



Minnesota Conference

United Church of Christ

Short Form Church Profile ~ Small Church Ministry/Interim Ministry

Church Name: Pilgrim Congregational United Church of Christ

Church Address: 2310 East Fourth Street, Duluth, MN 55812

Church Contact Person & Contact Information: Carla J. Bailey, Pastor, carlajeanbailey@gmail.com

Position Available: Director of Faith Formation Ministries, at least ½ time but full time preferred

Position Description attached

Date Position Is Available. immediately

Church Information

Current Membership: 215

Membership 5 years ago: 240

Average weekly worship attendance: 75 (in-person and on-line)

List regular/periodic faith formation opportunities at your church: seasonal adult education series during Lent and Advent, Confirmation classes, Sunday School just starting up post-Covid, weekly youth group gatherings

Current year annual budget: \$ 504,110

Current year mission giving (OCWM, offerings, special projects, etc.): \$22,120

Attach a copy of your latest Annual Report or include a link to it if you have it on your website.

Description of Church Life *recent church profile for the search for settled pastor attached*

- Describe the mission/purpose of your church (1 paragraph).
- Describe program and outreach ministries of your church (1 paragraph).
- Write a one paragraph summary of your church's history.
- Write a one paragraph summary of your church leadership and organization (*don't forget any paid/volunteer staff; church secretary, organist, custodian, etc....*)
- Write a one paragraph summary of your church's involvements with the United Church of Christ (Conference meetings, Outdoor ministry experiences, etc...).

Expectations of Your New Pastor (rank those that apply, keeping in mind that PT positions cannot cover these areas at the same level as FT positions)

Rank them with #1 as most important

XX. Occasional Worship leadership and preaching, service preparation

___ Church administration, newsletter and other communications, staff supervision

___ Leadership with church governing body and committees

- ___ Pastoral Care, visitation of hospitalized, homebound, members in care facilities
- ___ Conduct special services – weddings, funerals, liturgical year services
- XX Teaching – Bible studies, adult ed., confirmation, other (this is a faith formation position)
- ___ Maintain collegial and denominational relationships
- XX Mission and service involvements as they relate to Faith Formation programming for both youth and adults

In addition to those listed above, what other expectations will your church have for a Director of Faith Formation?

Pilgrim is looking to strengthen faith development for all ages with particular focus on children, youth, and families. The congregation voted to fund this position for three years with on-going evaluation as to its effectiveness in fulfilling the mission of the church.

What are your church's goals for the next 1-3 years?

As it relates to this position, Pilgrim is committed to funding this Faith Formation position for three years. At the end of year two and going in to year three, the Faith Formation Director, minister, and key church leaders will evaluate Pilgrim's total ministry, its growth, development, and questions of sustainability.

Current Income/Expenses *attached*

Compensation You Are Offering (If this is a part-time position is it: 75%__, 50%__, 25%__)

The congregation has committed up to \$65,000 total annual compensation, inclusive of all expenses and benefits, for up to full-time. We will consider less than full-time, depending on the candidate's preference, but no less than ½ time.

1. **Total Package being offered:** \$60-65,000 that can be distributed as needed by the candidate into salary, housing, benefits, etc.... If the candidate prefers less than full-time, compensation will be negotiated.

OR, detail what is being offered below

2. **Salary:** \$____, **Housing Allowance:** \$____,

Is a **parsonage** available?: yes__, no__

Is the minister you are seeking expected to live in the parsonage? yes __ no__

Is the minister expected to live in the community of the church? yes__ no __

3. **Benefits:** *Check those being offered in **addition** to salary + housing = base salary*

___UCC pension/annuity contribution (14% of base salary)

___Health and Dental Insurance (premiums vary depending on makeup of household & age)

___Life and Disability Insurance (1.5% of base salary)

___ Social Security Offset (7.65% of base salary)
___ Paid Vacation time (# ___ weeks including Sundays annually)

4. Ministry Expenses: *Check those being offered*

XX Mileage reimbursed for pastoral duties at the current IRS rate
XX Professional expenses
___ Continuing Education time
___ Continuing Education annual funds \$ _____
XX Registration/housing/meals for MN Conference Annual Mtgs
___ Other

5. Community Demographics: *(add link to MissionInsite report obtained from the Conference staff)*

6. Covenantal relationship with the Wider UCC:

Add the 11-year report obtained from the Conference staff

Pilgrim is Open and Affirming, Just Peace, and is committed to supporting organizations working on racial justice in Duluth, Minnesota, and nationally. Additionally, Pilgrim has a number of members who have been delegates to MN Conference meeting, as well as the national Open and Affirming work of the denomination.

Pastoral Search Information

Is there a search committee organized? Yes ___, No XX

If yes, who is the contact person and what is their contact information:
Minister Carla Bailey will be doing the initial screening of candidates. Final candidates will be interviewed by a group (5-7 persons) of congregants, including youth, Sunday School teachers, and representatives of our Human Resources Committee.

Person(s) preparing this request: Rev. Carla J. Bailey

Date prepared: August, 2022

Conference staff assisting with this search:

Rev. Cindy Mueller; *Steward of Search & Call and Congregational Legacy Planning*

CindyM@uccmn.org

763.439.3952 (cell)

763.515.3281 (home)

Proposal for Director of Faith Formation Ministries
Position Description
 March 15, 2022 **Draft - CjB**

I. GENERAL INFORMATION	
Position Title: Director of Faith Formation Ministries	Date of last update: 3.15.22
Reports to (title): Senior Pastor, Church Council, Christian Education Committee	Author: CjB
FLSA Designation and hours per week: Exempt – full-time	

II. POSITION SUMMARY
The Director of Faith Formation Ministries would be responsible for providing overall leadership in education ministry for all ages. This includes strong pastoral and leadership presence with children and families.

III. PRIMARY RESPONSIBILITIES
Church School: Responsible for overseeing all aspects, including reviewing and ordering curriculum; recruiting, training and overseeing volunteer teachers, including nursery care; ordering supplies; scheduling and overseeing special events; working with the Senior Pastor and Children's Music Coordinator on child-related worship events; meeting with individual families to discuss their children's learning and faith formation experiences.
Confirmation: Responsible for overseeing all aspects, including recruiting of Confirmands and Mentors; scheduling, organizing and teaching classes; scheduling guest speakers and field trips; and coordinating the Confirmation Worship with the Senior Pastor.
Youth Programs: Responsible for working with middle school and high school youth individually and together to maximize participation in church life. This could include working with other youth directors to schedule joint fellowship and service events.
Adult Education: With the Senior Pastor, responsible for planning and overseeing adult education programs.

IV. INTERNAL WORKING RELATIONSHIPS	
Contact <i>(use title, not proper name)</i>	Nature and Purpose of Interaction
Church Staff	Collaboration, consultation and coordination
Parents of Church School Students	Church school recruitment; information updates; supporting parents with religious education outside of church school
Church School Students Confirmands and their Mentors, Youth Leaders	Teaching, mentoring, being accessible and available to students and mentors, as needed. Organizing and leading youth activities and events, mission trips, special projects.
Christian Education Committee	Collaboration to direct and evaluate the church school program and curriculum and oversee adult education offerings. Support the Committee in attaining the goals of religious education for all ages.

VI. QUALIFICATIONS

Required:

minimum qualifications, including educational and work experience requirements, any certifications or licenses that make a person eligible to be considered for this position:

- Academic training in education and theology. (Christian education certification, or equivalent)
- Demonstrated experience teaching and mentoring children.

required knowledge and skills (e.g. attributes such as interpersonal skills, communication skills, technical skills, product knowledge, leadership ability, etc.) that a person will need to be successful in this job.

- Commitment to the Progressive Christian faith.
- Enthusiasm and optimism for education ministry.
- Knowledge of child development and ability to inspire children.
- Knowledge of the spiritual beliefs and practices of the congregation, in particular, familiarity with the UCC.

Physical Demands:

List any physical demands the job might entail (lifting, typing, repetitive motion, etc.)

- The stamina, energy and endurance to stay ahead of the children.

VII. POSITON SPECIFIC COMPETENCIES

Strong community networking skills

Demonstrated rapport with adolescents.

THIS DESCRIPTION IS A GENERAL STATEMENT OF REQUIRED PRIMARY DUTIES AND RESPONSIBILITIES. IT DOES NOT EXCLUDE OTHER DUTIES AS ASSIGNED.

NEW BEGINNINGS FACILITATOR'S REPORT

April 17 – May 26, 2016

BACKGROUND

In August 2015, the Church Council of Pilgrim Church committed to the “New Beginnings” assessment process. In February 2016, a draft assessment prepared by the Rev. Dr. Douglas Pfeiffer (Appendix A) was provided to Pilgrim. The assessment was then used in a facilitated six week process in which the congregation met in 7 small groups to discern a clear direction (“bold decision”) for Pilgrim’s future. 13 facilitators were trained to lead the small groups using the formatted discussion sessions provided by New Beginnings. A total of 85 Pilgrims (34% of total membership, 82% of weekly worship attendance) participated in the six week process from April 17 to May 26, 2016. This report is a summary of the facilitators’ findings.

BOLD DECISION

The groups were unanimous in their decision to “Redefine Pilgrim’s Mission”. Redefinition is a way of saying it is time to enter a new season based upon God’s mission for this church, its congregants and the community that surrounds us locally, regionally and globally.

Redefinition will not be easy as it calls for hard choices that may break with certain structural and programmatic ways of “doing church”. It is moving on a continuum from a membership (consumer-oriented) model to more of a missional (community-oriented) model. It seeks an energizing balance of the inward and outward journeys, a nurturing discipleship that feeds initiatives of service.

Interesting Quotes related to mission

- We inspire our members to learn, discover, and grow through a radically inclusive faith community
- Wings in the Air or Birkenstocks on the Ground – Doers more than just money suppliers
- Build a front porch with rockers rather than a fenced in backyard with grills
- We start this journey without a rich history of achievement in some key areas relative to the “missional church”; we do have a rich history in certain areas (e.g., music, culture, community service).

Highlights from Small Groups on Redefinition (in no particular order):

- Redefine mission clearly (e.g., Social Justice Church)
 - What is Pilgrim synonymous with? Do we need a name change?
- Better understand what is involved in relocation (e.g., costs, selling, location, community impacts/benefits)
- Go for it and stop worrying about money
 - Long term process - Need to keep energy levels steady and sustainable
 - Use endowment for outside missions
- Share our building with another church or non-profit
- Fill gaps in areas of discipleship, spiritual development (adult and youth), make way for teens as well
- Make changes inclusive of low income, GLBT, neighborhood
- Explore options related to parallel start or adoption strategies
 - Explore faith communities in crisis to share the building or join Pilgrim
 - Keep some the same, but start new ministry for others with different needs
 - Don't call a minister for another year/thrive only ministry

THEMES AND KEY POINTS

Key points were identified from the small groups and from there they were combined into themes. These themes and key points are not intended to address every brainstorm from all the groups, but rather the ideas that rose up time and again during all of the small group discussions. The ideas are only meant to help the congregation formulate our mission's work both in the short and long term as a series of next steps. These steps will then need to be evaluated for successful ministries that serve God's intention for the next generation of a new Pilgrim.

Passion – Best At – Resources

In the New Beginnings process, the groups discussed three areas of organizational life: Passion and Energy, Best At, and Resource Engine. Passion and Energy are the areas where they saw excitement at Pilgrim. Best At is the particular niche that sets us apart in the community. Resource Engine are the resources that make it possible to do what we find we are both passionate about and best at (building, finances, skills of individuals, etc.). Below are a few key points:

- It was difficult to quantify the difference in strength for these three areas (Passion, Best At, Resources) between all the groups
- Pilgrim spends much more money on the building than most participants realized

- Pilgrim spends less on spiritual development and social justice
- Passion does not equal energy in some of the members interpretation

Community

Our community generally consists of a mixture of young families, thriving middle to upper class, college students and singles, retirees and seniors. Of this mix the young families are a growing population at Pilgrim and the college students and singles are barely represented. Below are a few key points:

- Pilgrim is good at acceptance, support of and for diversity, social justice issues, and programming for children
- Pilgrim represents the community in all but college students and singles
- Invest time and resources to better understand the neighborhood
- Explore ministry needs – we don't know what they are
 - Trouble seeing a need or desire to align with our neighborhood/community as a missional church rather than providing for some individual missions
 - Work with campus ministry to reach out to college students

Pilgrim's in-house life needs

- Support network, connecting with others in own life stage or beyond, provide for each other
- Adult Spiritual Growth
 - Formalize a spiritual development program
 - Grow and build on our passions
 - Hope, belonging, grounding, recharge batteries
 - Intellectual discussions
- Enhance Youth development/programming
- Find opportunities to organize and define individual gifts to help fulfill ministry programs identified in redefinition work
- Increase/Enhance Intergenerational opportunities
- Provide environmental/outdoor opportunities

Toward a Missional Church

- Do fewer things better
- Open and Affirming
 - While we are open and affirming, we haven't been intentional in our support
- Kids (children, youth, teens)

- Larger ministry role
- Increase coordination between children's education and Rachael's work; make success of children's programming independent of one person
- College Students
 - Build programs that will attract their interest and energy
 - Increase presence on campus
- Seniors
 - Explore needs(e.g., loss of spouse, transportation, programs to them)
- Music moves the spirit
 - Explore ways to invite others to learn, play and perform music for themselves and others
 - Expand what we have; move it into the community
- Worship Adaptation (e.g. change or add to style to meet larger community needs)
- Social Justice is a mission
 - Pilgrim is known as a counter-cultural community
 - We give from our faith community into mission (e.g., CHUM, OCWM, local initiatives)
- Welcoming – we currently do this well

Resources

Pilgrim's building requires a great deal of financial resources to maintain, and yet, when congregants speak of the physical attributes of the building such as sense of place, lighting, sound, etc., it is difficult to imagine going elsewhere. Below are a few key points:

- The building is an asset and part of Pilgrim's mission to this community
 - Clarify what the building means as a mission
- Define the building's mission and explore how the building benefits or impacts that mission both in dollars and a sense of place
- Redefine membership so it doesn't inhibit non-members to service/mission
- Provide meaningful membership with expectations

Organization Management

Although all organizations need some form of structure for discernment, planning and decision-making, Pilgrim has begun and needs to continue to move toward a less cumbersome structure that provides for an easier and effective way for people to serve toward the mission physically, organizationally, and financially that makes a difference in our community and to our personal spiritual growth. Below are some key points:

- Leadership
 - Communication is a barrier – need to listen and communicate direction better
 - Guide and train leaders, a successional process – e.g., 1) Members, nonmember join team(s), builds passion, provides resources; 2) Move to a committee to help guide programs through teams; 3) Bring gifts by serving as a council member to help with overall planning and structure)
- Taking action – task oriented
 - Clear purpose and product
 - A volunteer organizer – make personal calls
- Social Justice needs redefining both within the church structure of committees and teams
- Attitudes
 - Being intentional: stating clearly what goals are and working towards them
 - Not afraid, but ready
 - Concerned, but optimistic
- On Public Relations and Outreach
 - Inform on the history of UCC/Congregationalist mission (e.g., abolitionists, educators, O & A, changers)
 - Go to them with ministry/programs (colleges ministries, seniors)
 - PACT, On-line media, Congdon newsletter
 - Pilgrims' entrances for those who enter the building for other purposes
 - Make personal call or invitation to serve on a program, etc.

FACILITATOR'S OBSERVATIONS

Group A – Facilitator: Denny Falk with assistance from Mary Anderson

Participants: Mary Anderson, Karl Beaster, Sarah Beaster, Dana Lindaman, Elise Lindaman, Andy Nielsen, Willie Schuldt, Nyasha Spears, Nate Stumme, Rebekka Stumme, Steve Therrien

The group became closer; many members did not know each other previously, but shared personal thoughts and feelings that were actively accepted by other members. Group members felt increasingly more comfortable sharing with one another. The group became more engaged and energetic as the sessions proceeded and came to agree that mission redefinition that included enhanced Christian education and spiritual development.

Group B – Facilitators: Cindy Grindy and Steve Grindy

Participants: Jenny Ballew, Laura Delaney-Pence, Deb DeVaney, Bret Pence, Annalisa Peterson, Peter Peterson, Jack Setterlund, Joan Setterlund, Pete Willemsen, Renee Willemsen, David Braun

We want Pilgrim to be seen as a light shining in the neighborhood and we want it to be an LED. The light comes from finding God's will for our church and the LED represents using our resources wisely and intentionally.

Our group had many energetic and passionate discussions about the opportunities for growth in our Church. Weaknesses identified by the assessment were seen as opportunities for the church to be intentional about planning our future and using our financial resources wisely. Our group sees the value in being a mission driven church. The first priorities are spiritual development and reaching out into the neighborhood.

The participants all expressed appreciation for the chance to work together, to get to know each other better and to work towards making a deliberate plan for our church. Participants feel good about knowing that the church is serious about becoming sustainable and a church driven by the will of God.

Group C – Facilitators: Kane Tewes and Char Taylor

Participants: Serenity Campbell, Zach Campbell, Aaron Crowell, Sarah Crowell, Ruth Ann Eaton, Tammy Hensley, Meghan Huot, Patrick Huot, Jonathan Kresha

Our group had a very positive and open attitude. Members of the group became more comfortable with each other and shared thoughts and experiences. The last session was a little more subdued. While the discussion was good, there were some undertones of uncertainty of the next steps.

Group D – Facilitators: Diane Desotelle and Andrew Streitz

Participants: Mary Olin, Ben Olson, Melanie and Martin Grune, Julie and Jim Drake, Kitty Van Evera, Jane Killough

Our group was a mixture of church members with 5, 15 and 50 years plus as members. When we started the New Beginnings process there was some concern that we'd tried this before, but there was a willingness by everyone to give the process a chance.

Most group members not only showed up every Monday, but they came prepared to talk about the readings. Everyone remain engaged throughout the six weeks, with energy building toward the end.

The biggest change we noticed was the growing awareness how much we enjoyed each other's company, not having the chance before this to talk much, but further, enjoying the chance to work together with people we valued on such an important issue. We concluded our work with the idea that Pilgrim was worth preserving and fighting for, even if we weren't sure yet what our new mission might be.

Group E – Facilitators: Jean Walters and Paul Antwerp

Participants: Mary Kay Chavez, Tea Chavez, Steve Cushing, John Gould, Mary Jo Gould, Ted Harwood, Nan Hillmeyer, Josie Olson

Group E, whose 10 participants range in age from about 30 to about 70 and included both members and friends of Pilgrim, held its meetings Tuesday evenings at the home of Mary Kay and Tea Chavez. Conversations were often both/and; our mission is both to our members and to our neighbors. We talked about Pilgrim having many resources, especially human. Overall, we felt that the best focus for our energy is Mission Redefinition, clarifying what our mission actually is.

Group F – Facilitators: Dave Zentner and Carol Bacig

Participants: Anita and Harlan Stech, Jane and Gene Shull, Cindy and John Fochs, Bob Reichert, Carri Hoagland, Mardi Bagley, and Margo Zentner

Group F was primarily composed of older and long term members (75%), who were initially comfortable with Pilgrim as it now exists.

As the group progressed through New Beginnings, they discovered the passion they had for Pilgrim ran strong and deep. And from that passion they moved ahead to a willingness to explore new possibilities. Ideas flowed and all joined in the discussions. They discovered strengths and interests in each other they had not known before.

While they agreed to pursue a new direction, their desire remained firm not to lose those things that Pilgrim currently does so well.

Group G – Facilitators: Clyde Johnson and Julie Johnson

Participants: Don and Paula Bjoralt, Lurene Buhrmann, Len Edwards, Jackie Falk, Marge Fraser, Triss Harwood, John Jensen, Rachael Kresha, Joan Morrison, Joan Semenchuk, Kay Slack, Gail Trowbridge

Group G represented 15 committed Pilgrim members. Respect for one another's opinions was inherent from the beginning. Common goals for Pilgrim's future as well as comfort when praying together were highlights of our work together.

Pilgrim Congregational Church in Duluth, MN, is an Open and Affirming, Just Peace, progressively Christian congregation of the UCC. Recently (fall of 2021), Pilgrim called the Rev. Dr. Carla J Bailey as its pastor and teacher (church profile related to that search is attached). Before she was called, and before the pandemic, Pilgrim had engaged in the New Beginnings assessment process (see attached). The church was experiencing some conflict with its minister and sought to discern its future. The congregation and its minister mutually agreed to part ways and an interim minister was called. Then the pandemic hit.

Pilgrim had a very active program for children, youth, and families that suffered from the pandemic's isolation. Coming out of the pandemic and with new pastoral leadership, there is significant support for reenergizing ministry with and for children, youth, and families. Pilgrim enjoys strong lay leadership in this area and in June, the congregation voted to hire a Director of Faith Formation Ministries (proposed position description attached). It was a bold decision, based on the conviction that a healthy congregation must respond to our changing cultural landscape by providing strong ministry for all ages. It is also bold because the position is being funded almost entirely out of the church's investments, though there has been a healthy uptick in annual pledging. To respond to questions about this somewhat experimental project, and in keeping with the spirit of the New Beginnings assessment, the congregation agreed that this will be a three-year commitment, during which staff and congregation leaders will continually evaluate its sustainability and overall impact on the congregation's health.

There is good reason for optimism. Pilgrim is a very active and involved congregation in justice issues, community concerns, and ongoing education. Duluth is a vibrant city and the religious landscape is ecumenical and inclusive. For example, Pilgrim shares the OWL program with Peace UCC and the UUA congregation in Duluth. In the recent Pride weekend events, many congregations participated in staffing a booth at the Pride festival and an interfaith Pride worship service. Pilgrim's youth group is very active and is supported by five adult advisors.

We are seeking a Faith Formation Director that is committed to caring for children and youth, along with their families, who has a passion for developing faith through active engagement in the congregation and community, and who is willing to lead among leaders.

INTRODUCING THE NEW LOCAL CHURCH PROFILE



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!

Rachel Hackenberg

**UNITED CHURCH
OF CHRIST**



UNITED CHURCH OF CHRIST

LOCAL CHURCH PROFILE

Pilgrim Congregational Church United Church of Christ
Duluth, MN

Senior Minister

Minnesota Conference

[Validation Date]

LOCAL CHURCH PROFILE CONTENTS

- Position Posting
- Who Is God Calling Us To Become?
- Who Are We Now?
- Who Is Our Neighbor?
- 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)*



1a. LISTING INFORMATION

Church name: Pilgrim Congregational Church, United Church of Christ

Street address: 2310 East 4th Street, Duluth, MN 55812

Supplemental web links: <http://pilgrimduluth.org/>

Conference: Minnesota

Association:

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

Sheresa Simpson-Rice, Interim Associate Conference Minister, 717-318-6865

sheresar@uccmn.org

Summary Ministry Description:

In a short paragraph, reflect on where your church is going and what it might look like when you get there. What do you need to get there? Who are you seeking to join you on this part of your church's faith journey?

We Pilgrims have many ideas where God is leading us, and many of us are apprehensive about the changes that will occur, but we are trusting that God will lead us to a clearer mission. We want to be an active church, an exciting church, a church with vibrant worship, a church that supports each of us as we work on our faith and social justice. We know we will not be the church we once were. We also know that social justice, families and children, appreciation of arts and music will continue to be a vital part of our ministry. We, as congregants, need a minister to help develop the partnership between God's Spirit and our stewardship. We will need to be intentional in our ministry, as we have in the past, because this is what makes the difference. It sends us into the world and equips us with the power we need to reach people for Christ. We are praying that our new settled pastor will assist the congregation in visioning God's mission for Pilgrim.

Photographs:

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







What we value about living in our area (2 – 3 sentences):

We value the natural beauty of the area next to Lake Superior and the close proximity to the northern Minnesota woods, providing access to outdoor activities all year round. We value the community that is large enough to support education including three colleges/universities,

medical services, theater, music of many genres, dance and other arts organizations, but small enough to feel like a small town.

Current size of membership: 215

Languages used in ministry (*other than English*):

Position Title: Settled Pastor/ Minister

Position Duration (*choose one, delete the other options listed*):

Settled – a called position intended for longer-term ministry in which the minister moves church membership to the congregation and moves standing to related association

Compensation Level (*choose one, delete the other options listed*):

Full Time

Does the total support package meet conference compensation guidelines?
Yes

1b. SCOPE OF WORK

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

Core Competencies:

(List three core competencies that you imagine could be foundational in your next minister's relationship with the church. For example, a church seeking a pastoral care minister might hope to call someone who is caring, sensitive and sociable, while a church seeking an executive minister might want an organized, detail-oriented and time-conscious person.)

1. Strong interpersonal skills embodied in someone who listens and communicates well.
2. A manager/leader who can grow our faith community and involve its members.
3. A thoughtful and inspiring preacher.

1c. COMPENSATION AND SUPPORT

Salary Basis (*from the Call Agreement Workbook, equal to Cash Salary plus Value of Parsonage/Housing Allowance*):

Depending on experience, at least \$ 44,000 + 25,800 for housing. Social security offset and general benefits, including family medical insurance, will also be provided. We follow the Minnesota Conference, United Church of Christ, Compensation Guidelines 2021.

Benefits (*choose one*):

Salary plus Benefits

What is the expected living situation for your next minister (*e.g. parsonage, living nearby with a housing allowance, living elsewhere to commute as needed*)?

Living nearby with a housing allowance.

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

It is expected that the minister will live in the Duluth area and the commutes here are short.

State any incentives (*e.g. school debt reduction or retention bonus after a certain number of years in position*): Sabbatical available after 6 years in the position. In recent years sabbaticals have been funded by a Lilly Foundation sabbatical grant. We would be willing to discuss incentives.

Describe peer and professional supports available for ministers in your association/conference: Clergy cluster/ministerium. During the pandemic there have been weekly clergy support calls.

If applicable, describe how your church will adopt part-time adjustments in the pastoral schedule to support a minister's bi-vocational employment:

Not applicable.

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.

Currently, we at Pilgrim embrace Jesus' command in Matthew 25 to feed the hungry, clothe the naked and befriend the stranger. In response to a recent questionnaire, Pilgrim members supported giving time, talent and treasure to local non-profit groups, including CHUM (once Churches United in Ministry, but now is simply the acronym). We support state, national and international groups such as OCWM as a part of our current mission. We are an ONA church,

and our congregation is committed to seeking racial justice, environmental justice and justice for the LGBTQ community. We anticipate and pray that our next minister will be involved with both local and worldwide efforts to support those in need, and will co-collaborate with us about how we can use our limited resources of time, talent and treasure most effectively in this time of unlimited need.

Pilgrim has been in the process of redefining itself and its missions over the past years. In 2015, Pilgrim used the New Beginnings Assessment Service to set a course for strategic, visionary renewal for our beloved church, resulting in a new mission statement. The results of the work are in Appendix A. A survey of the congregation was conducted in 2020 in preparation for this profile.

Based on the New Beginnings work, plus the recent survey, the ministry goals that need the work of our members and new minister are:

- Support Pilgrim families, youth and children.
- Support local groups providing services to those in need, such as CHUM.
- Support global missions such as racial justice, LGBTQ justice, and environmental justice.

Describe how your vision of the minister you are now seeking will assist the congregation in making an impact beyond its walls.

We envision our settled pastor as someone who is willing to encourage us to continue our mission activity, suggesting specific steps that may help us develop and accomplish our outreach goals. Our church involvement has been an integral part of the community that has provided leadership and participation to many of the non-profits in the Duluth area and beyond. Appendix B names the service groups our members are supporting individually. Our youth groups and intergenerational groups have participated in missions to support our neighbors. See Appendix C. We have provided services in Duluth as well as volunteered in our history at Back Bay Mission and Gulfport Habitat for Humanity in Mississippi, Heifer Project on the east coast, San Christobel in Chiapas, Honduras, and most recently with Common Hope in Guatemala, and Urban Immersion in Minneapolis.

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

There are no culturally specific capacities, but we would like our new minister to value cultural diversity and be culturally competent. We would like our minister to help us broaden our cultural awareness as a congregation.

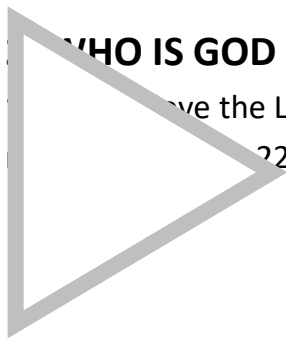
Based on what you have learned about who your church is, who your church's neighbor is, and who God is calling the church to become, describe four areas of excellence from *The Marks of Faithful & Effective Authorized Ministry* that your next minister will display to further equip the congregation's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

Exhibiting a Spiritual Foundation and ongoing Spiritual Practice

Working together for justice and mercy

Strengthening inter and intra personal assets

Building Transformational Leadership Skills



WHO IS GOD CALLING US TO BECOME?

Love the Lord your God with all your heart, and with all your soul, and with all your
22:37 NRSV)

Who is God calling you to become as a congregation?

God is calling us to do better at living up to our mission statement:

“We are on a spiritual journey together praising God with a **SONG**

Seeking to know and live the way of Jesus

Offering inspiring worship, music and arts

Nurturing an inclusive and loving community

Generating social and environmental justice”

We see this as building on the mutual commitments we have made to God and each other by

- Exploring more about our faith and implementing our faith in our everyday life
- Growing our kindness, togetherness, and cultural competence
- Increasing our support for and appreciation of our resources – our church building, our staff, the necessary work of our church, our collective caring and knowledge

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?

Our New Beginnings work had us look at our immediate neighbors. We did not have to look far from the building location to find neighbors in need – college students with active lives yet needing sacred/mindful space, and people in need of financial and human support.

To meet these neighbor’s needs, we face certain realities:

- Many members are unable to physically help (moving people and their furniture from transitional to permanent housing, yard and house improvement and maintenance etc.). We

are unable to directly provide medical and mental health assistance. But, we have been financially generous in donating to local groups that support those in need.

- Members with young families are so busy with family commitments that limit their abilities to take on physical tasks.
- Our youth members have come through with the kind of help that demands physical labor. But, they grow up and move on.

The New Beginnings consensus was that we need to find ways to move beyond our comfortable church building and immediate neighborhood and find a way to match our physical and financial resources to broader community needs.

A recent call for listing activities individual members participate in outside the church environment produced a variety and lengthy list of volunteer activities and projects that directly meet needs of community members throughout the city. See Appendix B. The members here are famously self-starters and generous with their time and talents.

Describe two experiments your church has initiated or engaged in the past year, what were the results and where do you see your next steps?

1. Covid-19 has led us to find ways to creatively connect with one another. Wednesday morning coffee with Pastor Judith gathers 10-20 members to meet, discussing topics with no particular agenda. These discussions led to a new project – the Blessing Box, which is posted outside on church property, provides food items, toiletries and other items free for the taking. The youth started a pen pal project with members of the congregation of all ages and developed a safe Halloween Hogwarts outdoor party for youngsters in the community. The membership committee and youth also made valentines for all the families in the congregation. A calling tree was developed to reach members who may not have computer abilities.

Due to the ease of participation (from one's home), we see similar activities continuing in the future.

2. Covid-19 begat online services. Pilgrim had been recording services for years cablecasting them on the local public access tv channel. The services were added to Pilgrim's Youtube channel as well. But these transmission methods did not allow for Sunday service when members had been gathering at 10 am for years.

The need for a method to provide live services began. Pilgrim recently constructed a video production booth on the main floor of the sanctuary that accommodates live streaming of services. Before its completion, services were pre-recorded in the Chapel and streamed at our regular service time on Sundays. This capability will accommodate those who temporarily or permanently cannot physically attend the Sunday services. And the services will continue to be available through Youtube and public access tv.

Has your church had a multi-year strategic plan or vision statement. If so, where do you see that plan/vision taking you?

Given the rapid change we are undergoing and that the society around us is undergoing, a long-term plan is not appropriate for us. However we are mindful of the need to identify short-term, 3 year, goals.

WHO ARE WE NOW?

"Love your neighbor as yourself." (Matthew 22:39 NRSV)

CONGREGATIONAL REFLECTIONS

REPORT

CONGREGATIONAL DEMOGRAPHICS

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?

Pilgrim members describe their church as friendly, welcoming, open and affirming. The motto on our webpage is Extravagant Welcome, Generous Love, Faithful Service. We are a designated Open and Affirming (ONA) church. We welcome all people who wish to explore their faith and worship with us.

We think about our faith through questioning, searching, and intelligently seeking meaning in the scriptures and our faith. Although the congregation has a long history, which some would view as traditional, it continues to evolve and views itself as progressive and liberal in its theology.

Many members of the congregation are heavily involved in serving/volunteering in the community including issues of social justice. These members are engaged in the world, helping the poor, seeking justice for the disenfranchised, and demonstrating care for others. We are a designated Just Peace church. Pilgrims are actively involved in volunteering for community projects. On the fourth Monday of each month, Pilgrim volunteers cook and serve lunch at the Damiano Soup Kitchen. Pilgrim actively supports CHUM and offers direct assistance to individuals and families through the Gabriel Project. Drivers deliver daily Meals on Wheels. A Moving Team is on call to assist families moving from CHUM's transitional family shelter into permanent housing. Members of the congregation have made several trips to Guatemala through Common Hope for a week of service learning and volunteering. Those who cannot participate physically, contribute financially to support all of these projects. See Appendix B

Pilgrim youth play an important role in the congregation. Involvement has included social, educational, and service activities. Youth activities include mission trips, lock-ins and volunteering in the community (Appendix C). During COVID the youth created a pen pal system between youth and adults in the congregation. Other engagements over quarantine included a socially distanced halloween activity for the community, a book club, and a virtual Christmas Pageant. Youth also participate in worship by sharing music, reading scriptures, providing children sermons, and helping with younger children.

Music is a very important way the congregation expresses its faith. Our musical tastes span many genres from early music to classical to modern to jazz to music of many other cultures. We have an active choir, and historically have had a bell choir, and youth music program. Twice each year the choir has presented a longer work, such as a cantata with soloists and small orchestra. There were also two music/theatrical programs presented by the children each year. Many members and youth play instruments. Guest musicians are frequently invited to share their talent in our worship services. A very fine tracker organ (67 ranks, 3000+ pipes) built by a local builder, Dan Jaeckel, is used to support worship and for local concerts.

Describe several strengths or positive qualities of your congregation.

- The congregation is open and welcoming, providing friendship to its members and for many make it feel like family. The social hour after church and the opportunities for sharing meals and conversation are important to the members.
- There is active social justice service to the community. Our members volunteer at many opportunities in the community. Those who can not participate physically provide support financially. There are members who have a passion for helping the community and will lead the congregation to implement that passion. For example, a few of our members developed a “Hogwarts Halloween” party for children in Duluth. They recruited members of the congregation to decorate, portray Harry Potter characters, bake Harry Potter treats and contribute financially to turn our church into Hogwarts for the children of Duluth. Another member led the drive to make our building more energy efficient and to educate members on energy efficiencies in their own homes.
- We value challenging and inspiring sermons.
- Members report that they like that Pilgrim is a thinking congregation with quality adult education, utilizing experts from inside and outside the congregation. The progressive theology in the context of a long history and tradition is an important benefit of the church.
- The music as evidenced by the organ, several fine pianos, the choirs and quality of music chosen.

- Beautiful building with fumed oak carvings and many stained glass windows, several that are Tiffany windows, in the sanctuary. The sanctuary is used for services, weddings, funerals, and concerts. There is a chapel/choir rehearsal room and several classrooms on the second floor and a fellowship hall with a licensed kitchen in the basement. The building also houses a daycare, and serves as a meeting place for AA and Alanon groups, for music lessons, and as a rehearsal space for outside music organizations.

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?

When our services take place in the sanctuary, they follow a fairly standard format, though the arrangement is flexible. The services are planned by the minister and director of music. We often begin with a musical prelude, often on organ or piano or both. That is followed by a welcome and announcements pertinent to the congregation. There is a call to worship/invocation often followed by a hymn. Early in the service is a confession/forgiveness of sins. A children's moment follows. An anthem is usually sung early in the service, followed by the readings from scripture. There is usually an old testament reading and a new testament reading. Lately a psalm has also been read or sung before the new testament reading. The scriptures may be selected from the lectionary, or according to the theme of the week. There is often a hymn after the scriptures. The sermon is placed about this time in the service. Sermons are most appreciated that help the congregants engage their minds to think about how to apply the lessons to their world and daily life. The offering is later in the service and is usually accompanied by music, either instrumental, or choral or vocal solo. It may be placed before or after the sermon. Congregational prayers frequently follow the offering. There is usually a generalized prayer, prayers specific to members of the congregation and the Lord's prayer. The Lord's prayer may be the traditional version (debts and debtors) or one of the many modern translations. The service closes with a hymn and the benediction. A choral response to the benediction is frequently sung and an instrumental postlude concludes our time together. Our congregation sits quietly during the postlude to listen to and enjoy the music.

Communion is usually served the first Sunday of the month. We have served it either in the pew or via intinction at the front of the sanctuary. We usually use gluten free bread and grape juice for the elements. All present at the service are invited to participate in communion. There may be a communion hymn or solo performed during the serving of the elements to the congregation. See a sample of a Bulletin in Appendix D.

Baptisms are placed early in the service, usually as part of the children's moment so the children can see the baby being baptised. The family gathers at the front of the sanctuary around our carved baptismal font. The family agrees to raise the child according to the teachings of the church and the congregation agrees to help the family raise the child that way also. The minister then baptizes the baby with a liturgy of their choosing. After the baptism, a hymn is frequently sung while the minister or family carries the baby around the sanctuary for the congregation to see and welcome the baby to the church.

With the pandemic, the service has changed. Our services are recorded in pieces in our chapel during the week and played on Facebook and Youtube on Sundays at our usual meeting time, 10:00 am. The choir has not been singing, so soloists record the hymns, psalm, and any special music. A member of the congregation will serve as a lector. Communion is still the first Sunday of the month with members gathering and blessing the elements in their own homes. There is a piano prelude and postlude.

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?

Historically our Sunday school curriculum is chosen by the Christian education committee based on recommendations by the Pastor. The curriculum is reviewed each year and decisions are made for future curriculum based on the age groupings of the Sunday school classes, the theology presented, and the alignment of Pilgrim values. Curriculum has generally been lectionary based.

Curriculum in the past has included Seasons of the Spirit, Feasting on the Word, Sparkhouse, and Godly Play. In addition, some years other topics were created on themes related to immigration, food, environmentalism, law and faith.

When services were in person, children remained in the sanctuary through the children's moment and scripture reading, after which they were excused to go to their classes. Children are divided into age groups, and volunteer teachers work with each group on a focused activity based on the curriculum. Most recently we have not had sufficient children for a Sunday school program, so that program is in transition. The Family toolbox is being used during the pandemic as an alternative to Sunday School to help keep families connected to Pilgrim.

Confirmation classes happen every other year when a core group of students are ready, typically 8th, 9th, or 10th grade. The program generally runs from 15-18 months. Confirmation includes an educational and service component and has often used a mentoring strategy that included monthly meetings with the confirmands and adult mentors from the congregation. The last confirmation class had 7 members and confirmed 6, in May 2020. The confirmation service was developed by the confirmands and streamed online. Many of us thought it was the best in recent memory.

Child Care is provided for children from birth until the age of 4, when Sunday services are held in the church building. One paid attendant is on staff with one parent/youth volunteer. Sunday school is offered for ages 4 through upper elementary school ages.

The youth of the church take initiative to create opportunities and events under the guidance of a volunteer youth coordinator. Activities have included fundraisers, service activities, book club, lock-ins, and mission trips.

During quarantine the youth created a pen pal system between youth and adults in the church. They put together a virtual Christmas pageant, helped with gardening at an assisted living facility, and continued to participate in church services. They also created a socially distanced halloween distribution event for the community. An intergenerational snow sculpture activity was held at the end of February.

Individuals are encouraged to form their faith over a lifetime. To support this, regular second hour Sunday programs are hosted on a variety of topics, lenten study groups are offered, and intergenerational activities are planned.

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? There are 8 ministries or standing committees in the governance of Pilgrim, as well as the church council. Each of these groups tend to meet monthly for 1-2 hours for each meeting. Decisions are communicated through Pilgrim's monthly newsletter, letters, congregational meetings, committee meetings and minutes, twice weekly E-News, announcements prior to

Sunday worship, telephone tree, ZOOM presentations, Tuesday Men's Fellowship Group and Wednesday Coffee Fellowship on ZOOM.

The governance structure is relatively new because in 2011 the Pilgrim Church Council came to the realization that the governance structure was not working. The Nominating Committee reported that it was difficult to fill the 'slots' on various boards and committees. The reason being in part because some members no longer wanted to serve on these groups after years of service to the church, and in part, because younger members prefer to make shorter, more intense, active commitments rather than long-term commitments to policy groups. Hence a committee was established to study and recommend changes to the structure.

Pilgrim members organized themselves through a form of governance that will promote the mission and associated ministry of the church. This governance structure process recognizes that decisions reside in the congregation, often through representatives who act on the congregation's behalf. Since the mission and ministry are generally carried out by members with support from staff, the governance structure must strongly support and encourage members' ministries.

Attached to this document is a diagram of Pilgrim's governance structure and a description of the Church Council, Minister and other staff, ministry areas as well as committees and teams. See Appendix E with the Constitution and Bylaws.

Since March of 2020, the pandemic has thrown a wrench in our church structure. The inability to communicate fully has made it difficult to create a clear vision for our church. Committee attendance has been waning as well as the willingness to commit to serving on a committee or board. We look forward to when we can have in-person interactions again.

Think of a time when action had to be taken quickly, for example when a crisis or disaster occurred. How was that accomplished?

During the fall of 2020, a large chunk of plaster fell from the ceiling in the front of the sanctuary at Pilgrim. Upon closer inspection, it appeared that the plaster above the 40-foot ceiling arch was in grave danger of falling. A local masonry company was hired to repair the extensive plaster damage for \$45,000.

When the workmen from the company began removing the plaster, a portion of the arch began to crack and fall. The workmen immediately supported the arch with wood on top of the scaffolding to prevent it from crashing down to the platform where worship is led. If the arch would fall, it would endanger the lives of the workmen or anyone else in the area and would result in major damage throughout the sanctuary.

Two Pilgrim members accompanied employees from the masonry company and a local engineering firm to inspect the attic above the altar area. The group found large cracks in the arch, which had been poorly designed and improperly repaired long ago. They confirmed that many tons of brick and mortar were in danger of falling if the scaffolding and wood beneath it were removed.

On Dec. 23, Pastor Judith Youngman, the church business manager, members of the Building & Finance Committee and the Church Council met with a representative from the masonry company to discuss necessary repairs to the sanctuary ceiling. In order to repair the arch, masonry employees would need to remove arch bricks and other masonry bucket-by-bucket (not via a wheelbarrow) from a small exit in the attic and send the debris through a shoot that empties into an outdoor dumpster.

Because of the extensive work in demolishing and rebuilding the arch, the cost of the additional work was \$90,000, making the total \$135,000. The Building and Finance Committee and the Church Council both voted unanimously to contract with the masonry company to undertake the proposed work. A letter was written to the membership asking them to understand that because of the imminent danger, church leaders could not halt the project and ask for a congregational vote to support this project. For the safety of all, the sanctuary could not be used until the repair work was finished.

Insurance coverage was sought and denied. Pictures showing the progress of this project is shared with members through our weekly E-News. The work has been completed and the costs covered from our investments.

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]
Yes. See Appendix E for the organizational structure, constitution, and bylaws and see Appendix F for the 2020 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.

		<i>Is this number an estimate? (check if yes)</i>
Number of active members:	150	x
Number of active non-members:	65	x
Total of church participants (sum of the numbers above):	215	x

Percentage of total participants who have been in the church:

		<i>Is this number an estimate? (check if yes)</i>
More than 10 years:	143 (67%)	x
Less than 10, more than 5 years:	36 (17%)	x
Less than 5 years:	36 (17%)	x

Number of total participants by age:

0-11	12-17	18-24	25-34	35-44	45-54	55-64	65-74	75+	<i>Are these numbers an estimate? (check if yes)</i>
26 12%	22 10%	12 6%	7 3%	24 11%	28 13%	16 7%	39 18%	41 19%	yes

Percentage of adults in various household types:

		<i>Is this number an estimate? (check if yes)</i>
Single adults under 35:	2%	x
Households with minors:	28%	x
Single adults age 35-65:	13%	x
Joint households with no minors:	33%	x
Single adults over 65:	24%	x

Education level of adult participants by percentage:

		<i>Is this number an estimate? (check if yes)</i>
High school:	3%	x

College:	74%	x includes those with advanced degrees
Graduate School:	17%	x
Specialty Training:	0.5%	x
Other (please specify):Doctorate	16%	x

Percentage of adults in various employment types:

		<i>Is this number an estimate? (check if yes)</i>
Adults who are employed:	39%	x
Adults who are retired:	60%	x
Adults who are not fully employed:	1%	x

Describe the range of occupations of working adults in the congregation: Teachers at all levels, medical personnel, business people, attorneys, architects, musicians, writers, and artists.

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 congregation is mainly composed of persons who identify themselves as caucasian or white. We welcome and have or have had a few members of other racial /ethnic groups including Asian, Hispanic, and African American. Given that so many members are well educated the economic average is upper middle class. We are longing to increase our cultural awareness.

Has your congregation recently had a conversation about welcoming diversity, or do you plan to hold one in 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? (<i>list any and all worship planners, such as various lay leaders, pastors, musicians, other staff</i>)
Adult Groups or Classes	11-15	Christian Education Ministry Committee
Baptisms (<i>number last year</i>)	1	Family and minister
Children's Groups or Classes Family Tool box used during pandemic	10	Christian Education Ministry Committee
Christmas Eve and Easter Worship	80	Minister and Worship and Arts and Staff
Church-wide Meals 3 per year	50	Christian Education Committee or Hospitality committee
Choirs and Music Groups Adult Choir and Bell Choir	15	Directors of Choirs
Church-based Bible Study	12	Volunteers
Communion (<i>served how often?</i>) Monthly	60	Minister and Worship and Arts committee
Community Meals	20	Social Justice Committee
Confirmation (<i>number confirmed last year</i>)	7 in class/ 6 confirmed	Minister and Christian Education Committee
Drama or Dance Program		
Funerals (<i>number last year</i>)	2	Minister and Family
Intergenerational Groups Pen pal,	40+	Youth group and Volunteer Youth leader
Outdoor Worship 1x /year	40	Worship and Arts
Prayer or Meditation Groups	16	Marge's phone prayer Jackie's meditation group
Public Advocacy Work	varies	Social Justice Committee

Retreats Intergenerational Winter Retreat	20	Christian Education Committee
Theology or Bible Programs in the Community		
Weddings (<i>number last year</i>)	0	
Worship (time slot: 10:00-11:00 am)	60	
Worship (time slot: _____)		
Young Adult Groups or Classes		
Youth Groups or Classes	15	Christian Education Committee and Youth group volunteer leader
Other Tuned into Online Services	134+	Communication committee

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)
Jack Kemp				Y
Gary Solomonson			Occasional Substitute	Y- ELCA
Robert Lowe				Y- Methodist
Jackie Falk	4	Prison	Licensed Chaplain at local	N

			prison, Occasional Substitute	
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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:

Their main roles are as members of the congregation. They serve as occasional substitutes as needed. Gary will lead educational sessions on topics for the aging. Jackie will lead bible studies.

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
Business Manager		Part Time	Minister	18 years, December 2003-present
Director of Music and Administration Assistant		Full Time with combined position	Minister	Director of Music Oct. 2018-present Admin Assistant Apr. 2019-present
Interim Minister	Yes	Full Time		2019-present

We have also had staff that included a Christian Education director and a Children's Music director

REFLECTION

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

We are a church in transition. We need help in answering how our congregation can thrive amidst the challenges that were here long before the pandemic. We have social services that align well with our mission. Our older congregants graciously support financially, if not physically, but the people power to perform the ministry activities is smaller than it has been. Our vibrant church school program suffered greatly when our director of children's music resigned, reducing the number of families involved at Pilgrim. Our youth group is special, very active in many areas of the church's ministry. There is a core of individuals who are dedicated to continuing Pilgrim's long tradition within the community and we will continue to search for ways to connect our deepest faith-identity to the realities of today.

3e. CHURCH FINANCES

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

Source	Amount
Annual Offerings and Pledged Giving	\$216,260
Endowment Proceeds (<i>as permitted within spending policy, such as a cap of typically 4.5%-5% on total return</i>)	\$40,913 (based on 4% of principal)
Endowment Draw (<i>beyond what is permitted by spending policy, "drawing down the principal"</i>)	\$2,807
Fundraising Events	\$500
Gifts Designated for a Specific Purpose	\$12,383
Grants	\$2,000
Rentals of Church Building	\$18,418
Rentals of Church Parsonage	\$
Support from Related Organizations (<i>e.g. Women's Group</i>)	\$
Transfers from Special Accounts	\$
Other (specify): Bequests	\$51,912
Other (specify): Trust Income	\$37,355
Other (specify): Donations/Misc.	\$7,137
TOTAL	\$389,685

Current annual expenses (dollars budgeted for most recent fiscal year): \$424,213

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.

See Appendix F 2020 Annual Report, p. 33 for the 2019 Income/expense statement.

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

21.64%

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*)

☒ 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%*)

OCWM Basic Support is budgeted annually by the Social Justice Committee. In the current budget, that amount is \$7500.

What is the church's current indebtedness? \$0

Total amount of loan debt: \$0

Reason for debt:

Are capital and other payments current? Yes

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.

No building program is projected or underway.

There is a current repair project of approximately \$45,000 that will be funded from annual capital pledges that are given by the congregation in addition to their annual operating pledges.

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.

We are not in the process of a capital campaign. We do ask for pledges to the “capital fund” each year in addition to our pledge drive for operating funds. The capital funds have been used to make repairs on the building and we are in the process of replacing windows one area at a time.

Does your church have an endowment?

While some may call our investments as “endowment”, it has never been set up as such. We use the term “Legacy Funds” and they are listed in our balance sheet under the Combined Fund section of Investment Assets. They are listed below under the “Other Assets” question.

What is the market value of the assets?

See "Other Assets" below

Are funds drawn as needed, regularly, or under certain circumstances?

As needed

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

The draw for the operating budget for many years has been the formula as stated below. The actual amount is somewhat dependent on the deficit. The draw last year compared to 5 years ago represented an increase of 4%.

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

Our basic formula is 4% of the average value of the previous 3 years.

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

This is dependent on the market and while we do have a separate Capital Fund pledge each year, it is possible that a major repair could arise which necessitates a larger than normal draw. Conversely, there could also be future bequests to our Legacy Fund. Since 2003, the balance of our Legacy Fund (listed as "Investments" below), has gone from \$1,248,725 to \$1,059,934 with all the withdrawals and the downturn in 2008.

Please comment on the above calculations or estimates:

Other Assets

Reserves (savings): \$35,088

Investments (other than endowment): \$1,059,934

Does your church have a parsonage? No

Fair market rental value of the parsonage:

How is the parsonage used?

Street / City / State / Zip:

Finished square footage:

Number of Bedrooms, Number of Bathrooms:

Assessed real estate value:

Available for minister residence: Y/N

Expected minister residence: Y/N

Condition of structure, systems and appliances

Entity in the church responsible for review and needed repairs

Describe all buildings owned by the church:

The only building owned by the church is a large, attractive building over 100 years old. The building includes a large sanctuary, small chapel, large fellowship hall, large commercial grade kitchen and a small kitchen, several classrooms, space for a private daycare business, offices, and other rooms. A large Jaekel organ is located in the balcony of the sanctuary. There are numerous stained glass windows, several of which are by Tiffany. Electronic equipment was recently added to be able to live stream services. The insured value of the building is approximately \$12 million and it has been well maintained and is in good condition.

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.*)

Other than the pulpit, the church is handicap accessible. There is an elevator which can be used between the lower level, main floor, and upper level. Two entrances are handicap accessible

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?

The large size of the building is considerably more than is needed for the current size of the congregation. This means that a relatively large part of the budget is needed to operate and maintain the building. However, many in the congregation value the beauty of the building and its location in the community.

Other parts of the budget reflect the congregation's desire to support the church's mission as much as possible. The result is that the church is continually operating with a deficit budget and needs to draw from investments annually. The church has been able to maintain a healthy

balance in the value of investments through a combination of growth in value from stock market gains, bequests, and earning on investments.

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.

1. The church was formed in 1870 as a Congregational Church
2. Our present was covenant adopted in 1950:

“We are united in striving to know the will of God as taught in the Holy Scriptures, and in our purpose to walk in the ways of the Lord made known or to be made known to us. We therefore join and covenant with each other to worship, work, and serve together as loyal disciples of Jesus, to live within the human community a life of righteousness and neighborly love, and to do all within our power to promote the reign of God’s will in all human relations.”

3. Pilgrim joined the then new UCC circa 1964. (There were differences and there were members who left and formed a new church.)
4. Pilgrim made a discernment to become an “ONA” Church of the UCC meaning an Open and Affirming church to the LGBTQ community.

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

1. Accepting a pastor who had been in a same gender loving relationship, who also had an adopted son, was an important step in our move forward as an Open and Affirming congregation.

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.

Our last pastor was called in the fall of 2017. It was a difficult tenure as she was not a good fit for our congregation, and we were not a good fit for her. She is an ordained Presbyterian minister, with a PhD in organizational management, passionate about youth education and a

world class skier. Her passion, competitiveness and a strong leadership style may have been an indication of the disconnect with the congregation.

Some of the problems included:

- Her strained relationship with the organist/director of children's music/bell choir director at Pilgrim that resulted in the resignation of this person.
- Her disapproval of the Christian Education ministry's recommendations made by the former children's music director for curricula that would be useful for the replacement that occurred at a meeting without the pastor.
- Her desire to change the By-Laws so she could be a voting member of the church council.
- Her style of preaching which included an emphasis on prosperity theology and regularly utilizing a question-and-answer dialog within the congregation.
- Her desire to utilize powerpoint presentations on large television screens in the front of the church during services.

The church council supported the pastor throughout many of the complaints, but discussions with the pastor regarding these concerns were difficult. The pastor resigned after a mutual understanding it was not a good fit. In her letter of resignation to the entire congregation, she cited that her resignation was due to animosity towards her, hurtful criticisms and consequent anxiety.

The whole episode with this pastor has affected congregational membership. Some members have left the church in support of the pastor. However, some who had left because of her have returned, and we anticipate that number to increase.

The Church Council has begun work to ensure that there is a process in place for hearing and dealing with conflict before it leads to a crisis. They will be using UCC and other resources to aid the congregation and its leaders about future conflict. The council anticipates progress in this endeavor prior to the calling of the next settled pastor.

The recent survey of members provided several ideas about managing conflict. And these have already been forwarded to the Council and they are actively working toward better solutions. Of the 78 member responses to the survey, 30 mentioned the need for open discussions and 25 offered ideas on how conflict resolution could be approached.

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

Staff member's name	Years of service	UCC Standing (Y/N)
Judith Youngman, Interim Minister	2019-present	Y
Karen Schuder, Senior Minister	2016-2019	N
Jennifer Amy-Dressler, Interim Minister	2015-2016	Y
Charlotte Franz, Senior Minister	2002-2015	Y
Daniel VanderPloeg, Interim Minister	2000-2002	Y
Jody Ondich, Associate Minister	1993-2000	Y
Deanna Euritt, Associate Minister	1991-1992	Y
Emmajane Finney, Associate Minister	1987-1990	Y
Jack Kemp, Senior Minister	1986-2000	Y

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

We have known that all churches, like all families, will have some disagreements and differences of opinion. We have learned that in order to handle these disagreements in a fair and healthy way, we need to encourage and promote open and honest discussion. We have also learned that we are a church in transition and to be a "church" in 2021 and moving forward, is not the same as what existed 20 or 50 years ago.

In retrospect, in viewing our relationship with not only our most recent minister, but some other past ministers as well, we have learned that our members need to have reasonable expectations of our ministerial leadership, just as we need to have reasonable expectations of our fellow congregants. We know it is unrealistic to expect every member to be happy with whom we choose. Like every member of our congregation, our minister will have more strength in some areas of ministry than other areas. That has always been the case and that will always be the case. We still need to find the person most appropriate for our circumstances.

There are members who are not afraid to speak out when they disagree with a minister. At the same time, those members need to be willing to take their concerns to the larger congregation

to help solve problems they perceive exist. We are all in the same boat and we all need to be rowing forward.

As members of the congregation, we also have a role in our Minister's leadership. It is to be in partnership with them and each other. By nurturing these relationships we all can have a greater understanding and appreciation of what the church's direction will be. The goal of everyone, minister, other staff, and congregants is the same....to create a strong, healthy, and loving church community that offers its members and staff support in their lives and on their spiritual journey. We all need to do what is necessary to accomplish that.

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

The last minister resigned with a mutual understanding that the fit with our congregation was not good.

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?

Yes, Jody Ondich



WHO IS OUR NEIGHBOR?

"Love your neighbor as yourself." (Matthew 22:39 NRSV)

VISION

IN InSite

4a. COMMUNITY VISION

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

For example, which service activities has your church participated in this past year? Where has the church participated in global connections of care and justice? What is currently transformational in your church's engagement with neighbors near or far?

Pilgrims individually, collectively, and in concert with other local, national and international organizations participate often and with great commitment in various activities. Pilgrim members individually and as a congregation have identified and have worked to address the needs of vulnerable groups and individuals within and without our congregations. We have focused on three areas:

Hunger – deliveries for Meals on Wheels, serving at Damiano Food Kitchen, Bread for the World, meals for Loaves and Fishes, a Dorothy Day home, CHUM food shelf drives and extra meals.

Homelessness – Steve O'Neill low-income apartments, CHUM moving team, contributions to affordable housing projects, Kids Closet, women's shelter, and Gabriel Project, A recent \$25,000 contribution was made to allow CHUM to purchase a motel for housing of homeless.

Inequality – marriage equality and anti-racism work. We are an Open and Affirming congregation. There is regular participation in Dr. Martin Luther King Jr. celebrations and development and celebrations at the Clayton, Jackson, and McGhie memorial commemorating the lynching of these three men.

Our youth are very active in reaching out to the community. In addition to outreach done by the congregation the Pilgrim youth have participated in fundraisers for both local and international agencies. The youth have donated sleeping bags to CHUM, served meals at Union

Gospel, and raised funds and shopped for clothing for a children's clothing closet. Through these activities the youth have also learned about the resources and services each of these organizations provide. Along with local outreach the youth have also raised funds for international causes including Common Hope in Guatemala, and Beirut, Lebanon. The youth raised money through direct request, bake sales, and raking leaves for the congregation. See Appendix C.

The Pilgrim congregation, including the youth, has been involved in a number of local mission activities over the years, many of which have been long standing. This includes Urban Immersion in Minneapolis. There have been several mission trips to Chiapas, Mexico and Common Hope in Guatemala over the past 12 or so years; each trip provides an opportunity to share with the congregation a transformative experience

Additionally, in 2010, Pilgrim hosted a civility training workshop for church and community members. From this work, the Social Justice (SJ) Ministry made promoting civility a goal. SJ contacted the Duluth-Superior Area Community Foundation which had an initiative called Speak Your Peace (SYP). Through the years, Pilgrim has hosted civility training workshops, organizational meetings, presentations by the Mayor and other local community leaders, and has made civility a part of a Sunday service. It continues to support SYP with free meeting space.

Pilgrim Congregational Church building is occupied seven days a week for various church as well as community activities. Here is a list of the community and rental activities: Congdon Creek preschool, Parents & Friends of Gays & Lesbians, Echoes of Peace choral group, Independent and UMD music teachers of violin, guitar and piano, Kindermusik, UMD and St Scholastica college music department musical performances, Matinee Musicale chamber music performances, Alcoholics Anonymous, Alanon, Election polling place, and Yoga classes. The kitchen is used by a caterer, Bushel and Peck.

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

Pilgrim Church regularly sends delegates to the Minnesota Conference, United Church of Christ. Previously, we have had members serve as delegates to General Synod. Our lay leaders closely identify with the United Church of Christ. Our clergy have traditionally participated in the "Clergy Cluster," which includes UCC ministers in Northeast Minnesota.

On the initiative of Social Justice members, the church building was reviewed for its energy efficiency (or at the time, inefficiency). The members gave the 100 year old structure an “energy makeover” from changing light bulbs to tracing heating ducts throughout the building. Pilgrims of all ages joined in to help. The Church’s energy costs were reduced markedly, and in 2017, Pilgrim received an Energy Star Building Certification from the Environmental Protection Agency (EPA).

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.

- | | |
|--|--|
| <input type="checkbox"/> Accessible to All (A2A) | <input checked="" type="checkbox"/> Just Peace |
| <input type="checkbox"/> Creation Justice | <input type="checkbox"/> Global Mission Church |
| <input type="checkbox"/> Economic Justice | <input checked="" type="checkbox"/> Open and Affirming (ONA) |
| <input type="checkbox"/> Faithful and Welcoming | <input type="checkbox"/> WISE Congregation for Mental Health |
| <input checked="" type="checkbox"/> God Is Still Speaking (GISS) | <input type="checkbox"/> Other UCC designations: |
| <input type="checkbox"/> Border and Immigrant Justice | <input type="checkbox"/> Designations from other denominations |
| <input type="checkbox"/> Inter-cultural/Multi-racial (I’M) | <input type="checkbox"/> 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? We would be open to exploring the above statements of witness.

Describe your congregation’s participation in ecumenical and interfaith activities (with other denominations and religious groups, local and regional).

Before the pandemic, there had been a yearly ecumenical Thanksgiving service, including Protestant churches, the Jewish synagogue, Muslim, Anishinaabe, B’nai B’rith and others. There had been a Good Friday service with local Protestant churches.

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.

Our most recent mission statement is:

We are Pilgrims on a journey together, seeking God’s will on earth.

We are on a spiritual journey together praising God with a **SONG**

Seeking to know and live the way of Jesus
Offering inspiring worship, music and arts
Nurturing an inclusive and loving community
Generating social and environmental justice

This statement does reflect how we desire to spend our time. Different members of the congregation take the lead in different areas expressed by the mission. We all seek to know and live the way of Jesus through the various activities in which the members participate in church. When participating in the activities we seek to nurture an inclusive and loving community. Some are more active in the worship activities and others lead the social and environmental justice activities.

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 Pilgrim congregation has expectations for their pastor to participate in the monthly UCC Clergy Cluster as well as the monthly interdenominational CHUM Clergy Breakfast. Also available is a weekly text study attended by progressive pastors in Duluth. Our pastor and members have also taken part in a local Thanksgiving service and a Labor Day PRIDE service.

Our interim pastor is a conduit of information. She has knowledge of church activities and interests and is able to refer individuals to a specific person, committee or the church council for additional information or support. This pastor has taken the role of encouraging members to participate in church and community activities as well as pointing to resources. She has said that her responsibility is "to help us hear what is inside of us."

The Pilgrim congregation is highly involved in the local community and has expectations that our pastor do some volunteer work that is of his or her interest. We also would like to see our minister involved in conference activities beyond attending the annual meeting of the MN Conference of the UCC.

We see the minister as spending 75% of the ministry within the church, serving the congregants and developing the service and sermon. The remaining 25% ministering outside the church, in the community or on behalf of the wider church.

4b. MISSION InSite

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

Our community matches many of the national trends. Ministry and program recommendations that fit with our congregation are among the priorities with ratios above 1, which are considered worthy of consideration. These include warm, friendly encounters; the quality of sermons; opportunities for volunteering in the community; adult social activities; holiday programs/activities; traditional worship experiences; family oriented activities; and involvement in social activities.

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?

- a) The demographics of the neighborhood are reflected in the membership of Pilgrim other than a few units nearby which are housing for college students; almost all of it is middle to upper middle class residences.
- b) Going east on Fourth Street and south on Twenty third Avenue East for many blocks the housing stock remains similar with a few bed and breakfast establishments included. Going north on Twenty third Avenue East, there is Old Main, which provides rental housing and offices for UMD. Going more than three blocks west on Fourth Street, there are many rentals, some low to moderate income housing and more diversity in occupants.

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

The demographics of the neighborhood have not had a great impact on shaping the ministry. The demographics of the city and wider community have a greater impact on the ministry.

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

From a former Mayor of Duluth:

Members of Pilgrim Congregational Church live out their faith through generous and caring good works in the Duluth community. Duluth is a community of tremendous beauty and potential, but also a community with stubborn challenges. In many ways, Pilgrim Congregational's ownership of these challenges and their commitment to tangible problem solving, reflects the very best in authentic commitment to the health of our community.

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

- Open and affirming of all who come
- Engaged, purpose filled, friendly congregation.
- Opportunities for children and youth.
- Social justice activities.
- Music



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

Name / Position / Setting

(Telephone / Email / Relationship to the Congregation)

Kathy Nelson/Retired Minister/Peace UCC Church

218-340-8223/ kathy@carpenterimages.com/Minister at neighboring UCC Church

REFERENCE 2

Name / Position / Setting

(Telephone / Email / Relationship to the Congregation)

Elyse Carter-Vosen/Associate Professor, Department of Global, Cultural, and Language Studies and Director, Oreck-Alpern Interreligious Forum/The College of St. Scholastica

218-723-6446/ evosen@css.edu /Works with congregation on social issue programming

REFERENCE 3

Name / Position / Setting

(Telephone / Email / Relationship to the Congregation)

Lee Stuart/ Director of CHUM

218-720-6521/ lstuart@chumduluth.org/ Connection to CHUM

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.



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:

Won't you, let me be your servant. Let me be as Christ to you.

Pray that I might have the grace, To let you be my servant, too.

We are pilgrims on a journey. We are travelers on the road.

We are here to help each other Go the mile and bear the load.

I will hold the Christ-light for you In the shadow of your fear.

I will hold my hand out to you; Speak the peace you long to hear.

I will weep when you are weeping. When you laugh, I'll laugh with you.

I will share your joy and sorrow Till we've seen this journey through.

Won't you, let me be your servant. Let me be as Christ to you.

Pray that I might have the grace, To let you be my servant, too.

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.*)

The Pastoral Search Committee, Carri Hoagland, Clyde Johnson, Jane Killough, Anne MacLean, Jack Setterlund, Anita Stech, Parker Tewes

Congregation via a survey

Administrative Assistant, Patrick Colvin

Interim minister, Judith Youngman

Church moderator, Julie Johnson

2. Additional comments for interpreting the profile:

Signed:

Name / Title / Date:

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:

Email:

Phone:

Date:

**UNITED CHURCH
OF CHRIST**



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

2021-2022 BUDGET and EXPENDITURES and 2022-2023 PROPOSED BUDGET

BUDGET SUMMARY	21-22 Budget	21-22 Projected	22-23 Proposed	
INCOME				
Pledges-Operating	175,000	180,458	210,890	
** Pledges for Faith Formation staffing			30,000	**
Prior Year Pledges	1,000	160	1,000	
Plate	10,000	16,878	13,000	
Trust Income	38,000	33,658	47,000	
Donations	72,000	120,254	4,000	
Misc. Income	6,050	6,054	1,200	
Fundraising	-	-		
Building Rentals	17,000	16,088	17,000	
Legacy Fund Transfer 4%	42,388		42,878	
Grand Total Income	361,438	373,550	366,968	
EXPENSE				
Total Employees Expense	279,091	229,383	324,534	
Total Services	12,155	15,627	18,150	
Total Equipment & Utilities	112,158	100,073	123,056	
Total Program & Supplies	25,430	14,758	16,250	
Total Outreach	23,720	23,320	22,120	
Grand Total Expense	452,554	383,162	504,110	
Additional Investment Withdrawal	(91,116)	(9,612)	(137,142)	

** Several Pilgrims have made additional pledges toward the Faith Formation staff position, if approved by the congregation - \$30,000 each year of three years.

INCOME

	21-22 FY Budget	21-22 Projected	22-23 Proposed	
Pledges-Operating	175,000	180,458	210,890	Actual Pledged income
<i>Pledges toward the Faith Formation staff position</i>			<i>30,000</i>	
Prior Year Pledges	1,000	160	1,000	
Plate	10,000	16,878	13,000	
Trust Income	38,000	37,625	47,000	Jenks, Whiteside and White Pine Trusts
Jenks Trust	10,000	12,060		
Whiteside Trust	18,000	21,598		
White Pine Fund	10,000	3,967		
Donations	72,000	120,254	4,000	Includes unexpected gifts, bequests
Donations		18,126		
Designated Memorials		4,492		
Donations In Honor of		27,484		
Bequests		72,031		
Donations/bequests expended		(1,880)		
Misc. Income	6,050	6,054	1,200	Miscellaneous income and includes checking Interest plus hospitality donations
Building Rentals	17,000	16,088	17,000	Pre-School, music teachers, 12-step groups, caterer (area for growth)
Legacy Fund Transfer 4%	42,388		42,878	Established Goal by Congregation of 4%
Total Income	361,438	377,517	366,968	
<i>Additional Investment draw to meet proposed budget</i>	<i>(105,016)</i>	<i>(9,612)</i>	<i>(137,142)</i>	

EXPENSE

	21-22 FY Budget	21-22 Projected	22-23 Proposed	
Employees				
Minister	88,476	81,113	88,476	Pilgrim has one full-time minister
Benefits				This line represents salary and housing allowance
Pension	12,387	12,055	12,387	14% of salary plus housing is sent to UCC Pension Fund
Social Security Offset	6,768	5,883	6,768	Clergy are considered self-employed This benefit helps offset self-employment Social Security
Life/Disability	1,327	1,106	1,327	We contribute 1.5% of salary and housing to UCC Pension Board for life insurance and disability
Medical/dental	10,308	8,012	11,000	Carla & Warren are on Medicare and receive additional health Coverage along with dental insurance through the UCC
Travel Expense	800	794	200	Reimbursement for professional travel
Professional Expense	1,200	220	1,200	Occasional expenses related to MN Conference UCC activities and events
Continuing Education	1,000	100	500	Continuing Education events
Minister Total	122,266	109,283	121,858	
* Faith Formation Ministries Director	6,400	-	65,000	* Pending approval of congregation Full-time position
Church Administrator	39,568	38,982	43,980	Increase effective July 1
Office	25,949	25,160		
Music	13,619	13,823		
Benefits	7,128	7,318	7,800	Medical, Dental, Annuity combined
Medical/dental	5,941	6,436		
Annuity	1,187	882		
Business Administrator	33,014	30,262	23,110	Six months with accounting service and 6 months with employee

Music

Director of Music <i>See Admin</i>				Our director of music is also our church administrator. These two positions together equal 1 full-time position
Organist/Pianist and Children's Music	20,000 4,284	16,669 1,891	20,600 4,284	Our organist/pianist is also our Children's Music Director
Camera and Sound Operators	8,320	5,755	8,300	Two part-time operators (Sunday AM and special events) to operate sanctuary communications equipment
Building Maintenance Staff	10,450	9,872	10,770	We employ 2 part-time people to do building maintenance security, snow removal and miscellaneous building and grounds tasks
HVAC+Inspection	7,270	6,738		
Maintenance Snow/lawn	3,180	3,134		
Employee SS/Medicare	9,336	7,929	12,584	Social Security and Medicare cost for all employees except the Minister.
Comm	-	452		
Admin	4,511	3,926		
Music	2,900	2,796		
Education	1,126	-		
Bldg.	799	755		
Worker's Compensation	1,400	1,423	1,423	
Employee background checks and search services	600		1,000	
Employee Education	725		725	
Employee Recognition	600		600	
Searches	15,000		2,500	*for staff position search if position approved by congregation
Total Employees Expense	279,091	229,383	324,534	

EXPENSE

	21-22 FY Budget	21-22 Projected	22-23 Proposed	
Services				
Advertising	1,050	976	800	Advertising in several places including Duluth News Tribune. Also includes purchase of banners
Electronic Communications	405	1,035	950	Includes our website, Zoom subscription, donation to PACT, email subscriptions and our domain domain registration
Website	180	236		
PACT	25	25		
Domain next renewal 2027		185		
Google1		20		
Zoom		149		
Squarespace		220		
Misc. expense	200	200		
Office equipment lease/ service fees/ maintenance contracts/repair	3,300	5,816	6,000	We produce our Sunday bulletins, newsletters and other publications with our own office equipment. We also pay for Data Hosting and virus protection.
Worship Guests				
Pulpit supply	1,400	600	1,400	Guest preachers when minister is away.
Guest musicians	2,200	1,225	2,200	We invite soloists and instrumentalists to enhance our worship services
Choral Scholar	2,000	-	1,000	A partnership with local colleges to encourage musicians to perform with us.
Legal Counsel	500	-	500	As needed
Lay Delegates/Leadership Development	1,300	1,000	1,300	Delegates to MN UCC Ann. Mtg, and other conferences.
Leadership training	200	-		
Delegate expenses	1,000	1,000		
Volunteer recognition	100	-		
Building Security	3,900	3,975	4,000	Securing the building on Sundays and other events as needed.
Total Services	12,155	15,627	18,150	

EXPENSE

	21-22 FY Budget	21-22 Projected	22-23 Proposed	
Equipment & Utilities				
Communications Equipment, upgrades and repair	3,000	1,528	3,000	Cameras, microphones and operating sound board in sanctuary
Equipment purchase	2,500	1,410		
Equipment repair	500	118		
Organ, handbells, piano maintenance	1,000	1,142	1,000	Our instruments are so valuable to us, and they require good upkeep.
Furnishings/equipment	2,000	2,476	2,000	Purchase of computers as needed, office furniture, etc.
Elevator Maintenance	2,922	3,203	3,335	It is critical to keep our elevator in good working order.
Building maintenance contract expenses	29,000	12,471	27,250	Contracted services for building maintenance: cleaners, licensed boiler inspector, snow-plowing, etc.
Stack	7,000	6,500		
Cleaning	5,400	4,546		
Oneida				
Kitchen hood cleaning (required)	425			
Guardian- plowing	4,000	1,425		
Repairs and Maintenance	17,000	14,801	17,000	This includes our building, heating & cooling system, plumbing, kitchen equipment and more.
Licenses, fees, inspections	2,000	871	1,000	Semi-Annual Fire suppression system- large kitchen
Fire suppression system- kitchen				Annual fire extinguishers Boiler license,
Fire extinguishers				Annual Occupancy License and Elevator Operating
Boiler License				Permit
Elevator Annual Operation				
Trash, recycling, and mat service	2,400	3,468	3,800	Garbage and recycling plus food waste

Utilities - Total	29,000	33,659	36,659	Utility increases forecasted therefore, a 10% increase
Electricity	9,000	11,167		
Heating	14,500	16,238		
Water & Sewer	2,500	2,917		
Telephone	3,000	3,337		Phone service and internet
Property and Liability Insurance	23,836	26,454	28,012	Marsh & McLennan
Total Equipment & Utilities	112,158	100,073	123,056	

EXPENSE

	21-22 FY Budget	21-22 Projected	22-23 Proposed	
Program and Supplies				
Music Program Support	1,400	715	1,000	Choral music , handbell music and equipment,
Sheet music/supplies	750	320		subscriptions
Dues/subscription/books	150	-		
Handbells	500	396		
Office Supplies	1,800	2,410	2,500	Paper, stickers, staples, pencils, glue, toner, ink batteries, etc.
Postage	1,315	1,464	1,600	This includes all mailings from the church including our newsletter
Member Growth and Care	4,575	1,087	2,000	Includes Befrienders, hospitality events, support for membership growth
Befrienders	150	500		
Hospitality	3,300	587		
Program expenses	1,125	-		
Education Program Support	4,250	545	3,000	Curriculum for Sundays, VBS, youth trips, adult education. Confirmation and youth music events
Faith formation	1,250	200		
Program expense	1,000	345		
Music/faith formation	1,000	-		
Scholarship	1,000			Scholarships come from an investment fund
Worship	4,700	1,771	2,700	Worship supplies, communion, candles, flowers, paraments, etc.
Diaconate	500	251		
Leadership/programs	500	327		
Bulletin	1,800	200		
Liturgical arts	1,000	311		
Flowers/decorations	900	682		
Supplies, various	2,500	667	2,000	Kitchen supplies, cleaning supplies,
Kitchen supplies	1,000	81		paper products

Custodial supplies	1,500	585		
Cleaning supplies				
Stewardship	1,000	745	850	Purchased program plus electronic fees
Miscellaneous expense	3,890	5,354	600	As needed for other expenses
Total Program & Supplies	25,430	14,758	16,250	

EXPENSE**Outreach**

	21-22 FY Budget	21-22 Projected	22-23 Proposed	
UCC Ministries OCWM	7,500	7,500	7,500	Our Church's Wider Mission support for our denomination in MN and nationally
MN Conference per capita dues	2,420	2,420	2,420	An assessment to support UCC ministries in MN Conference UCC
United Theological Seminary	500	500	500	Pilgrim has a long history of supporting UCC related educational institutions.
Northland College	500	500	500	
Social Justice Racial Justice	1,500	1,500	1,500	Social Justice committee supports ongoing programs for racial justice. This year they are SURJ, AICHO, and NAACP
CHUM	3,000	3,000	3,000	We are proud to support the work of CHUM which efforts address homelessness in Duluth
United Campus Ministry	1,600	1,200	-	United Campus Ministry has closed
Life House	2,000	2,000	2,000	Serving homeless youth in Duluth area
Discretionary Social Justice Ministries	4,700	4,700	4,700	This year Social Justice Committee has designated additional support for SURJ, Damiano, Gabriel Project and ICRC.
Total Outreach	23,720	23,320	22,120	

Memorial Gifts

	Prior Year Memorial	21-22 Received	21-22 Expended	Balance	Designation
Memorials to be expended					
Weston, David		320		320	None
Morrison, John		2,330		2,330	Music Program
Charles Walters	1,842		1,272	570	Labyrinth Sign
Gifts to Pilgrim in honor of					
Grindy, Clifford		27,409	27,409	-	Budgetary
Shull, Gene		315	315	-	Budgetary
Slack, William		100	100	-	Budgetary
Rookey, Michael		500	500	-	Budgetary needs

	20-21 Carry over	21-22 Pledge inc.	21-22 Expense	21-22 Year End	22-23 Pledge
Capital Fund (Building Fund)	10,891	37,080	4,500	43,471	36,950

Capital Projects Slated for 2022-2024

1. Sealing brick and windows--Sanctuary level on alley side. (\$20K)
2. Repair wall on alley side of Sanctuary where water has been infiltrating. (\$5K)
3. Recarpet Ministry's office and main office. (\$4K)
4. Replace flat rubber membrane roof over class rooms on parking lot side. (\$40K)
5. Caulk and repaint non-brick surfaces on upper parking lot exterior wall. (\$5K)
6. Repair Steinway piano. (\$66K—fundraising success unknown at this point)
7. Repairs to slate roof where roof tiles have been falling on the alley drive. (U/K)
8. Remove rusted coal chute doors on alley. (U/K)
9. Repair erosion areas on parking lot and concrete stairs to building door. (U/K)

Legacy Funds Distribution Calculation

Average

4%

2nd Century Fund -This does not include the Scholarship Fund

December 31, 2019	1,047,840		
December 31, 2020	1,053,821		
December 31, 2021	<u>1,114,156</u>		
	3,215,818	1,071,939	42,878

Council recommended distribution approved by congregation at annual meeting

Pilgrim Scholarship Fund

\$40,597.25 as of April 30, 2022

In May of 2022, Pilgrim awarded four scholarships of \$1,5000 each