wheelchair accessible, although we do have a chair lift to allow access to the sanctuary.

Reflection: After reviewing the church's finances and assets described above, what does this information reflect about your congregation's mission and ministry?

For example, when was a time the church made a major budget change? How is the budgeting process done? What new ministry initiative has your church financed?

#### 3f. HISTORICAL INFORMATION

Name one to three significant happenings in the history of your church that have shaped the identity of your congregation. Add the most important event in the life of your church in the past 10 years.

Describe a specific change your church has managed in the recent past.

Every church has conflict, some minor, some larger. "Where two or three are gathered, there will be disagreement...." Describe your congregation's values and practices when it comes to conflict.

For example, what is an example of a recent conflict and something your congregation learned from it? Describe an occasion when your church experienced conflict without being able to resolve it well. Does your church have policies, protocols or structures for dealing with conflict?)

Ministerial History (include all previous ministerial staff for the past 30 years)

Staff member's name	Years of service	UCC Standing (Y/N)
Topher Mehlhoff	1.5	Y

William Brown	1	
Gary Gilbert	5	
Mary Ann Miller	14	
Stephen Rohloff	3	
Ronald McDuffie	11	

Comment on what your church has learned about itself and its relationship with persons who provided ministerial leadership:

Has any past leader left under pressure or by involuntary termination?

Y

Has your church been involved in a Situational Support Consultation?

N

Has a past pastor been the subject of a Fitness Review while at your church?

N

#### 4. WHO IS OUR NEIGHBOR?

"You shall love your neighbor as yourself." (Matthew 22:39 NRSV)

- a. COMMUNITY VISION
- b. MISSION InSite

#### 4a. COMMUNITY VISION

How do the relationships and activities of your congregation extend outward in service and advocacy?

Our church has been involved in local calendar sales for the last ten, donating all proceeds to our local food pantry. Our Women's Fellowship hold two fund raisers during the year, using most of the proceeds to return to the general fund and to the local food pantry. We are also involved in the Angel Tree Project and Prison Fellowship programs.

Describe your congregation's participation in meetings, relationships and activities connecting the wider United Church of Christ (association / conference / national setting).

Many local churches love to tell the story of what they are doing in the community to transform lives. Some have identified certain aspects of their witness into the wider community using language shared with other UCC congregations. (Find more information as desired at ucc.org.) Check any statements below that apply to your UCC faith community.

X Accessible to All (A2A)	Just Peace		
Creation Justice	Global Mission Church		
Economic Justice	X Open and Affirming (ONA)		
X Faithful and Welcoming	WISE Congregation for Mental Health		
X God Is Still Speaking (GISS)	Other UCC designations:		
X Border and Immigrant Justice	Designations from other denominations		
Inter-cultural/Multi-racial (I'M)	None		

Reflect on what the above statement(s) mean(s) to your community. Is your congregation interested in working toward any of the above statements of witness in the near future?

Describe your congregation's participation in ecumenical and interfaith activities (with other denominations and religious groups, local and regional). *The Women's Fellowship participates in a yearly Ecumenical Ladies Christmas celebration*.

If your congregation has a mission statement, how does that mission statement compare to the actual time spent engaging in different activities? Think of the range of activities from time spent gathering, to governance, to time spent going out.

Reflect on the scope of work assigned to your pastor(s). How is their community ministry and their ministry in and on behalf of the wider church accounted for in the congregation's expectations on their time?

The pastor would be required to participate in the local pantry by offering spiritual guidance to those getting help.

#### 4b. MISSION InSite

Comment on your congregation's Mission InSite report with data for your neighborhood(s) or area. What trends and opportunities are shown?

How do your congregation's internal demographics compare or contrast to a) the neighborhoods adjacent to your church, and b) other neighborhoods with which your church connects?

How are the demographics of the community currently shaping ministry, or not?

What do you hear when you talk to community leaders and ask them what your church is known for?

What do new people in the church say when asked what got them involved?

New members and visitors tell us that they love our friendly congregation and the warmth our church offers.

#### 5. REFERENCES

Name up to three people who have agreed to serve as phone and written references. Advise the three references: "The contact information you provide may be shared publicly. Please use contact information that you feel comfortable giving to candidates so they can reach you with their questions."

Make sure they are not members of your church but are persons who know your church well enough to be helpful to candidates seeking more information. Request a letter from each reference in answer to the four prompts below. Attach the letters (up to three) as desired.

#### **REFERENCE 1**

Mr.Gary Gilbert, past pastor. 715-891-5960

#### **REFERENCE 2**

Rev. Topher Mehlhoff, present pastor 801-647-7780

#### **REFERENCE 3**

Mr. Don Meeder, choir member 715-360-1235

#### PROMPTS FOR REFERENCES

Describe some areas of strength in this church's ministry.

Describe some areas for improvement in this church's ministry.

Describe a significant experience you have had of this church's ministry.

Anything else you wish to share.

#### 6. CLOSING THOUGHTS

- a. CLOSING PRAYER
- b. STATEMENT OF CONSENT
- c. CONFERENCE/ASSOCIATION VALIDATION

#### 6a. CLOSING PRAYER

Include here any prayer or dream for the minister you imagine journeying toward you... a poem, for example, or a Scripture passage or a piece of music that is meaningful to your Search Committee:

Dear Heavenly Father, guide our church in finding a new pastor, who will continue the work of your church in our community of Three Lakes, Wisconsin. Have him/her be loving, compassionate, understanding, caring, and faithful to You and your church. Amen.

#### **6b. 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 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 opinions 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.

- 1. Which individuals and groups in the church contributed to the contents of this Local Church Profile? (for example, church council or consistory, transition team, etc.)

  Most of the contents were submitted by the Deacon Chair, with some input by the church council.
- 2. Additional comments for interpreting the profile:

Signed: Thomas J. Kern

Deacon Chair October 29, 2018

# 6c. VALIDATION BY CONFERENCE/ASSOCIATION

The congregation is currently in good standing with the association / conference named. Staff Comment:

To the best of my knowledge, ministerial history information is complete. Staff Comment:

To the best of my knowledge, available church financial information is presented thoroughly. Staff Comment:

My signature below attests to the above three items.

Signature:

Name / Title: Rev. Rob MacDougall/Associate Conference Minister

Email: rmacdougall@wcucc.org

Phone: 715-308-6120 Date: October 30, 2018



This document is created through support to Our Church's Wider Mission (OCWM) and is only possible through the covenantal relationships of all settings of the United Church of Christ.

"Jesus answered them, 'Have faith in God!'" – Mark 11:22