



LOCAL CHURCH PROFILE



**Northern California Nevada Conference, UCC
Golden Gate Association**

Settled Senior Minister Opening

December 19, 2022

Congregational Church of San Mateo

Church Profile

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1. POSITION POSTING

"There is always light. If only we're brave enough to see it. If only we're brave enough to be it."
Amanda Gorman

1a. Listing Information

Church name: Congregational Church of San Mateo (CCSM)

Street address: 225 Tilton Ave., San Mateo CA 94401

Supplemental web link: <https://ccsm-ucc.org/>

Contact: search@ccsm-ucc.org

Additional ecumenical affiliations: Disciples of Christ, United Methodist Church, Presbyterian Church USA, ECLA (Lutheran), Metropolitan Community Church (MCC)

Conference: Northern California Nevada Conference (NCNC)

Association: Golden Gate Association

UCC Conference or Association Staff Contact Person:

Rev. Davena Jones, Associate Conference Minister, NCNC UCC, 510.359.7208, davena@ncncucc.org

Summary Ministry Description:

Throughout our 158 year history, CCSM has built a tradition of progressive Christianity. In the days before the pandemic our church worked hard to earn the reputation as a progressive beacon to those who felt the calling of becoming a community built around love and justice. During the Covid crisis CCSM - like most churches - had to dig deep to serve as the spiritual home for our congregation and beyond through online worship and in-person support to those in need. But now, as we emerge into the post-pandemic phase of life, we find ourselves facing several key questions: How does CCSM define itself in this new world? How does this church describe the progressive mission to those who long for the world before 2020 while appealing to people hungry for something new? And who will be the right person to guide us there?

CCSM is well positioned to take our next step. We have a clear vision, a proud history, and an enthusiasm for the future. We accept that the world is always changing and that we need to adapt to meet new challenges. We want to grow, attract younger members, and reach those in our community and beyond who wish to join us on a spiritual journey anchored in inclusive love and justice. To help us achieve this we are looking for a senior minister who is **dynamic, collaborative, and driven**.

Congregational Church of San Mateo (CCSM), 225 Tilton Ave., San Mateo CA
Pictures taken September 11, 2022



What we value about living in our area:

The San Francisco Peninsula is one of the most desirable, yet costly, places in the country. The Bay Area is home to a thriving tech industry that helps make California's economy the 4th biggest in the world. Our region offers a vast range of experiences: the amenities of a world-class city in San Francisco, small town vibes from the suburban neighborhoods throughout the peninsula, a broad range of ethnicities, a stunning array of art and culture, highly ranked schools and universities, a temperate climate, beautiful food, and natural scenery that never fails to amaze.

Current size of membership: 697 congregants: 407 members, 290 active non-members

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

English (Sunday services); Spanish (Wednesday services)

Position Title: Senior Minister

Position Duration: Settled

Compensation Level: Full Time

Does the total support package meet conference compensation guidelines? Yes

1b. Scope of Work

Core Competencies:

CCSM is ready to evolve. To guide us in doing that we are looking for a senior minister who is **dynamic**, **collaborative**, and **driven**.

Dynamic - in words, actions, and presence to lead and get others to believe in the Senior Minister's vision for CCSM. From sermons that spur action or reflection to providing pastoral care for those in need, we're looking for our leader to be that fount of inspiration.

Collaborative - can recognize the strengths of others and place their trust in those folks to execute their vision for CCSM's next chapter.

Driven - ready to grow the congregation, to help us to become younger and to reach those in our diverse community who know they want a progressive and open-minded spiritual home to find one with us.

1c. Compensation and Support

Salary Basis: \$180K

Benefits: Salary plus Benefits

What is the expected living situation for your next minister?

Minister has a choice to rent or buy in the area. Church support for housing is TBD.

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

The minister should live on the peninsula within a 45 minute commute of the Church.

State any incentives: Possible annual salary increases for merit and/or market.

Describe peer and professional supports available for ministers in your association/conference:

CCSM provides an allowance for professional expenses.

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

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.

CCSM will grow as an active faith community in membership and participation.

CCSM will infuse our programs across all ages and ministries with principles of progressive Christianity.

CCSM will become a community leader and prophetic voice of progressive Christianity on the Peninsula and beyond.

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

CCSM's vision is to be a strong voice for Progressive Christianity on the San Francisco Peninsula and beyond, to build a beloved community, and to lead in championing social justice for all.

We seek **a dynamic minister** who inspires the congregation to put faith into action and be change makers in the world and who curates a distinctive voice for CCSM in the social justice arena.

We seek **a collaborative minister** who will encourage and empower lay volunteers to develop the presence and skills that will make them leaders not just in the church but in the broader community.

We seek **a driven minister** who will relentlessly innovate messaging - both content and medium - in order to reach young adults and families who have not yet realized that CCSM is a welcoming place for them.

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

While we do not have a language requirement, we do have an ambition to be in closer community with our North Central neighbors among whom the predominant language is Spanish. To this end, the Latina/o Ministry sponsored the establishment of CCSM's Wednesday evening service for Spanish-speaking neighbors and seeks ways to build bridges between our Wednesday and Sunday members. Spanish would be an asset in this work.

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

CCSMers expect to be challenged by a sermon. We want to be both intellectually prodded and emotionally propelled into the week. Because we are a Spiritual Community, we look to the ritual of worship as an important moment of weekly renewal and resolve, and we expect our senior minister's sermons to always inspire us and occasionally actually raise the roof.

We also hunger for deeper community and seek ways to connect with each other not just over coffee but in pursuit of meaning and mystery.

BUILDING TRANSFORMATIONAL LEADERSHIP SKILLS

We function best as a full partnership between clergy and laity. Especially at this inflection point, we are called to work with each other with the understanding that the Church is becoming something new again. Some old ways remain useful; others need to be let go. We must hold true to the core of what we are, while we open ourselves to new people and ideas.

STRENGTHENING INTER- AND INTRA- PERSONAL ASSETS

One of our principles states that we "recognize the inherent worth of each of us...and we seek to understand one another." This entails deep listening and learning - often surprising - things about each other. With this knowledge comes an increased "bank" of skills and talents to draw upon as the Church evolves. We may not be able to predict where that evolution will take us, but if we journey together with love and integrity, it can only be a good destination, and our congregants will be positioned to lead both within the walls of CCSM and without.

WORKING TOGETHER FOR JUSTICE AND MERCY

Social justice is core to CCSM's identity. We are one of the most respected social justice faith communities on the peninsula; we received the county's MLK award in 2015. In 2017 we voted to become a Sanctuary Church, and in 2019 we formed an Energy and Environmental Justice Ministry to pursue our goal of being a Climate Church. CCSMers show up at rallies and marches bearing signs. Every Sunday we give away our plate offering to a non-profit that is promoted by a member of the congregation. We strive to live our principle that we are God's hands, feet, and face.

Settled Senior Minister

Job Description

Core Function

The Senior Minister is the executive officer of the Church who is responsible for guiding the spiritual welfare of the congregation. This position reports to the congregation through the Board of Directors. The Senior Minister will:

- Amplify and extend CCSM's existing vision of Progressive Christianity.
- Drive the numerical growth of the congregation.
- Deliver worship services and nurture the congregation's spiritual growth.
- Provide meaningful pastoral care.
- Work with the Board of Directors to:
 - Ensure good organizational functioning of the Church;
 - Secure and manage the resources needed for the effective Church operation;
 - Facilitate communication within the Church and to the wider community.

Other designated ministers, staff, and lay members may share the duties of the Senior Minister in ways that are mutually agreeable, but final responsibility rests with the Senior Minister.

Hours: this is a full-time called clergy position with holidays/vacation per the church Personnel Policy.

Compensation: annual salary and paid medical/dental insurance per the Terms of Call for the Senior Minister.

Regular Duties

Amplify and extend the Church's existing vision of Progressive Christianity:

- Model CCSM's Guiding Principles and publish widely its brand of Progressive Christianity.
- Promote peace and justice in the wider civic and faith communities; be an active voice on issues of local concern.
- Work with the Board of Directors and congregation to develop new strategies for CCSM to further its goals and provide ongoing leadership in their pursuit.
- Periodically verify that the goals remain valid for the congregation.

Drive the numerical growth of the congregation:

- Find ways to address families throughout the community.
- Increase and enliven opportunities for children and youth in our congregation.
- Use language and media that young adults find relevant.
- Devote part of working time to professional and personal growth to maintain freshness of viewpoint, content, and rhetoric.
- Maintain a welcoming and inclusive culture where people feel valued and connected.
- Participate in community building activities.

Deliver worship services and nurture the congregation's spiritual growth:

- Design and stage inspirational Sunday morning worship services.
- Deliver stimulating, scholarly, and relevant preaching and teaching that fosters the spiritual life of congregants and equips them to live as Progressive Christians in the world.
- Make space for lay participation in the leadership of worship.
- Introduce regular opportunities for spiritual growth through Bible studies and classes.
- Implement programming that spans age groups to create common language and interests.
- Provide confirmation and membership classes as needed.

Provide meaningful pastoral care:

- Ensure that a team is in place to provide full coverage of congregation's pastoral care needs.
- Ensure that pastoral care providers are fully trained to respond to and informed about the specifics of members' pastoral needs.
- Encourage and empower development of lay members in the pastoral care arena.
- Provide meaningful baptism, wedding, funeral, and memorial services for members.

Work with the Board of Directors to:**Ensure good organizational functioning of the Church:**

- Manage the functioning of the CCSM organization as a whole.
- Lead the selection and cultivation of ministers and lay staff.
- Work with the Board of Directors to assure that the roles and responsibilities of the staff, boards, and task forces are appropriate and clear.
- Clearly communicate to all Church staff desired results, standards of performance, and acceptable norms of interaction. Provide for their professional development.
- Model collaboration. Empower and encourage staff and laity to follow suit.
- Affirm and empower laity in their ministries so that they develop into leaders at CCSM and the broader world.

Secure and manage the resources needed for effective Church operation:

- Work with the appropriate committees and the Board to develop and implement effective fundraising programs.
- Make budget recommendations and help strategize their implementation.

Facilitate communication within the Church and wider community:

- Foster a truly open and welcoming environment where a diversity of opinions can be expressed and held in loving tension.
- Ensure that communication channels are open between the staff, the ministries, the Board, and the congregation.
- Strengthen the links between the congregation and various denominational and interfaith entities.
- Participate in blessings and invocations at events in the wider community.
- Serve as CCSM's primary ambassador and spokesperson.



2. WHO IS GOD CALLING US TO BECOME?

"It took me quite a long time to develop a voice, and now that I have it, I am not going to be silent."

Madeleine Albright

Who is God calling you to become as a congregation?

We are called to continue to be a beacon of Progressive Christianity. Our calling drives us to work together to feed the hungry, care for the sick, house the homeless, and advocate for a more just society, as the hands, feet, and face of God in our world. This calling to be a beacon for progressive Christianity also causes us to embrace honest inquiry and existential transformation and to live into the call for transcending and including differences along a multitude of dividing lines, with courage, care, and clarity.

We are clear that our vision of being a strong voice for Progressive Christianity on the San Francisco Peninsula and beyond remains relevant. To effect this vision, we need a sustainable congregation that truly reflects the San Mateo environment. This means we must get younger and even more diverse. We have survived for 158 years, and we know we must adapt to thrive, and while we are already working on this, we look forward to partnering with a senior minister who will bring new energy, ideas and spirit to the enterprise.

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

CCSM finds itself in a place of reckoning. Parts of us seem disconnected from others, we don't feel as whole as we can be. A thorough conversation is still to be had, for which our congregational survey and individual member interviews were but the beginning.

Through this reckoning process, which has begun before and will extend beyond the selection of a new settled senior minister, there are critical questions we must as a beloved community attempt to answer. How do we continue to extend a warm heart and open hand to all wherever they might find themselves on their spiritual journey, including and affirming everyone of GOD's children, while also deepening our unique bond to GOD through fortifying our traditional anchors (like religious education, bible study, etc.)? How do we remain relevant for our older generation, while becoming more relevant to young families with children? How can our congregation become more reflective of the community

in which we reside? How do we welcome and grow the participation of believers, agnostics, and skeptics from all faith traditions? How do we apply our caring heart in the world, while remaining in the context of our budgetary realities? What role does our online presence play for us in cultivating a lively and growing congregation? What does diversity and inclusion really mean for us? How do we go beyond welcoming diversity and actually attract more diverse congregants? The truth will emerge and reveal itself over time, through our listening and adapting.

We're invited to learn how to deeply listen to each other, our congregation, and our community. We are becoming something new, but this does not happen magically. We are organizing into task forces to address the core questions about growth, Christian education, and balance of focus. Our new minister will meet us in this work of becoming bigger, younger, and even more diverse without losing touch with our core identity or sight of our calling.



3. WHO ARE WE NOW?

"A person who never made a mistake never tried anything new."

Albert Einstein

3a. Congregational Reflections

Describe your congregation's life of faith.

Our **vision** at CCSM is to be a strong voice for Progressive Christianity on the San Francisco Peninsula and beyond, to build a beloved community and to lead in championing social justice for all. CCSM maintains the following **six guiding principles**:

We are a Spiritual Community

We welcome the full participation of believers, agnostics, and skeptics from all faith traditions. We are all at different places on our spiritual journeys, and we come together to support each other as we seek connection with God through ritual, artistic expression, nature, study, and fellowship.

We are Christian

We follow Jesus's example as a way of life and a way of love. Following Jesus is rooted in our identity as Christians, and we cherish our tradition's sacred book, the Bible, for its spiritual wisdom contained in symbol, metaphor, and history. We also explore other faith traditions and learn from other sacred texts as we seek to answer Jesus' call to love.

We are God's Hands, Feet and Face

We work together to feed the hungry, care for the sick, house the homeless, and advocate for a more just society. We do this knowing that God has no hands but our hands, no feet but our feet and no face but our face.

We are Inclusive

We celebrate Jesus' teachings of radical equality and the differences among us including, but not limited to: race, ethnicity, socioeconomic status, sexual orientation, gender identity, immigration status, age, and mental and physical disabilities. No matter who you are or where you are on life's journey, you are welcome here.

We are Open Minded

We recognize the inherent worth of each of us, and we listen to different points of view in order to learn and grow. We strive to practice empathy and compassion, and we seek to understand one another.

We are Evolving

We experience faith as a quest, not a set of absolute truths. We welcome change, seek transformation, and explore new ways of being faithful because we know that God is still speaking.

Describe several strengths or positive qualities of your congregation.

CCSM responds quickly and generously to urgent needs in our community:

In the 1930s, a separate Japanese church school was formed although Japanese adults were welcomed as full and regular church members. At the time of relocation during WWII, many **Japanese families were able to store their belongings at the church** and in the homes of other members, reclaiming them and being welcomed back into the church community after the war.

During the 1950s CCSM advocated for **fair school boundaries**, sponsored **community meetings** during the Watts riots of the '60s, and **adopted a Vietnamese family** in the 70s.

In 2017 after much research, dialog and education, CCSM voted overwhelmingly to become a **designated Sanctuary church**. Since then, CCSM has hosted two sets of individuals seeking safe harbor while going through the immigration process. We are not currently hosting anyone but are still open to providing emergency housing for those experiencing an immigration crisis.

During the Covid crisis CCSM has collected an **emergency assistance fund** to disperse to those in need in the neighborhood. Over \$142,000 has been given out in the past three years. Additionally, we have erected a **free food box** outside the main sanctuary where people can directly take items they need.

CCSM is a **recognized voice of Progressive Christianity in San Mateo and the entire Peninsula** due to our activism on social justice issues.

In 2002, CCSM became an **Open and Affirming church**, and in 2007 we hired our first female senior minister who also happened to be gay. She retired from church ministry in 2022 after fifteen years of strong leadership - the longest tenure of any senior minister at CCSM.

CCSM has worked with our local community to create a **ministry for the Latino/a community** in North Central San Mateo who are seeking a welcoming and progressive Christian voice. Since its formation in 2015, this group has grown to 75 members with 20-25 in weekly attendance for

worship and a meal each Wednesday evening. Activities to bring the Sunday and Wednesday worship communities together are planned quarterly throughout the year.

Our members maintain familiarity with issues by among other means participating in periodic **“second hour” adult education programs**. The format can be a speaker or book study, and topics have included racial inequality, housing inequality, climate change, gun control and border immigration issues.

CCSM has worked to diligently maintain and update our campus, including the following **Building and Grounds projects** in the last ten years:

1. Remodeled our Sanctuary, featuring the “Tree of Life” art glass installation by world renowned Napa-based artist Gordon Huether, creating a more accessible, open and flexible worship space.
2. Added a Memorial Garden, including a labyrinth, niches, memorial remembrance wall, fountain and a meditation garden.
3. Created a Sanctuary Guest Studio Apartment with a private bathroom on the church campus.
4. Remodeled portions of the Christian Education Building to include a new community room and kitchen, updated classrooms and designated youth room.
5. Remodeled the on-site Custodian Apartment, including a new entryway, updated kitchen and bathroom, designated laundry and additional bedroom spaces.
6. Completed plans and majority of financing for "Going Solar". This project is currently under review by the city.

Describe what worship is like when your congregation gathers.

CCSM provides an open and progressive message while maintaining many traditional elements in our worship service, from hymns and scripture readings to our pipe organ music. Our congregants value excellent preaching that speaks to the head and the heart and a prophetic voice that encourages us towards justice and action. The Liturgical Arts team adds visual components such as banners or altar elements for each service, and the Music Ministry orchestrates contributions from our organist, choir, bell choir, and soloists. Our worship services value lay person participation in many areas, including readings, testimonies, and serving communion.

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

CCSM is committed to nurturing the spiritual development of children and youth by equipping them with the tools they need to discover faith-filled answers for themselves. Youth are involved in leadership in a variety of ways. Some serve on committees (i.e. the Ministry of Service and Justice), and several have worked to develop a CCSM "Marketplace" which connects people with goods/services to offer/sell within and between our Wednesday and Sunday service attendees. Each month, our high schoolers meet to determine the focus of their programming for the next month and also to plan and implement other activities. Youth have offered leadership in worship (i.e. scripture reading) and many also assist with our nursery and kids' programs. Our middle schoolers recently met to choose the focus

of their program year which is the intersection of faith and science. Our youth also participate in leadership to collect supplies for gift bags for unhoused people and also to make lunches each month.

CCSM hosts periodic adult education opportunities with our “Second Hour” post-service speakers and discussion series. These have included topics such as racial inequality, housing inequality, climate change, gun violence, border immigration issues and in-depth book studies/discussions.

Describe how your congregation is organized for ministry and mission.

The main decision-making body at CCSM is the Board of Directors, consisting of nine elected lay members who meet for two hours a month and additionally as needed. There are twelve ministries currently active (Building and Grounds, Energy and Environmental Justice, Fellowship, Latino Ministry, Liturgical Arts, Ministry of Service and Justice, Music Ministry, Pastoral Relations, Spiritual Life, and Stewardship), and our bylaws are flexible to allow for the formation of new ministries as needed. There is a strong network of lay leadership that drives much of the life of the church.

When the pandemic struck, the Board of Directors nimbly took quick action to provide online worship every Sunday, stay in touch with members, provide a safe working environment for staff and ministers, and care for our neighborhood through distanced grocery pick-ups and other actions.

We have a strong set of updated bylaws that were voted into effect in 2018 that can be provided to the next minister, along with our annual report. We have recently reviewed and adjusted our approach to these bylaws as needed, including adding a plenary meeting of all ministries and the board to ensure we have communication amongst the church leaders and congregants even with our new streamlined board structure.

new is still speaking,
**UNITED CHURCH
OF CHRIST**

ELEVEN YEAR CHURCH PROFILE BASED ON DATA REPORTED IN UCC
YEARBOOKS

| Church#: | 21090 | Schedule: | 0 | Congregational Church of San Mateo UCC | | | | San Mateo | CA | 94401 |
|----------|------------------|-----------------------|--------------------|--|------------|----------------------|---------------------|------------------------|------------------------|-----------------------|
| Assoc: | 8 | | | | | | | | | |
| YEAR | MEMBERS | AVG WEEKLY ATTENDANCE | CHR ED/ FAITH FORM | CONFIRMATION | CONFESSION | TRANSFER OR REAFFIRM | DEATHS OR TRANS OUT | OTHER LOSSES | NET MEMBS ADDS-REMOVED | |
| 2011 | 538 | 325 | 150 | 0 | 3 | 27 | 12 | 10 | 8 | |
| 2012 | 571 | 325 | 120 | 6 | 4 | 35 | 10 | 2 | 33 | |
| 2013 | 595 | 310 | 100 | 10 | 2 | 32 | 9 | 11 | 24 | |
| 2014 | 611 | 310 | 100 | 1 | 0 | 32 | 2 | 15 | 16 | |
| 2015 | 638 | 315 | 122 | 11 | 0 | 31 | 10 | 5 | 27 | |
| 2016 | 633 | 251 | 0 | 0 | 0 | 11 | 8 | 8 | -5 | |
| 2017 | 619 | 276 | 133 | 0 | 1 | 40 | 6 | 49 | -14 | |
| 2018 | 631 | 276 | 133 | 6 | 0 | 22 | 16 | 2 | 10 | |
| 2019 | 612 | 272 | 34 | 0 | 0 | 11 | 8 | 9 | -6 | |
| 2020 | 612 | 272 | 34 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2021 | 612 | 272 | 34 | 0 | 0 | 0 | 0 | 0 | 0 | |
| YEAR | CURRENT EXPENSES | CAPITAL PAYMENTS | BASIC SUPPORT | TOT OTHER UCC GIVING | TOTAL OCWM | OTHER GIFTS | WIDER MISSION | BASIC SUPP% CURR LOCAL | TOTAL EXPEND | PLEDGES AND OFFERINGS |
| 2011 | \$796,562 | \$0 | \$20,330 | \$8,665 | \$28,995 | \$49,401 | \$78,396 | 2.55 | \$874,958 | \$590,211 |
| 2012 | \$658,412 | \$0 | \$16,300 | \$9,759 | \$26,059 | \$51,486 | \$77,545 | 2.48 | \$735,957 | \$564,941 |
| 2013 | \$740,575 | \$0 | \$20,250 | \$7,569 | \$27,819 | \$33,336 | \$61,155 | 2.73 | \$801,730 | \$606,379 |
| 2014 | \$767,121 | \$0 | \$20,300 | \$12,947 | \$33,247 | \$58,008 | \$91,255 | 2.65 | \$858,376 | \$651,137 |
| 2015 | \$762,448 | \$0 | \$25,000 | \$37,458 | \$62,458 | \$45,143 | \$107,601 | 3.28 | \$870,049 | \$640,976 |
| 2016 | \$787,560 | \$0 | \$25,000 | \$37,302 | \$62,302 | \$65,889 | \$128,191 | 3.17 | \$915,751 | \$616,590 |
| 2017 | \$787,560 | \$0 | \$25,000 | \$6,874 | \$31,874 | \$0 | \$31,874 | 3.17 | \$819,434 | \$0 |
| 2018 | \$809,215 | \$0 | \$18,750 | \$40,432 | \$59,182 | \$57,371 | \$116,553 | 2.32 | \$925,768 | \$653,742 |
| 2019 | \$775,322 | \$0 | \$26,250 | \$34,731 | \$60,981 | \$0 | \$60,981 | 3.39 | \$836,303 | \$711,505 |
| 2020 | \$775,322 | \$0 | \$18,750 | \$6,746 | \$27,496 | \$0 | \$27,496 | 2.42 | \$802,818 | \$0 |
| 2021 | \$775,322 | \$0 | \$2,500 | \$0 | \$2,500 | \$0 | \$2,500 | 0.32 | \$777,822 | \$0 |

| % CHANGE | MEMBERS | AVG WEEKLY ATTENDANCE | CHR/ FAITH FORM | TOTAL ADDITIONS | TOTAL REMOVALS | CURR LOCAL EXPENSES | TOTAL OCVWM | TOTAL EXPENDITURE |
|-----------|---------|-----------------------|-----------------|-----------------|----------------|---------------------|-------------|-------------------|
| 2016-2021 | -3.32 | 8.37 | 0.00 | -100.00 | -100.00 | -1.55 | -95.99 | -15.06 |
| 2011-2021 | 13.75 | -16.31 | -77.33 | -100.00 | -100.00 | -2.67 | -91.38 | -11.10 |

Congregational Church of San Mateo - UCC Profile

Describe those who participate in your church.

| | | <i>Is this number an estimate? (check if yes)</i> |
|--|-----|---|
| Number of active members: | 407 | |
| Number of active non-members: | 290 | |
| Total of church participants (sum of the numbers above): | 697 | |

Percentage of total participants who have been in the church:

| | | <i>Is this number an estimate? (check if yes)</i> |
|----------------------------------|-------|---|
| More than 10 years: | 36.2% | Yes |
| Less than 10, more than 5 years: | 29.4% | Yes |
| Less than 5 years: | 34.4% | Yes |

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> |
|------|-------|-------|-------|-------|-------|-------|-------|-----|--|
| 28 | 44 | 58 | 40 | 46 | 66 | 134 | 135 | 146 | Yes |

Percentage of adults in various household types:

| | | <i>Is this number an estimate? (check if yes)</i> |
|----------------------------------|------|---|
| Single adults under 35: | N/A* | |
| Households with minors: | N/A* | |
| Single adults age 35-65: | N/A* | |
| Joint households with no minors: | N/A* | |
| Single adults over 65: | N/A* | |

**We do not collect this data.*

Education level of adult participants by percentage:

| | | <i>Is this number an estimate? (check if yes)</i> |
|-------------------------|------|---|
| High school: | N/A* | |
| College: | N/A* | |
| Graduate School: | N/A* | |
| Specialty Training: | N/A* | |
| Other (please specify): | N/A* | |

**We do not collect this data.*

Percentage of adults in various employment types:

| | | <i>Is this number an estimate? (check if yes)</i> |
|------------------------------------|------|---|
| Adults who are employed: | N/A* | |
| Adults who are retired: | N/A* | |
| Adults who are not fully employed: | N/A* | |

**We do not collect this data.*

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

Situated in the Bay Area between San Jose and San Francisco, CCSM attendees are employed in a wide range of occupations. While many of our congregants are retired, we also have tech workers, teachers, doctors and nurses, lawyers, domestic and service workers, and most other occupations common for a metropolitan area.

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?

CCSM hosts both a Sunday service in English and a Wednesday service in Spanish. At the Sunday service, the congregation is primarily white with a small proportion of Asian, Latino, and other minorities represented. We hope to grow and work towards having more racial diversity, but this is currently an aspirational focus for Sunday morning services. The Wednesday service is almost exclusively Latino, primarily from Mexico and Central America. While these two congregations are

usually separate primarily due to language barriers, there are efforts to have both congregations at quarterly church events.

Our church strives to be an inclusive church. We have a strong LGBTQ presence, including many individuals in leadership and other aspects of the church. There is also considerable economic diversity amongst congregants. We also welcome those with a wide diversity of religious beliefs, including agnostics and nonbelievers and people from other faith traditions.

Has your congregation recently had a conversation about welcoming diversity, or do you plan to hold one in the near future?

At CCSM conversations about welcoming diversity are integrated into the ongoing life of the church, including second-hour adult education, sermon topics, and other programs. Many members of the congregation participated in a series on white supremacy and white privilege over Zoom in 2020, engaging with topics around housing discrimination, racism in the criminal justice system, and historical and current economic injustice.

3d. Participation and Staffing

| Ways of Gathering | Estimated attendance | Who plans each of the listed gatherings? |
|--|---|---|
| Adult Groups or Classes | 40-50 | Lay leaders |
| Baptisms (<i>number last year</i>) | 1 | Senior Minister |
| Children's Groups or Classes | 30 | Led by Assoc. Minister, 3 paid children's program leaders, lay people provide input into plans and support (including children themselves and parents) |
| Christmas Eve and Easter Worship | Christmas Eve: 235 in person over 2 services, additional online. Easter: 205 in person, additional online | Planned by Senior and Associate ministers, Director of Music, and Liturgical Musician |
| Church-wide Meals | 30 | Wednesday services involve a community meal planned by lay people. Lay people also planned 2-3 meals after the Sunday service each year in pre-COVID times. |
| Choirs and Music Groups | 30-45 | Planned by Director of Music |
| Church-based Bible Study | 2 | Led by associate minister |
| Communion (<i>served how often?</i>) | 66 (approx. once monthly in Sunday service, weekly at Wednesday service) | Planned by Senior and Associate ministers, and two designated lay people. |
| Community Meals | 150 | Las Posadas meal - led by Associate Minister and planned by lay people. |
| Confirmation (<i>number confirmed last year</i>) | 0 (11 new members) | |
| Drama or Dance Program | 2 events | Liturgical dance with Phil Porter |

| | | |
|---|---|--|
| Funerals (<i>number last year</i>) | 6 | Planned by ministers and Memorial Committee |
| Intergenerational Groups | 25 | Led by ministers and lay leaders, depends on group/activities |
| Outdoor Worship | 8 early morning services, ~ 30-40 attendees | Planned by Senior and Associate Ministers, Director of Music, and Liturgical Musician |
| Prayer or Meditation Groups | 0 (COVID) | Lay leaders |
| Public Advocacy Work | 10-20 | Lay leaders |
| Retreats | 2 | Staff Retreat planned by Senior Minister; Board Retreat planned by Moderator, Senior Minister, and Chair of Personnel Committee |
| Theology or Bible Programs in the Community | 0 | |
| Weddings (<i>number last year</i>) | 0 (COVID) | |
| Worship (time slot: Sunday 10:30) | 65-140 in person, additional online | Planned by Senior and Associate ministers, Director of Music, and Liturgical Musician |
| Worship (time slot: Wednesday 7:15 pm) | 20-25 | Planned by Associate Minister & Liturgical Musician |
| Young Adult Groups or Classes | 0 (COVID) | Led previously by a part-time YA minister. Some intermittent Zoom meet-ups in 2021. |
| Youth Groups or Classes | 15 (COVID) | Led by Assoc. Minister, 1 paid youth program leader, 3 primary lay leaders, lay people provide input into plans and support (including youth themselves) |
| Other | | |

Additional comments: Most of our programs are stronger this year than they were last year during times with higher COVID precautions, but many have not recovered fully to pre-pandemic levels yet.

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 or Four-Way Covenants.

| Name | Three- or Four-Way Covenant? (3 or 4 or No) | Ministry Setting | Type of Ministry Role | Retired? (Y or N) |
|------------------|--|------------------|-----------------------|----------------------|
| Ben Meyers | No | | | Y |
| Sue & Bill Flemr | No | | | Y |
| Bill Dunbar | No | | | |
| Betsy Woodward | No | | | Y |
| Kibbie Ruth | No | | | |

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:

The members who are also ministers are primarily regular congregants. Some serve on committees, such as Christian Education, or in other volunteer capacities, such as ushering.

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 |
|--|----------------|---|-----------------|--|
| Associate Minister | No | Full time | Senior Minister | 10 years |
| Associate Minister for Children, Youth, and Families | No | Part time | Senior Minister | 3 years |

| | | | | |
|---|----|-----------|------------------------|-----------|
| Director of Operations | No | Full time | Senior Minister | 3 years |
| Bookkeeper | No | Part time | Director of Operations | 3.5 years |
| Administrative Assistant & Graphic Design | No | Part time | Director of Operations | 32 years |
| Webmaster and Technical Support | No | Part time | Director of Operations | 10 years |
| Videographer | No | Part time | Director of Operations | 2 years |
| Custodian | No | Part time | Director of Operations | 3.5 years |

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

Our demographic data and activities show an aging congregation that is invested in bringing in new young members and families. There are significant pastoral care needs in our older population, and historically all the ministers have worked together to ensure that everyone gets the care they need.

3e. Church Finances

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

| Source | Amount |
|---|-----------|
| Annual Offerings and Pledged Giving | \$643,943 |
| Endowment Proceeds (<i>as permitted within spending policy, such as a cap of typically 4.5%-5% on total return</i>) | \$29,576 |
| Endowment Draw (<i>beyond what is permitted by spending policy, "drawing down the principal"</i>) | \$0 |
| Fundraising Events | \$11,946 |
| Gifts Designated for a Specific Purpose | \$10,000 |
| Grants | \$0 |
| Rentals of Church Building | \$62,820 |

| | |
|---|-------------------|
| Rentals of Church Parsonage | \$0 |
| Support from Related Organizations (e.g. Women's Group) | \$0 |
| Transfers from Special Accounts | \$0 |
| Other (specify): Unspecified bequests, matching gifts, prior year retained earnings | \$ 76,070 |
| Other (specify): Interest on cash on hand | \$1,865 |
| TOTAL | \$ 836,219 |

Current annual expenses (dollars budgeted for most recent fiscal year):

\$899,765; annual budget (see addendum)

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

Percentage total ministerial support: 32.4%

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?

Amount is set during budget development as part of the overall operating budget of the church.

What is the church's current indebtedness?

Total amount of loan debt: No external loans are outstanding. We have capital loans against the principal in the endowment funds.

Reason for debt: Loans against endowment for capital improvements.

Are capital and other payments current? Yes; open-ended.

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.

We are in the midst of a Solar Project to install solar panels over our parking lot to move toward becoming a net-zero church. We have so far raised \$249,400 of the estimated \$362,000 needed for the project, and are currently moving through the permitting process with the City.

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

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

In 2011 a campaign was launched for Sacred Space Renewal that led to making improvements in the sanctuary, providing better wheelchair access to the sanctuary and chancel, and creating a Memorial Garden consisting of a Memorial Wall, niches, and other components. 274 donors contributed most of the nearly \$2 million project, which was dedicated in May 2013. In order to manage the cash flow for campaign pledges to be paid over a few years, the Congregation approved an external loan that has since been fully paid and a loan from Endowment Funds that has a remaining balance of about \$365,000. Purchases of niches and inscriptions on the Memorial Wall will more than cover that remaining balance.

Does your church have an endowment? Yes

What is the market value of the assets? \$1,655,743 (excluding buildings and grounds)

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

As per our Endowment Policy, "The principal amount of the Endowment Fund is normally preserved but can be used or lent for specific purposes upon approval of the congregation in accordance with the CCSM Bylaws." No funds have been drawn from the endowment in the last five years.

What is the percentage rate of draw (last year, compared to 5 years ago)? 0

Describe draw on endowment, if any, to meet operating budget expenses for the most recent year and the past five years: None

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

Please comment on the above calculations or estimates:

We have not drawn from the endowment in the past five years.

Other Assets

Reserves (savings): \$318,416

Investments (other than endowment): \$697,077

Does your church have a parsonage? No

Describe all buildings owned by the church:

The church owns the main building, consisting of the sanctuary, two stories of attached offices, storage, several meeting rooms, an apartment for the custodian and his family, and our large fellowship hall. There is a second “Christian Education” building connected by a short walkway, which has classrooms on two levels. Some of this space is rented to two childcare facilities. A parking lot, play area, and large grassy area surround the two buildings.

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

Which spaces are accessible to wheelchairs?

The Sanctuary, chancel, first-floor offices and meeting rooms, and main fellowship hall are accessible to wheelchairs. The chancel can be accessed by wheelchair via the main aisle of the sanctuary to the door to the left of the chancel where there is a chancel lift. The first floor of the Christian Education building is also accessible. There is not an elevator to the second story offices and meeting room.

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

A Latino Ministry (of lay congregants) launched a Latino congregation, Iglesia San Mateo, officially in 2015, following the engagement of a Spanish-speaking seminary student who is now an ordained Associate Minister. Funded until 2019 solely through designated donations, the budget of that congregation is a part of the CCSM overall operating budget. Some designated donations continue to offset expenses. Weekly worship services in Spanish are provided on Wednesday evenings.

In mid-2020, the congregation engaged a part-time videographer who led the installation of high-end cameras and a sound system for streaming our Sunday worship services online. This has been funded primarily through designated donations.

CCSM is in a very strong financial position, with strong cash reserves and a significant endowment. Establishing the two ministries described above, in addition to a variety of less expensive undertakings,

is not yet fully funded with dependable annual revenues. The Board of Directors and Finance Committee are working with the Congregation during 2022 and 2023 to balance our budget.

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.

Senior Minister Jim Keck and member Carla Cornaglia led the Open and Affirming Task Force, which recommended a vote in favor of a resolution to become an Open and Affirming church at the June 2, 2002 Annual Meeting. The resolution passed overwhelmingly, thus emphatically continuing a long tradition that goes back at least to the 1920s under Dr. Kloss, when the church advertised itself as “A Church of the Open Mind—The Warm Heart—The Aspiring Soul—A Friendly Church.”

In the same tradition, after the 2016 election, Senior Minister Penny Nixon and a team of members led the church in discussions on becoming a Sanctuary Church. At the February 26th, 2017 congregational meeting the church voted overwhelmingly to join the National Sanctuary Movement in response to the anti-immigrant sentiment in our nation. As a Sanctuary Church, we open our doors to welcome into Sanctuary undocumented individuals who are facing deportation and are in need of safe refuge.

In 2015, a team of lay leaders established the Iglesia San Mateo. This Spanish-speaking service on Wednesday nights caters to our local community and has grown to 72 members. The services include communion and a shared meal. Quarterly events link the primarily Spanish-speaking Wednesday gathering with the participants in the Sunday services, such as the popular Las Posadas event before Christmas each year.

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

The start of the COVID pandemic in March of 2020 was a pivotal point in CCSM’s recent history. Our leadership team transitioned to online services in the weeks before the official lockdown to protect our vulnerable members. From initial services pre-filmed on cell phone cameras to our current, professionally managed live streamed services, we have grown our online presence to reach not just those who are homebound but also those who have moved away but maintain CCSM as their church home and individuals who have never set foot in our church building but have found a spiritual home at CCSM online.

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.

As we come out of the pandemic, we are looking for a balance in caring for our internal community and our broader community via social justice. There are different ideas in the congregation about where focus is lacking and needs to be increased. We have established strategic working groups to draw in members to help develop solutions to this issue of balance.

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

| Senior Minister History | Years of Service | UCC Standing (Y/N) |
|---|---------------------|--------------------|
| Dr. Penny Nixon (Senior Minister) | 15 years (til 6/22) | Y |
| Art Domingue (Interim Senior Minister) | 2 years | Y |
| Dr. Jim Keck (Senior Minister) | 7 years | Y |
| David Sandberg (Interim Senior Minister) | 2 years | Y |
| Dr. David C. Brown (Senior Minister) | 13 years | Y |
| Associate Minister History | Years of Service | UCC Standing (Y/N) |
| Jerry Handy (Associate Minister) | 5 years | Y |
| Cynthia Riggan (Associate Minister) | 3 years | Y |
| Louise Bastille (Associate Minister) | 16 years | Y |
| Christian Education Minister History | Years of Service | UCC Standing (Y/N) |
| Bonnie Rambob (Transitional Intergenerational Education Minister) | 1 year | Y |
| Laura Barnes (Christian Education Minister) | 2 years | Y |
| Betsy Woodward (Christian Education Minister) | 26 years | Y |

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

CCSM looks for a leader who values and fosters transparency and teamwork, who involves the general membership in decision-making and the work of the church, and who is relatable and approachable. The congregation has an expectation of solid, dynamic, thought-provoking sermons that are based in scripture but relevant to today's challenges.

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

Has your church been involved in a Situational Support Consultation? No

Has a past pastor been the subject of a Fitness Review while at your church? No

Addendum

Congregational Church of San Mateo 2021 Revenue and Expenses - Preliminary Report 2022 Budget Proposed to Congregation by Board of Directors*

**Adapted at January 23, 2022 Congregational Meeting*

| | 2021 Budget | 2021 Preliminary Actuals (Jan 7, 2022) | Difference Over (Under) | 2022 Proposed Budget |
|--|----------------|---|-------------------------------|----------------------------|
| REVENUE | | | | |
| 1 Donations to General Fund | 673,000 | 643,943 | (29,057) | 664,000 |
| 2 Building Use | 40,482 | 62,820 | 22,338 | 66,668 |
| 3 Endowment Earnings | 30,000 | 25,576 | (4,424) | 30,000 |
| 4 Designated Donations | 50,000 | 10,000 | (40,000) | 0 |
| 5 Other | 20,100 | 63,263 | 43,163 | 20,450 |
| 6 Fundraising | 3,750 | 11,946 | 8,196 | 12,000 |
| 7 Total Revenue | 817,332 | 817,547 | 215 | 793,118 |
| | | | | |
| EXPENSES | | | | |
| 10 Senior Minister - total comp | 151,246 | 153,337 | 2,091 | 156,043 |
| 11 Compensation - other clergy & staff | 456,942 | 431,027 | (25,915) | 565,430 |
| 12 Professional expenses for clergy | 10,700 | 8,430 | (2,270) | 10,700 |
| 13 Payroll benefits, taxes, admin | 42,685 | 44,071 | 1,386 | 51,659 |
| 14 Total Payroll (incl benefits, taxes) | 661,573 | 636,865 | (24,708) | 783,832 |
| | | | | |
| 16 Building Administration | 111,299 | 99,369 | (11,930) | 110,505 |

| | | | | |
|--------------------------------------|-----------------|-----------------|-----------------|------------------|
| 17 Office Administration | 48,608 | 64,083 | 15,475 | 59,500 |
| 18 Ministry Teams and Programs | 58,285 | 18,821 | (39,464) | 44,285 |
| 19 Our Church's Wider Mission | 20,000 | 20,000 | 0 | 20,000 |
| 20 Total Other Expenses | 238,192 | 202,273 | (35,919) | 234,290 |
| 21 Total Expenses | 899,765 | 839,138 | (60,627) | 1,018,122 |
| | | | | |
| 23 Net Revenue (or Shortfall) | (82,433) | (21,591) | 60,842 | (225,004) |

Notes with reference to line number above:

- 2** 2022 budget projects full rent from regular tenants and modest one-time uses
- 3** Low interest rates limit return on fixed income securities
- 4** A multi-year pledge for the Latinx ministry has ended
- 5** An unrestricted bequest was received in 2021
- 6** "Share the Love" fund-raising took place in 2021; fund-raising in 2022 TBD
- 11** Compensation is flat from 2021 to 2022, but a new compensation plan is to be phased in. Includes funding for sabbatical for Senior Minister
- 18** The budgeted reduction in Ministry Teams and Programs is a delay in upgrading store room
- 19** OCWM goes to the UCC -- 10% to national, 2% to Association, and 88% to Conference
- 23** The Board recommends approval of the draft 2022 budget with the understanding that the Finance Committee and Board of Directors will manage the expected shortfall near year's end using the list of reserve funds accompanying the budget, possibly after modification.



4. WHO IS OUR NEIGHBOR?

"If you want to lift yourself up, lift up someone else."
Booker T. Washington

4a. Community Vision

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

The Congregational Church of San Mateo is always becoming. Becoming a more inclusive and supportive church family, a more engaged part of our local community, and more connected to the world around us.

CCSM is the hub for social engagement of its members. The Ministry of Service and Justice is among the most active ministries in the church, and more than two-thirds of respondents to a recent church survey listed the church's social justice work as a top strength of the church.

We are a climate church with an energy and environmental justice ministry committed to the sustainability of our planet. We are a sanctuary church that recently hosted, in succession, two members of the TransGay Caravan, Estafany and Natalia, and a Honduran father and son in our church sanctuary apartment. Our church members are involved in Faith in Action Bay Area, Samaritan House, One San Mateo, Life Moves and many other non-profits as both leaders and volunteers. Our church facility hosts community service organizations such as the Muslim Children's Garden Preschool, and provides space for members and non-members to celebrate special events, and for various local community groups to meet. Nearly every week, we share our plate offering with one of our non-profit partners (**see addendum**) or with agencies addressing a pressing or emerging need. One of our core beliefs is that we are the hands, feet, and face of God in the world.

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

The Congregational Church of San Mateo is an independent, self-governing body with an active lay leadership and high volunteerism among our members. We are a member of the Northern California/Nevada Conference and of the Golden Gate Association. Church members periodically attend Conference and Association gatherings.

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 checked="" type="checkbox"/> Accessible to All (A2A) | <input checked="" type="checkbox"/> Just Peace |
| <input checked="" type="checkbox"/> Creation Justice | <input checked="" type="checkbox"/> Global Mission Church |
| <input checked="" type="checkbox"/> Economic Justice | <input checked="" type="checkbox"/> Open and Affirming (ONA) |
| <input checked="" 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 checked="" type="checkbox"/> Border and Immigrant Justice | <input type="checkbox"/> Designations from other denominations |
| <input checked="" 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?

Our church is one that is interested in growth and in connecting with emerging issues in our church family, in our community, and in the world more broadly. Sometimes our efforts align with broader UCC initiatives (as they did when we formalized our Open and Affirming Status or when we focused on Border and Immigration Justice) and sometimes not (as when we devoted time to exploring racial justice issues during the summer of the George Floyd protests). Many of our current efforts in this regard involve focusing on internal issues.

This past summer and fall, the Senior Minister Search Committee conducted an extensive process for obtaining congregational input related to the senior minister search. This self-assessment involved more than 30 one-on-one discussions, a formal survey that reached 177 members and non-members, and three what we called roundtable discussions to discuss the results of the survey, one of which was held exclusively online.

The process not only gave us important information to guide our search, but also highlighted four areas that we wanted to give attention to right now. The congregation's immediate focus is on (1) growth, (2) Christian education (for youth and adults), (3) reaching an appropriate balance between the outward (social justice) and inward (building our church community) efforts of the church, and (4) integrating our Wednesday (Spanish language) and Sunday (English language) congregations.

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

The Congregational Church of San Mateo is a spiritual community. Our guiding principles include the statement that we welcome “the full participation of believers, agnostics, and skeptics from all faith traditions” and our congregation reflects that variety. We are members of the Peninsula Multifaith Coalition, and we invite ministers of other churches to minister at our Sunday services on a regular basis. Recent examples include Marlyn Bussey from the A.M.E. Zion Church in San Mateo, Jhos Singer from the Jewish Community Center of San Francisco, and Rev. Talitha Amadea Aho from Montclair Presbyterian Church in Oakland. Several years ago, the youth program focused on other religions and included guests from various faiths and attendance at other local services. The choir, which falls under the Music Ministry, participates in several ecumenical choir concerts per year with churches from other parts of San Mateo County.

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 vision is to be a strong voice for progressive Christianity on the San Francisco Peninsula and beyond. We operate under a set of six guiding principles that are revised and updated on a regular basis. (1) We are a spiritual community. (2) We are Christian. (3) We are God's hands, feet, and face in the world. (4) We are inclusive. (5) We are open minded. (6) We are evolving. An expanded definition of what those mean to us is in section 3. We start every Sunday service with a reminder that “whoever you are and wherever you are on life's journey, you are welcome here.” The senior minister's job description focuses on designing and delivering worship services and on being an organization that reflects those values. We are always working to align our efforts with these values.

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?

Section 1 includes the job description for the senior minister. The job is mission driven, and the mission is defined as a cooperative effort among the senior minister, other church staff, lay leadership and the congregation as a whole. Penny Nixon, our most recent minister, emphasized work in the wider community including building alliances with local, city, county, and state leaders, and in 2019, she was awarded the “Woman of the Year” Award for Assembly District 22 in the State of California. At this moment we are seeking more balance between external and internal efforts, and we expect the next minister to drive congregational growth and so spend time accordingly.

4b. Mission InSite

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

The *MissionInsite* report (attached) reveals many of the same opportunities that are described elsewhere in this profile.

More than 223,000 people live within five miles of the church and the population is growing. As a church, we want to grow. The population is diverse (47% White, 28% Asian, and 17% Latino) and growing more so. As a church, we want to become more diverse.

Education levels are high (more than 60% of adults hold a bachelor's degree or higher and nearly 30% have graduate or professional degrees). Income levels are high (more than a third of households make more \$200,000 per year). There are so many people in the Bay Area who have come from somewhere else. And so many who have either never been part of a church or who feel disconnected from traditional religion for whatever reasons. But so many of these people also consider themselves to be spiritual people and people who want to find a home and be part of a community. [In terms of the Mosaic segments, nearly 60% of people living within five miles of the church are members of the Power Elite or are Booming with Confidence or part of a Flourishing Family. That's more than three times the percentage statewide for those three categories.] It's an appealing pool to draw from from any number of perspectives.

But there are challenges as well. Not all of the 223,000 people who live within five miles of the church regularly attend religious services, obviously, or consider themselves Christians or come to our church. While the *MissionInsite* report does not provide data with regard to religious affiliation (or lack thereof), our expectation is that fewer of our neighbors regularly attend church services than in other areas of the country. Even fewer consider church the center of their lives. Our neighbors work hard and their families participate in so many different communities - their own workplaces (typically two), their kids school, sports, music. We want to both grow and become younger, it's a challenge.

But it's an opportunity as well. Our neighbors are by and large open-minded people who want to be in community and to do good in the world. Our church's reputation and identity as an inclusive and welcoming place committed to service and social justice is in step with the Bay Area culture and values. We believe that can be the foundation for future growth. When we talk about wanting a minister who is dynamic, collaborative, and driven we have in mind someone who will take advantage of the opportunity our local demographics provides.

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?

The Congregational Church of San Mateo is in San Mateo, California, a city of 105,000 on the San Francisco Peninsula. According to a recent internal survey, more than 80% of respondents lived within 20 miles of the church, an area that covers much of San Mateo County and the northern part of Santa Clara County. The church itself is located at 225 Tilton Avenue in the North Central neighborhood. North Central is one of the oldest in the city that is significantly less white and less wealthy than the church membership. CCSM's location provides an opportunity to live our vision to be a strong voice for progressive Christianity, to build a beloved community, and to lead in championing social justice for all.

In terms of our immediate neighbors, CCSM has a long history of working toward social justice in our immediate community. During World War II, Reverend Sidney Buckham traveled to minister to Japanese Americans interned in Utah, a group that included many CCSM members. Fifty years later, CCSM members founded Homework Central, an after-school tutoring, homework assistance, and family support program for low income and disadvantaged children. Originally operated with volunteers from the church and out of church facilities, the program continues to this day and serves 80 students identified as needing additional support outside of the school. More recently, CCSM was a partner and host site for the Peninsula-based "Home and Hope" rotating family shelter as well as partnering with Samaritan House to serve dinners for the unhoused at the San Mateo Masonic Lodge, across the street from CCSM.

Today, CCSM offers both a traditional Sunday service in English and a Wednesday night Spanish language service led by Associate Minister Jorge Bautista. A typical Wednesday service attracts more than 20 worshippers and membership exceeds 70. We believe that the Latino ministry represents progress in our vision to be a community that welcomes all and does so each on their own terms, though the success of the program creates challenges of integrating our "two churches." Efforts to bridge the gap have included a recent afternoon picnic that drew more than 60 people at an approximately 50% / 50% split, and integrating the two churches has been identified as one of four strategic initiatives being pursued by the church.

Our location on the San Francisco Peninsula offers another notable opportunity to live out our vision. The Bay Area has historically attracted a mobile population and has a reputation for free thinking. Many Bay Area residents are spiritual people who feel disconnected from traditional religion, but are also idealistic and wanting to make the world a better place. Creating a welcoming community for people like these, who are coming back to the church or maybe have never been part of a church community is both a challenge and an opportunity for CCSM.

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

The demographics of the community are shaping our ministry in a variety of ways including several that are mentioned above. Our neighbors represent a broad range of people - rich and poor, young and old, straight and gay, religious and non-religious. We say every week - “whoever you are and wherever you are on life’s journey, you are welcome here,” and we want to live those words in who we are as a church. Many of the examples cited above focus on service projects and outreach to those in material need. But we also want to meet the spiritual needs of those in our community and those who might want to join us. Of particular note are the number of church members that have grown up in a different church tradition, or that are members of the LGBTQ community, or agnostics and atheists. The San Francisco Peninsula is full of people who might describe themselves as “spiritual but not religious” that we would love to welcome into our church family.

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

As suggested above, the Congregational Church of San Mateo has a well-earned reputation in the community for its work in the area of social justice. Our most recent minister served on the advisory board of Faith in Action Bay Area, a “network of congregations and community leaders working to ensure the dignity of all people in our community is upheld.” CCSM hosts forums, workshops, and other activities that demonstrate our members’ commitment to a range of social justice issues and causes. Our members are involved in groups working on issues including affordable housing, gun violence, health care, immigrant justice, mass incarceration, and voting rights.

The Congregational Church of San Mateo is also well-known in the community as a welcoming place. As an example: Nearly every week, we share our plate offering with one of our non-profit partners. Often, representatives from these groups will come to church and describe the good work their specific organization is doing in the community. The most common thing we hear in their introductory remarks is how welcome they feel to be at CCSM.

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

New people have a variety of reasons for showing an interest in CCSM. Sometimes a neighbor, friend, or colleague encourages them to check out the church. A common thread seems to be “an inquisitive mind or heart” - someone with questions about the larger meaning of life or the existence of a greater spirit or “higher power” (which some call God and others something else). Some people have a history of a mixed or negative experience or feel they haven’t found a place where they fit in or feel at home. Others had no exposure to religion in their upbringing and are now interested in exploring what it might hold for them. Almost universally, newcomers are seeking a religious experience that gives meaning to their day-to-day life, one that inspires them to be better people in the world, and to build community around their values.

From there, it only gets better.

Newcomers quickly find that CCSM, with its strong history as a leader in “progressive Christianity”, is a place where, in the truest sense of the term, “All really ARE welcome”. They learn that in 2002, CCSM

voted overwhelmingly for the church to become “Open and Affirming”. This designation means that LGBTQ individuals are welcomed into and invited to join the church community and in many instances, aspire to deep and active involvement in the life of the church. This attitude of openness also applies to people of all ages, ethnicities, languages and backgrounds.

Newcomers also quickly notice the high standard for the weekly sermons. Sermons at CCSM are meant to encourage and stir the soul, heart, spirit and mind. Few people feel let down in this regard. Alongside of the sermons, one can listen to a broad range of rich and versatile music, led by the talented music director and other gifted and musically minded congregants. These people help to make the music program one of the most attractive elements of CCSM.

As newcomers become more familiar with CCSM, they’ll find no shortage of ways to become involved in the fabric of this church. There are a wide array of programs and opportunities, many with the thread of “social justice” woven throughout. There are small groups with a spiritual focus, music groups (choir, Music & Arts, Bells choir), “Companion Ministries”, and much, much more to suit the interest of a diversity of people. On Sunday following the 10:30 am service, there are frequent “after-church” opportunities, such as 2nd-Hour Educational discussion groups, Coffee Hour in the social hall (Kloss), and concerts and music “specials” in the sanctuary in the middle afternoon. There are once-yearly events that involve large numbers of congregants, such as “Pick-A-Parties”, which consist of individual members hosting themed-oriented activities or events (which serves as a fund-raiser for CCSM).

This is just a sampling of the reasons why visitors may initially be drawn to CCSM and what they may find, after walking through the doors for the first time. At the end of the day, it is some combination of the above along with the richness of relationships and friendships which get built that turn the newcomers into longtime members and friends of CCSM.

Addendum

| CCSM Plate Offering Recipients, 2020-2021 | | |
|---|--------------|--------------|
| Non-Profit | 2021 | 2020 |
| Veterans of the Cross | \$ 1,410.00 | \$ 1,655.00 |
| Neighbors in Need | \$ 2,057.00 | \$ 1,991.00 |
| One Great Hour of Sharing | \$ 2,080.00 | |
| Strengthen the Church | \$ 1,575.00 | |
| Sanctuary Church | \$ 5,215.00 | \$ 5,950.00 |
| Call Primrose | \$ 4,554.00 | \$ 8,888.00 |
| CORA | \$ 2,650.00 | \$ 2,155.00 |
| DAR Trinidad | | \$ 710.00 |
| Faith In Action | \$ 4,696.00 | \$ 7,124.00 |
| Foster the Bay | \$ 2,490.00 | |
| Haiti Relief | \$ 3,550.00 | |
| Help-A-Mother-Out | \$ 1,856.00 | \$ 4,010.00 |
| Home and Hope | \$ 6,050.00 | \$ 7,046.00 |
| Homework Central | \$ 3,188.00 | \$ 1,925.00 |
| HUGS Foundation | \$ 1,840.00 | |
| Intercommunal Survivor School | | \$ 890.00 |
| Life Moves | \$ 11,266.00 | \$ 18,100.00 |
| Little Eagle Community | \$ 3,969.00 | |
| Open Cathedral | \$ 4,933.00 | \$ 9,827.00 |
| Pacific School of Religion | \$ 1,460.00 | \$ 2,165.00 |
| Peninsula Conflict Resolution | \$ 694.00 | \$ 1,530.00 |
| Peninsula Food Runners | | \$ 1,990.00 |
| Peninsula Scholarship Fund | \$ 1,850.00 | |
| Pride Center | \$ 1,555.00 | \$ 1,285.00 |
| Puente La Costa Sur | \$ 6,839.00 | \$ 11,576.00 |
| Re-Store | \$ 1,830.00 | \$ 2,182.00 |

| | | |
|------------------------|---------------------|----------------------|
| Samaritan House | \$ 8,723.00 | \$ 8,428.00 |
| Non-Profit | 2021 | 2020 |
| SMC NAACP | \$ 2,635.00 | \$ 3,960.00 |
| SMC Gun by Gun | \$ 1,395.00 | |
| Second Harvest | \$ 3,403.00 | \$ 4,265.00 |
| Swords to Ploughshares | | \$ 1,345.00 |
| | | |
| Total | \$ 95,806.00 | \$ 108,997.00 |
| | | |
| Emergency Fund | \$ 35,134.00 | \$ 61,875.00 |



5. REFERENCES

Rev. Dr. Marlyn Bussey

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Linda Lanier

President (ret), Atkinson Foundation
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"The people who are crazy enough to think they can change the world are the ones who do."
Steve Jobs



6. CLOSING THOUGHTS

6a. Closing Prayer

I live my life in widening rings
which spread over earth and sky.
I may not ever complete the last one,
but that is what I will try.

I circle around God, the primordial tower,
and I circle ten thousand years long;
and I still don't know if I'm a falcon, a storm,
or an unfinished song.

-Rainer Marie Rilke

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.

Which individuals and groups in the church contributed to the contents of this Local Church Profile?

- Senior Minister Search Committee
- Board of Directors, *especially Moderator and Treasurer*
- Interim Minister

/s/Alexandra Gillen

/s/Dave Olson

CCSM Senior Minister Search Committee co-Chairs

search@ccsm-ucc.org

December 19, 2022

6c. Validation by Conference Association

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

Staff Comment: *Yes, the Congregational Church of San Mateo is in good standing with the Golden Gate Association, Northern California Nevada Conference of the United Church of Christ.*

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

Staff Comment: *Yes, the presented ministerial history is accurate and complete to the best of my knowledge.*

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

Staff Comment: *The church financial profile presented is correct to the best of my knowledge.*

My signature below attests to the above three items.

Signature: *Rev. Davena L Jones*

Name / Title: Rev. Davena Jones/ Associate Conference Minister

Email: davena@ncncucc.org

Phone: (510)

Date: December

359-7208

23, 2022

**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.