

Minister



# Minister

Senior Minister

📍 Harpswell, Maine (ME)



**Elijah Kellogg Church, Congregational**

[🌐 Website](#)

Have care of spiritual welfare of the Church

Seek to enlist people as followers of Christ

Preach the gospel and lead public worship services

Administer the Sacraments and Rites

Give pastoral guidance and visit the sick and bereaved

Manage staff

Carry out the ministries of the Church, together with the officers, boards, and committees

Serve as an ex-officio, voting member of the Congregational Council and an ex-officio non-voting member on other standing boards and committees (excluding the nominating and pulpit committee)

Church name: **Elijah Kellogg Church, Congregational**

Address: **917 Harpswell Neck Rd.**

Location: **Harpswell, Maine (ME)**

City: **Harpswell**

NACCC Membership:

**Member of NACCC**

State: **ME**

Zip: **04079**

**<http://www.elijahkelloggchurch.org>**

## **Search Committee**

Name of Chairperson: **Bill Greenwood**

Phone: **+1 207-449-9756**

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Name of Corresponding Secretary: **Ashley Braley**

Phone: +1 207-837-1334

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## Concerning the Vacancy

Position(s) Open:

**Senior Minister**

This position is: **An existing position**

List duties of the position or a job description:

**Have care of spiritual welfare of the Church**

**Seek to enlist people as followers of Christ**

**Preach the gospel and lead public worship services**

**Administer the Sacraments and Rites**

**Give pastoral guidance and visit the sick and bereaved**

**Manage staff**

**Carry out the ministries of the Church, together with the officers, boards, and committees**

**Serve as an ex-officio, voting member of the Congregational Council and an ex-officio non-voting member on other standing boards and committees (excluding the nominating and pulpit committee)**

Indicate any special training, skills or certifications required:

**BA and Clinical Pastoral Certification - required; M. Div - preferred**

## **What does the church consider to be the most important attributes of a pastor?**

(Indicate where you place your priority on each point – Top, High, Medium and Low)

### **Preaching and Worship:**

Effectiveness as a worship leader: **Top**

Well organized sermon content: **High**

Effective Delivery: **High**

Preaching which deals with personal issues: **Medium**

Preaching which deals with social issues: **Medium**

### **Pastoral Care:**

Ability to help people develop spiritual life: **High**

Ability as a counselor: **Medium**

Effectiveness in dealing with crises: **High**

Ability to facilitate spiritual retreats: **Low**

Maintains confidentiality: **Top**

### **Christian Education:**

Commitment to education ministry: **Top**

Ability to teach: **High**

Ability to train teachers: **Medium**

Commitment to lead Biblical/other adult studies: **High**

### **Christian Mission and Service:**

Commitment to world missions: **Medium**

Commitment to community service: **Top**

### **Administration:**

Effective administrator: **Medium**

Ability to work in team relationships: **High**

Effective promotion of stewardship: **Medium**

Effective recruitment of new members: **High**

Skill in planning and leading programs: **Medium**

Ability to recruit and promote lay leadership: **Medium**

Ability to work with boards and committees: **Top**

Ability to supervise others: **Medium**

Understanding of church finances: **Medium**

**Personal:**

Personal integrity: **Top**

Maturity: **High**

Sensitivity to others' feelings: **High**

Ability to communicate personal faith: **Medium**

Effective role model: **High**

Ability to deal with conflict: **High**

Leadership: **High**

Creative planning: **Medium**

**The Congregational Way:**

Commitment to the NACCC: **Medium**

Commitment to regional/state associations: **Medium**

Commitment to local associations: **Top**

## **Salary and Benefits**

**Minister's compensation:**

Salary:

Salary (First Year): **\$45,000 minimum, not including housing or benefits**

Housing compensation value:

Housing (First Year): **TBD**

Social Security/Medicare tax offset: **Employers choose whether or not to include the Social Security / Medicare tax offset for determining the Comprehensive Plan premiums.**

Offset (First Year): **TBD**

**Total compensation: This amount is used to determine Comprehensive Plan premiums.**

Total (First Year): **TBD**

## **Benefits**

Comprehensive Plan premiums:

Premiums (First Year): **TBD**

Retirement Only contributions:

Retirement (First Year): **TBD**

Medical and Dental premiums:

Premiums (First Year): **TBD**

**Total benefits:**

Benefits (First Year): **TBD**

**Accountable plan expenses to be reimbursed:**

Automobile mileage:

Auto (First Year): **TBD**

Convention expenses:

Convention (First Year): **TBD**

Continuing education:

Cont Ed (First Year): **TBD**

Books, periodicals, other resources:

Resources (First Year): **TBD**

Hospitality fund:

Hospitality (First Year): **TBD**

Other expenses:

Other (First Year): **TBD**

**Total reimbursement for ministry-related expenses:**

Reimbursement (First Year): **TBD**

## **Additional allocations for the ministry**

Moving Expenses: **negotiable**

Travel to conferences: **TBD**

Family Protection Plan: **TBD**

Disability (Salary Continuance): **TBD**

What policy do you have for reviewing the ministers' salary?: **Annually**

What is the length of vacation granted?: **four weeks**

Do you make provision for study leave or for other continuing education on a regular basis?: **Yes**

Do you provide for sabbatical leave?: **Yes**

## **Buildings and Facilities**

How old are your church buildings: **180 years old**

Are they in good repair?: **Yes**

How many persons does the sanctuary seat?: **185 people can be seated in the sanctuary, and the Church is equipped with a large screen in fellowship hall where additional participants can view and hear the service live.**

Briefly describe the church building:

**The church is settled in the southwest corner of a 37-acre lot that is bound by state rt. 123 to the west and Widgeon Cove/Harpswell Sound to the east. Please see property map in attachments section. The Church's buildings and land include:**

### **1- Church building**

**The sanctuary, the Church's original structure, was built with Greek and Gothic Revival elements. It has a balcony, a belfry, and a steeple. In the 1960's the sanctuary was raised and a basement dug out. In 1979 the Church building was placed on the National Register of Historic Places. In 2000, a new wing expansion on the east side of the original building was completed, and it contains a commercial kitchen, Fellowship Hall, a parlor, four classrooms, four offices, storage space, and a coat room. In 2016 the Church completed a capital campaign-funded preservation project for the sanctuary.**

### **2- Parsonage, garage, and barn**

**3- Land beside the Church parking lot that is leased (for 1\$/year) to the Harpswell Neck Physical Education Association to manage 2 public tennis courts, a playground, and a summer day camp program**

### **4- Land managed by the Hillcrest Cemetery Association**

**5- David's Way - a path from Hillcrest Cemetery to the shore, established by**

an Eagle Scout in the 1990's and recently cleared by another Eagle Scout

## **6- Managed forestland**

**Our building has a back up generator and shower and is considered an emergency shelter for the community.**

Is there a private study for the minister?: **Yes**

Do you have any plans regarding the buildings?:

**church –**

**i. portions of the basement require mold remediation**

**1. The church is still addressing the source of the water intrusion.**

**ii. a new pathway and ramp from the parking lot to the Fellowship Hall**

**iii. two new computers and a computer network**

**parsonage –**

**i. new kitchen cupboards**

**ii. flooring replacement**

**iii. appliance replacement**

**iv. windows replacement**

Does the church own the parsonage?: **Yes**

How old is it?: **172 years old**

How many rooms?: **7**

How many bathrooms?: **3**

Is it in good repair?: **Yes**

**[https://www.naccc.org/wp-content/uploads/job-manager-uploads/company\\_logo/2023/06/9B8C9393-3E9F-49AB-AA2D-4B13C8C08794.jpeg](https://www.naccc.org/wp-content/uploads/job-manager-uploads/company_logo/2023/06/9B8C9393-3E9F-49AB-AA2D-4B13C8C08794.jpeg)**

## **Congregation Members**

Number of active members: **235 on membership roll**

Number of active families: **80 active households**

**Number of members in each age category:**

Under 20: **2.5%**

20 - 39: **2.5%**

40 - 59: **20%**

60+: **75%**

**Average attendance (Sunday worship):**

September to June: **50**

June through August: **70**

**Occupations (what percentage of membership):**

Business: **5**

Professional: **23**

Skilled Trades: **3**

Student: **16**

Retired: **53**

## Church School Numbers

Complete only if Church has a School, otherwise, leave blank

Total enrollment of the church school: **4**

Average attendance September to June: **4-6**

Are church school classes held in summer?: **No**

Education programs for adults:

1. Program Type: **Bible study, lectionary based**

Long/Short Term: **Long term**

Attendance: **6-8**

List the five most significant and meaningful programs or events in your church in the last two years:

**1. Missions, near and far**

• **Our missions program is very active and offers support to 44 organizations which are both local and global. Our church enthusiastically participates in these endeavors. The Board of Missions makes monthly donations to support many of our partner organizations.**

• **Active in founding and supporting "Harpswell Aging at Home," a major community organization that strives to meet needs of elderly people in Harpswell.**

- Longterm, targeted support of the Tedford Housing program in Brunswick, ME that supports people experiencing homelessness.
- Covenant church with Habitat for Humanity 7 Rivers.
- Response and support for humanitarian needs of Ukrainian people and asylum seekers.

## 2. Community connections

- We host community fund-raisers several times a year. These are well attended events the community looks forward to. A giant barn sale in June, many public suppers through the year, a large chicken BBQ in July, and Christmas by the Sea Fair in mid-Autumn with crafts, food, and silent auction.
- The Harpswell Nature School, a preschool, has been housed in our church building for over 20 years.
- Annual Easter egg hunt on the church grounds- a family event that bring together many children from across the community.

## 3. Communication

- Radio and television – when Covid -19 struck, we partnered with the local radio station WHPW 93.9 FM to broadcast services live each Sunday and with Harpswell TV to record services which are shown on local TV and posted online. Church volunteers were trained and now manage the technology to continue this outreach. We are actively working toward live streaming our services and making viewing more available.
- Since the beginning of Covid we have been sending weekly email updates to all members and friends, as well as copies of the upcoming program to those who plan to participate via radio or TV.

## 4. Creativity and Innovation

- Continued development of the Music program. We have an outstanding choir, and special efforts and adaptations were made to maintain music in services during Covid. When our Music Director passed away in early 2023, the choir stepped up and found new ways to manage the way forward together.
- Our interim minister Joe Connolly, is an inspiration to all. His sermons are

educational and challenging, and he shares new perspectives with our boards and committees.

## 5. History and Tradition

- **Heritage Sunday** – Each summer we hold a Sunday service in the original Town Meeting House, across the street from our Church. The Harpswell Meeting House is the oldest Meeting House in Maine. EKC and its predecessor congregations have been the principal spiritual home of the people of Harpswell for more than 250 years and first gathered in the original Town Meeting House.
- **Women's fellowship:** Group meets monthly with a presentation/discussion topic and a lunch. This group has their own budget and donates to many community organizations.

# Youth Organizations

## 1. Organization Type: **Sunday School**

Age Group: **0-6 and 6+**

Total Enrollment: **4**

Average Attendance: **5**

How many from your church have gone into full-time Christian vocations in the last ten years?: **0**

# Theological Position of the Church

Include a statement of the Theological and Biblical position which your committee feels would be representative of the church members:

**The diverse backgrounds and denominations of our congregation function effectively with our boards and committees and enhance our fellowship and outreach. The different customs and views help keep our church vibrant and moving forward as we set goals for the future.**

**We are bound to one another in our Church Covenant:**

**"We covenant with one another to seek and respond to the Word and the Will of God. We purpose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the Church to witness to the Gospel of Jesus Christ in all the world, while worshipping God and striving for truth, justice, and peace. As did our forebears, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the Kingdom of God, and we look with faith toward the triumph of righteousness and eternal life."**

## **Church Financial Data**

Please include financial data for the last five (5) years:

**Please see attachments**

## **Community Information**

Nature of community in which church is located: **Rural**

Population of town or city: **5,031 residents (2020 census) - in summer, the population increases to approximately 15,000**

Population of area served: **In addition to the residents and summer residents of Harpswell, there are members and friends of the church that come from Brunswick (population 17,000), Topsham (population 7,000), and Bowdoin (population 3,000)**

Describe the ethnic make-up of your community:

**approximately 95% of year-round residents are Caucasian**

Is your community growing in population?: **Yes**

Describe any situation existing in your church or community that might require particular skills on the part of the minister?:

**Harpswell is spread over a mainland peninsula and several islands connected by bridges, covering more than 200 miles of coastline. This creates several separate villages within the greater community and necessitates long drives to access the various parts of Harpswell. There is a broad range of incomes in our community, including people with daily financial challenges.**

What are the factors that make your community desirable?:

**Harpswell is a working waterfront community. People are hard-working and demonstrate integrity in their social interactions and their dedication to transparent governance. Town meeting and active committees carry out their work and service thanks to the contributions of many caring citizens. Harpswell has long been a vacation destination, and is now a top choice for retirees looking for a quiet location near larger towns.**

**Harpswell's commitment to nature and the spirit of environmental protection found here showcase some of the things that draw people to our community. The same geography that necessitates long drives from one part of town to another is also attractive to those seeking nature, seacoast, and access to shores and trails. Numerous preserves provide trails through woods to scenic overlooks and shores.**

**Proximity to Brunswick and Portland gives residents access to medical care, shopping, theater, and dining. Bowdoin College in Brunswick adds cultural, historic, and creative energy and options to the area, and during the summer is the host of Maine State Music Theatre. Many small businesses operate in Harpswell and Brunswick, adding to the quality of life, creating important local connections, and offering a variety of employment opportunities. The Portland jetport is less than an hour's drive from Harpswell. There is daily train service from Brunswick to Boston and points south.**

List the chief problems facing your community, if any:

**Harpswell is the town with the oldest average age in the state with the oldest average age population. This makes staffing challenging. Our Church volunteers are aging, reducing the tasks they can tackle.**

## **Participation in Community/ Interfaith/ Ecumenical Activities**

Does your church share in fellowship through Association and Conference meetings?: **Yes**

What community groups meet in your church?:

**Harpswell Nature School (preschool)**

**MidCoast Hunger Prevention Program - summer lunch program for youth**

**Harpswell Neck Fire and Rescue**

**Harpswell Aging at Home**

**Harpswell Garden Club**

**Hillcrest Cemetery Association**

**Interstate Lobster Cooperative**

**Harpswell Heritage Land Trust**

**Red Cross Bloodmobiles**

To what extent do you expect your minister to cooperate with and take leadership in community activities::

**We encourage and support active involvement in our community.**

To what extent do you expect your minister to accept positions on National Association and/or local conferences and Association boards and committees?:

**A decision would be based on the position, the minister's desire to serve, and whether this could create a conflict with local responsibilities.**

...in camping programs:

**Participation in a camping program could be considered by the congregation.**

Describe your relationship with churches of other denominations in your community, with councils of churches, and/or other interdenominational groups:

**We invite the closest neighboring church, the West Harpswell Baptist Church, to participate in our Maundy Thursday service and sunrise Easter service. We are a covenant church with Habitat for Humanity and work with other local churches in that capacity. Most all of our congregation is open to theological diversity, which could lead us to other collaborative opportunities.**

## **Goals of your Church**

What definitive hopes and objectives does your congregation have for the next five years?:

- 1. Provide a place of worship in the community that is friendly, open to all, and tries to follow the teachings of Jesus.**
- 2. Have a Congregation that is aware of the needs of others and attempts to live a life that shows our love for God and our neighbors.**
- 3. Be a place where we can enjoy the fellowship of other believers, as we try to learn and seek God's way in all we do.**
- 4. As we move forward with our long-term planning, we aim to update our by-laws.**

How ready are your members to consider changes in their purpose and programs to achieve these objectives?:

**Our well-received and kind interim minister has consistently modeled and messaged to us the importance of being open to change.**

Any other information you feel will be helpful:

**If needed, please send correspondence to our post office box:**

**Pulpit Committee**

**P.O. Box 471**

**Harpswell, ME. 04079**

## **Relationships**

Identify your church's experience with conflict. Indicate the extent to which each statement describes your church, using the following scale. (Rate: 1-5. Never as 1 and always as 5.)

As a church, we respect and listen to each other and work things through without generating divisiveness.: **4**

As a church, we try to respect and listen to each other, but it is not uncommon for differences of opinion to be a problem and for some people to choose sides.: **3**

Some have left our church because of conflict.: **2**

Conflict hurts our sense of unity, so we tend to not talk about it.: **2**

Painful experience with conflict has been present, but it has been worked through and we have learned from the experience.: **2**

We have had some painful experiences with conflict, and they linger in the background.: **2**

Open conflict is present, and we need a minister who can help us deal with it.: **2**

## Relationship with Prior Leaders

We have had a solid relationship with persons involving pastoral leadership.: **Yes**

We have had some fairly rocky moments, but we have worked them through, and relationships with pastoral leaders have grown in significant and important ways.: **Yes**

We have had some tough times and things did not always work out.: **No**

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

1. Name: **John Carson, Pastor Emeritus**

From: **2012**

To: **2022**

2. Name: **James Henry, Pastor Emeritus**

From: **1998**

To: **2010**

3. Name: **Ron Hutchins**

From: **Sept 1996**

To: **Feb 1997**

If a previous minister is currently a member of the church, describe his or her role in the life of the congregation:

**John Carson was named Pastor Emeritus at his retirement in June 2022 and remains a member of our Church. John and his wife Susan continue to live in Harpswell, however they have purposely absented themselves from Church during this transitional period.**

**Jim Henry was named Pastor Emeritus at his retirement on October 2010 and remains a member of our Church. He and his wife Marge live in neighboring Brunswick and often enjoy attending services and fellowship events.**

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

**Deacons and Church membership stepped in during illness and sabbatical. Deacons and Church Boards perform active outreach. The Deacons arranged pulpit supply when the minister had plans to be away.**

Involuntary Terminations: Have any of the last three persons serving the position you are seeking to fill left involuntarily or under pressure?: **No**

Does the church have a pastoral relations committee?: **No**

What criteria will you use to annually evaluate the pastor?:

**We expect that when the new minister is called, some members of the pulpit committee will transition to serve as a pastoral support and welcoming committee. The personnel committee and the minister will use the position description to establish evaluation criteria.**

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**Apply for job**

The National Association of congregational Christian Churches provides to member churches information about search processes. The Association also provides information to clergy about vacancies within the Association. The Association makes no representation as to the fitness of any clergy person or the accuracy of information provided by a congregation. Each clergy person is responsible for evaluating each congregation's appropriateness to his or her calling. Each congregation is responsible for its own hiring process and decision. All terms and conditions of employment including the evaluation, supervision, and remuneration of the clergy person are the sole responsibility of the local church.