

# UNITED CHURCH OF CHRIST

## LOCAL CHURCH PROFILE

Emerald Grove Congregational UCC Church  
Janesville, Wisconsin

¼-Time Pastor

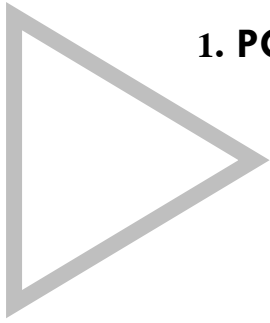
United Church of Christ

8/1/2023

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*“God is able to provide you with every blessing, so that  
having all sufficiency in all things at all times,  
you may abound in every good work.”  
(2 Corinthians 9:8)*



## 1. POSITION POSTING

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

### 1a. LISTING INFORMATION

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Church name: Emerald Grove Congregational UCC Church

Street address: 8127 US-14, Janesville, WI 53546

Supplemental web links: <https://www.facebook.com/emeraldgrovechurch/>

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

Conference: Wisconsin Conference

Association: Southwest Association, United Church of Christ

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

Rev. Rachel Bauman – Associate Conference Minister, Southwest Assn., and Southeast Assn.

Wisconsin Conference United Church of Christ

608-630-2992

rbauman@wcucc.org

Summary Ministry Description:

*We are a community church that is looking to grow our congregation. We aspire to have a good balance of staff and volunteers to conduct weekly and special services, run Sunday School programs, and work together in planning and implementation of programs and activities. To get there we need someone who can bring enthusiasm, excitement, and joy to our welcoming congregation. We are looking for someone who is willing to get to know the congregation on a personal level and who can help us find ways for our church to connect with our community.*

Photographs:  
Outside:



Recent Baptism



Volunteer Choir



Ladies of Faith Group



Alary basis.

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

*We live in a rural community where the focus is on small businesses and farming. This church was started 177 years ago in Emerald Grove, and many of the members are descendants of the original founders. This is a close-knit community where neighbors become friends.*

Current size of membership: 50-70 members

Position Title: 1/4 Time Pastor

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

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

Compensation Level:

*1/4 Time*

Does the total support package meet conference compensation guidelines? *Yes*

## **1b. SCOPE OF WORK**

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

Core Competencies:

*We are a community church seeking a pastoral care minister who is an approachable communicator, leading with compassion and biblical knowledge.*

*We seek someone who will fulfil the normal duties of a pastor including:*

1. Lead and preach in the congregation's worship services
2. Work with the congregation's governing body and its program committees
3. Contribute to the preparation of worship bulletin and newsletter
4. As time permits, visit members who are hospitalized, homebound, in care facilities
5. Conduct funerals for members and friends of the congregation
6. Officiate at weddings for members and friends of the congregation
7. As time permits, assist with confirmation, new member class, bible study
8. Maintain a collegial relationship with the area clergy association/WI Conference

## 1c. COMPENSATION AND SUPPORT

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Salary Basis (*from the Call Agreement Workbook, equal to Cash Salary plus Value of Parsonage/Housing Allowance*): \$22,000

Benefits: *All benefits to be included in the \$22,000 salary basis. We will work with our selected candidate to determine where/how the \$22,000 will be applied. For example, the \$22,000 could be split between Cash Salary, Housing Allowance, and Mileage Allowance.*

What is the expected living situation for your next minister:

*We expect our next minister will be living in the local community and commuting to our church.*

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

*We are located on a major highway between Janesville and Delavan WI.*

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

*The Wisconsin Conference UCC provides Seminary Debt Reduction Grants which are based on need and may be renewed annually for up to five years. Additionally, the Wisconsin Conference offers support for authorized ministers through a robust Communities of Practice (COP) program. These facilitated peer groups offer both support and professional growth opportunities. The Wisconsin Conference also offers continuing education grants available to authorized ministers. The Damascus Project, an online learning community offered through the Wisconsin and Minnesota Conferences, provides a variety of opportunities for continuing education. The Wisconsin Conference encourages both personal and professional growth of authorized ministers through its Coaching program.*

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

*We are seeking a pastor to prepare and deliver a Sunday sermon following the UCC lectionary. It can be determined later where the other hours will be used. Potential ideas are: bible study, attending congregation meetings, visiting shut-ins.*

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

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Describe the ministry goals you envision your next minister co-collaborating with the congregation to achieve.

*Grow the congregation*

*Study the bible*

*Grow our youth ministry*

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

*We are a strong congregation within our 4 walls. We would like to learn how to be better Christians in our daily lives and to live out our faith in our community.*

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*

*Building Transformational Leadership Skills*

*Engaging Sacred Stories and Traditions*

*Strengthening Inter- and Intra- personal assets*



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

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

Who is God calling you to become as a congregation?

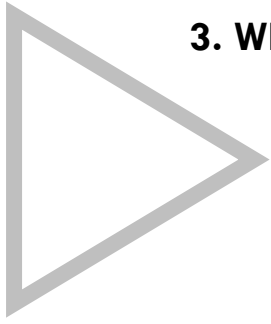
*Our congregation is like a family. Our Church Motto is “A Friendly Family Church, small enough to care, large enough to share.”*

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

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

Our church was involved in a split in March, 2023. Our ongoing challenge is to rebuild trust in our congregation with transparency and kindness in our actions. In our community we hope to once again be known as the welcoming church whose members show integrity and grace.





### 3. WHO ARE WE NOW?

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

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

#### 3a. CONGREGATIONAL REFLECTIONS

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Describe your congregation’s life of faith.

*Our Mission Statement: “God is calling us, His Church Family, to teach, support and love each other, our community, and our world.*

Describe several strengths or positive qualities of your congregation.

*We know who we are as a congregation. We exhibit open communication and willingness to work together. We are able to plan and conduct our own church services filled with music, scripture reflection and prayers. Members readily volunteer as musicians, ushers, readers of scripture. Others bring flowers, take prayer requests, and visit shut-ins. Boards and committees function efficiently.*

Describe what worship is like when your congregation gathers.

*We have one service on Sunday mornings. This hour-long service includes: A Call to Worship, Hymns, Special Music, Offering, Scripture Reading, Prayers, Sermon, and Benediction. Our content follows the Church calendar and lectionary.*

*We welcome anyone to get baptized at any age. Most commonly our baptisms are for a baby with parents and sponsors.*

*We describe good preaching with the following phrases: up-lifting messages, engaging voice and delivery, teacher/preacher who uses the bible as a tool and delivers the message with humor and uses our mic system effectively.*

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

*We have Sunday School during the school year. Confirmation class is a 2-year course. A Bible Study group is available. We encourage anyone of any age to volunteer for a committee or position in leadership.*

**Describe how your congregation is organized for ministry and mission.**

*We are a congregational church where the members run the meetings and make decisions. We would like to have our pastor attend quarterly meetings to pray and participate. We have a list of roles and term lengths of boards and committees that we can share for more details on the church leadership structure. Our constitution is clear on how to make decisions. As a congregational church, we announce a special meeting at least 2 weeks in advance. Then we hold our meeting, the moderator runs the meeting, and a vote is cast if needed.*

*We are a people who are looking to be fed on biblical truths of the Bible. We have a mutual understanding that we are all sinners and are only saved by the grace of God for sending his son Jesus Christ. We would ask that our next pastor help us to live with grace and become better Christians in a very troubling world. We aspire to live out our Mission Statement and Motto.*

- When it comes to decision-making, how many hours are spent in meetings per month?

*We have quarterly meetings, and each board/committee is responsible for planning their own meetings to meet as often as they see fit. Deacons meet once a month, and the Trustees meet as needed, usually 6-8 times a year. The pastor is not required to attend all meetings, but we would like him/her to attend quarterly meetings to offer opening and closing prayers and to participate.*

- Think of a time when action had to be taken quickly, for example when a crisis or disaster occurred. How was that accomplished?
- *In extreme weather, the moderator, pastor and head of Deacons makes the decision on whether we cancel services or not. Once they reach a decision, we have a phone list that we use to call and text members of the congregation to inform them of the cancelation. We also make a post on social media to let others know that we are closing for the day.*
- Can you provide the next minister with a copy of an organization structure, bylaws and/or annual report to further explain the patterns of the church's activity and governance? *Yes*

### 3b. 11-YEAR REPORT

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

### 3c. CONGREGATIONAL DEMOGRAPHICS

Describe those who participate in your church.

		<i>Is this number an estimate? (check if yes)</i>
Number of active members:	50	yes
Number of active non-members:	2	yes
Total of church participants (sum of the numbers above):	52	

Percentage of total participants who have been in the church:

		<i>Is this number an estimate? (check if yes)</i>
More than 10 years:	75%	Yes
Less than 10, more than 5 years:	15%	Yes
Less than 5 years:	10%	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>
2	2	2	7	1	8	10	12	6	Yes

Percentage of adults in various household types:

		<i>Is this number an estimate? (check if yes)</i>
Single adults under 35:	10%	yes
Households with minors:	6%	yes
Single adults age 35-65:	10%	yes

Joint households with no minors:	30%	yes
Single adults over 65:	18%	yes

Education level of adult participants by percentage:

		<i>Is this number an estimate? (check if yes)</i>
High school:	100%	yes
College/Tech School:	52%	yes
Graduate School:	14%	yes
Specialty Training:	10%	yes
Other (please specify):		

Percentage of adults in various employment types:

		<i>Is this number an estimate? (check if yes)</i>
Adults who are employed:	60%	yes
Adults who are retired:	40%	yes
Adults who are not fully employed:		

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

*Farmers, Small Business Owners, HR, Teachers, Financial Advisors, Veterinarian, Marketing, X-Ray Technician/Medical Assistant, Manufacturing, IT, and Engineers. Strong ties to the community.*

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?

*We are a country church with members originating from similar ethnic backgrounds. Our ancestors were mostly of European descent from Norway, Poland, Germany, England, and Wales. Our racial make-up is primarily white.*

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

*We are an open and welcoming church but no specific event has been planned at this time.*

### **3d. PARTICIPATION AND STAFFING**

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

Ways of Gathering	Estimated number of people involved in attendance	Who plans each of the listed gatherings? ( <i>list any and all worship planners, such as various lay leaders, pastors, musicians, other staff</i> )
Adult Groups or Classes	10-15	Ladies of Faith, Officers, Volunteers
Baptisms ( <i>number last year</i> )	3	Pastor, Head of Deacons
Children's Groups or Classes	5	Christian Education and Sunday School Superintendent
Christmas Eve and Easter Worship	55	Pastor, Musicians, Moderator, Deaconate
Church-wide Meals, Picnic	20-30	Volunteers, Fellowship committee
Choirs and Music Groups	5-9	Various lay leaders, Musicians, Volunteers
Church-based Bible Study	6-10	Volunteer, lay leader
Communion ( <i>served how often?</i> )	Once a month	Pastor, Deaconate Board
Community Meals		
Confirmation ( <i>current class</i> )	2	Christian Education/Sunday School Superintendent/Volunteer teacher, Mentors
Drama or Dance Program		
Funerals ( <i>number last year</i> )	5	Pastor, Family, Musicians, Volunteers
Intergenerational Groups		
Outdoor Worship	25	Pastor, Volunteers

Prayer or Meditation Groups	10-15	Prayer Chain, Volunteers
Public Advocacy Work (Project 16:49, ECHO, House of Mercy, etc.)	10-25	Deacons, Volunteers
Retreats		
Theology or Bible Programs in the Community		
Weddings ( <i>number last year</i> )	0	
Worship (time slot: Summer 9:30)	35-45	Pastor, Secretary, Musicians, Volunteers
Worship (time slot: Fall: 10:15)	35-45	Pastor, Secretary, Musicians, Volunteers
Young Adult Groups or Classes		
Youth Groups or Classes		
Other: Coffee Hour, Hanging of the Greens, Church Clean-up	20-30	Fellowship Committee, Volunteers, Deacons, Trustees

Additional comments

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

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

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

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

Staff Position	Head of Staff?	Compensation (full time, part time, volunteer)	Supervised by	Length of Tenure for current person in this position
Secretary		Part/Volunteer		9 months
Cleaning Person		Part/Volunteer	Trustees	9 months

### REFLECTION

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

Our congregation is small; however members are engaged and enthusiastic. Current church members are active in many aspects of our church ministry. To sustain our ministry, we will need new and active younger members. New ideas and creativity are necessary to branch out into the community and further.

### 3e. CHURCH FINANCES

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Current annual income (dollars used during most recent fiscal year) **January-October 2023**

Source	Amount
Annual Offerings and Pledged Giving	\$47,485.55
Endowment Proceeds ( <i>as permitted within spending policy, such as a cap of typically 4.5%-5% on total return</i> )	N/A
Endowment Draw ( <i>beyond what is permitted by spending policy, “drawing down the principal”</i> )	N/A
Fundraising Events	\$
Gifts Designated for a Specific Purpose (Memorial, Flowers, Parish Fellowship, Mission, Youth Group, Reimbursables)	\$7389.77
Grants	\$
Rentals of Church Building	\$

Rentals of Church Parsonage	\$
Support from Related Organizations (e.g. Women’s Group) Ladies of Faith	\$175.00
Transfers from Special Accounts	\$
Other (specify): Land Rent (3.5 acres) approx \$700, not paid yet	\$
Other (specify):	\$
<b>TOTAL</b>	<b>\$55,050.32</b>

Current annual expenses (dollars budgeted for most recent fiscal year) **2023** Budget: \$57,670  
**2024** Budget: \$54085.00

*Attach most recent church budget, spending plan, operating statement, or annual treasurer’s report as shared publicly with the congregation, or – if your church does not pass an annual budget – list current budgeted expenses here.*

Considering total budgeted expenses for the year, compare total ministerial support. What is the percentage? 47%

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

*We have participated in the Christmas Fund in past years and are participating this year. The Deaconate directed support to OCWM-Basic Support, Staff Support, in 2023. Our Deaconate has chosen 5 benevolent causes to support in 2024: 3 that are local to our community, and 2 that are UCC contributions.*

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

*OCWM is a budgeted item, other benevolences are voluntary offerings throughout the year.*

What is the church’s current indebtedness? None

Total amount of loan debt: None



Reason for debt:

Are capital and other payments current? All operating expenses are paid and current.

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

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

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

If a capital campaign is underway or anticipated, describe: N/A

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

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

*Mission giving has primarily been directed by the Deacons. For 2024 they have chosen: Janesville's House of Mercy, Vets Roll, Project 16:49, ECHO, Christmas Fund, and OCWM-Basic Support. Because of the split that took place in April in our church, and the uncertainty surrounding finances moving forward, we are not involved in a capital campaign at this time. We are concentrating on paying the expenses outlined in our 2023 operating budget.*

Does your church have an endowment? No

What is the market value of the assets?

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

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

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

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

Please comment on the above calculations or estimates: N/A

## Other Assets

Reserves (savings): approx. \$50,000

Investments (other than endowment) CDs: approx. \$189,000

Does your church have a parsonage? yes

Fair market rental value of the parsonage: \$1200, we do not rent because of nonprofit status

How is the parsonage used? Office, Classrooms, Storage, Meeting Space

Street / City / State / Zip: 8127 E. US Highway 14, Janesville, WI 53546

Finished square footage: 2-story farmhouse style w/attached garage

Number of Bedrooms, Number of Bathrooms: 3 bedrooms, 2 bathrooms

Assessed real estate value: \$0.00, not assessed as is nonprofit

Available for minister residence: Y/N, open to discussion

Expected minister residence: Y/N, since our offered position is as a ¼ time pastor, we expect a minister may already have a residence

Condition of structure, systems, and appliances: all in working order

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

Describe all buildings owned by the church: Church, Parsonage w/ attached garage

Describe non-owned buildings or space used or rented by the church: None

Which spaces are accessible to wheelchairs? (*worship space, pulpit, fellowship space, facilities, etc.*) Worship space, Fellowship space, Restrooms. Our church has a lift.

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

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

*The budget is formulated by the Trustees, with input from committees and individuals at a quarterly meeting in August. The budget is approved by congregational vote in October. There was a time a number of years ago when our church had few financial reserves and struggled to*

*pay our expenses. All obligations were met, and we now have reserves. The result since that time has been a history of financial conservatism. That financial conservatism has been emphasized since the church split in April, as we are now getting used to a new “normal” in income and expenses. Among the membership there are mixed opinions on how to handle finances and our current reserves.*

### **3f. HISTORICAL INFORMATION**

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

- 1. Sunbeams- This was a Sunday School program we hosted in the late 90's early 2000's to create a strong and welcoming children's group. This group created lifelong friendships and foundational faith in those young children. Many who participated during those Sunday School years can still recite songs and bible stories. Some of them have continued participating in church committees and standing office positions. Some of them have children of their own now and are searching for a similar safe place to raise their children.*
- 2. Our pastor resigning in March and leaving after Easter (2023) was a significant event in the life of our church. After being our pastor for 10 years it became clear that he no longer aligned with our mission statement of “God is calling us, His Church Family, to teach, support and love each other, our community and our world.”. We have been a UCC church since 1961. Instead of talking to our boards our previous pastor made the decision to use the pulpit to speak against diversity and some UCC programs he disagreed with. Our church has historically stayed neutral on politics. The disagreement created a lot of confusion for the congregation and splintered our membership. A vote to stay or leave the UCC was called for and taken, and the majority decision was to stay with the UCC. The previous pastor decided to resign. We are now rebuilding our church more in accordance with our mission statement. Our hope and prayer is that God leads us to someone who will help us use scripture to live our best Godly life in a very broken world. We seek for ourselves and others knowledge and faith to grow a deeper relationship with God.*

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

*During Covid we couldn't gather inside in person. We held services outside on Sundays. On Wednesday evening a service was held inside for masked/distanced participants. We*

*established a radio frequency channel so members could come and sit in their cars in the parking lot to hear our service. We still use this today, when necessary, so it is important to use our mic system so everyone can hear.*

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.

*We have a well written constitution that we refer to when conflict arises. It explains the roles and responsibilities for each board and committee position as well as the pastor’s role. The Search Committee is studying and planning the formation of a Pastoral Support Team.*

*Normally multiple family members don’t serve on the same committee/board due to conflict of interest. This was not always known or fairly practiced by the nominating committee. Several members of the same family served on the Christian Education Committee. This created an unwelcoming environment as many times people outside of that family were not informed of an event. Our Sunday school attendance dropped to only members of that family.*

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

Staff member’s name	Years of service	UCC Standing (Y/N)
Mike Ligman	10	N
Lorna Lawrence	1	Y
Bill Weiss	10	Unknown
Dan Powell	15	Y

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

We have always paid our UCC dues and have maintained a connection to the UCC, sometimes stronger than other times. We have flexible, capable, and organized leaders and members who have shared ministry responsibilities with our pastors. Our members honor our long history as a congregational based organization in a rural community.

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

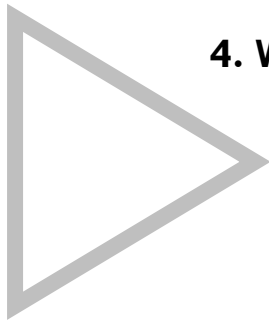
*Yes*

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*



## 4. WHO IS OUR NEIGHBOR?

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

- a. COMMUNITY VISION
- b. MISSION InSite

### 4a. COMMUNITY VISION

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

*We choose different causes to support throughout the year. We have collected contributions for Project 16:49-an organization that supports homeless school-aged children, GIFTS Men Shelter, ECHO, Clinton Food Pantry, Tim Gretchman-a missionary in Uruguay, and House of Mercy, a women’s shelter. Our congregation contains veterans and in 2024 we will also support Vets Roll, an organization that sponsors veterans on a trip to Washington DC. Members of the Ladies of Faith visit shut-ins who are unable to attend church anymore.*

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

*Members attended the Annual Meeting of the SW Association in Janesville on May 6, 2023. A member participated in the virtual workshop called Color of Compromise. A member also participated in a workshop at Green Lake held the day before the conference annual meeting. 2 members recently participated in a Zoom webinar about engaging donors outside of Sunday morning. Rev. Rachel Bauman, Associate Conference Minister, has been invaluable to our congregation as we navigate the current time of transition in our church.*

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](http://ucc.org).)

Check any statements below that apply to your UCC faith community.

- Accessible to All (A2A)
- Creation Justice
- Economic Justice
- Faithful and Welcoming
- God is Still Speaking (GISS)
- Border and Immigrant Justice
- Inter-cultural/Multi-racial (I’M)

- Just Peace
- Global Mission Church
- Open and Affirming (ONA)
- WISE Congregation for Mental Health
- Other UCC designations:
- Designations from other denominations:
- 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?

*Since our past 10-year leadership team was unconnected and nonsupportive of the UCC, and until our vote and subsequent congregational split in March 2023, our congregation has not participated in UCC initiatives in recent years. Members are currently starting to participate in UCC activities. As we evolve we are becoming more informed and more involved with the UCC community.*

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

*Two members recently attended an informational meeting sponsored by the Milton United Methodist Church featuring a panel discussion by the Rock County Anti-Human Trafficking Task Force. We have attended other local church services through our Confirmation class activities. In some previous years, we have taken 2 weeks in the summer for outreach. This gives staff and volunteers a chance to visit other churches without missing out on our regular service. We have collaborated with other local churches in shared services.*

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?

*Currently, we are looking for a ¼-Time Pastor. The Pastor would lead and preach in the Sunday worship service, work with the congregation’s governing body and committees, conduct funerals and weddings. In conversation with a new pastor, it would be decided how time would be spent. Our hope is that our new pastor, through his/her affiliation with the UCC, will bring new information and insights to our congregation.*

## 4b. MISSION InSite

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Comment on your congregation's Association of Religious Data Archives report with data for your neighborhood(s) or area. What trends and opportunities are shown?

Our area/neighborhood is primarily rural, mostly a farming community with some professional folks, some skilled laborers, and some retirees. Our neighbors are primarily Caucasian of European descent, along with some Hispanic ethnicity as well. There is an opportunity for outreach and growth for our church.

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?

Our congregation's demographics do not show as many households with children, at least with children attending church or Sunday School, as the ARDA numbers would indicate. We are similar in the over 55 age group being the most heavily populated. We interact occasionally with Rock Prairie Presbyterian Church (rural) and First Congregational Church of Milton (small town).

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

We are currently evaluating and determining the direction for ministry in our church. We are ministering to our young people by offering a confirmation class where we have two enrollees. Our young adults have accepted the challenge of keeping us up to date with a Facebook page and a website. The Women of Faith have chosen to minister by visiting the shut-ins and by becoming informed, and sharing their knowledge, of UCC programs, and social programs in Rock County. The Emerald Grove Cemetery Auxiliary plans and hosts a Memorial Day Observance every year that starts at the church and moves to the cemetery where over 140 graves are decorated.

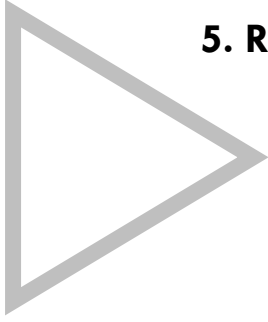
What do you hear when you talk to community leaders and ask them what your church is known for?

Some words used to describe our church are all-welcoming, friendly, accepting, liberal leaning, joyous and musical. This is the church where "everybody knows your name!"

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

New people tend to cite that they were attracted to the friendliness, open-mindedness, good communication demonstrated in the newsletter and verbally, committees and individuals working together for a common cause, and the music (organist, pianist, choir, group singing).





## 5. REFERENCES

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

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

### REFERENCE 1

Krystal and Eric Goodger / Supply Pastor and Husband  
608-290-9141 [krystalgoodger@gmail.com](mailto:krystalgoodger@gmail.com)

### REFERENCE 2

Joan Shadel / Friend of the Congregation  
608-289-1283 [jbier6@gmail.com](mailto:jbier6@gmail.com)

### REFERENCE 3

Bob Schut / Supply Pastor  
608-247-7128 [exsermonator@gmail.com](mailto:exsermonator@gmail.com)

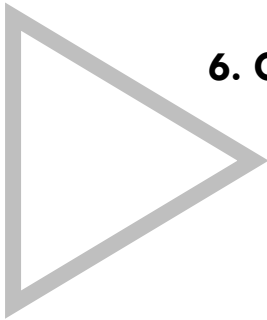
### PROMPTS FOR REFERENCES

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

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

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

Anything else you wish to share.



## 6. CLOSING THOUGHTS

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

### 6a. CLOSING PRAYER

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

At Emerald Grove we celebrate our differences and our willingness to be one church.

Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ.

[1 Corinthians 12:12](#)

“For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope.”

—**Jeremiah 29:11**

For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others.

[Romans 12:4](#)

And we know that God causes everything to work together for the good of those who love God.

--**Romans 8:28**

#### **One-word, two-word prayers:**

Unity	Transparency
Growth	Trust
Energy	Stewardship
Good heart	Teacher
Joyful	Collaboration

# BEATITUDES



**BLESSED** are the poor in spirit,  
for theirs is the kingdom of heaven.

**BLESSED** are they who mourn,  
for they will be comforted.

**BLESSED** are the meek,  
for they will inherit the land.

**BLESSED** are they who hunger and thirst for  
righteousness, for they will be satisfied.

**BLESSED** are the merciful,  
for they will be shown mercy.

**BLESSED** are the clean of heart,  
for they will see God.

**BLESSED** are the peacemakers,  
for they will be called children of God.

**BLESSED** are those persecuted for sake of  
righteousness, for theirs is the kingdom of  
heaven.

## 6b. STATEMENT OF CONSENT

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The covenantal relationship between a church and those called by that church to serve as pastors and teachers and in other ministerial positions is strengthened when vital information is openly shared by covenantal partners. To that end, we attest that, to the best of our abilities, we have provided information in this profile that accurately represents our church. We have not knowingly withheld any information that would be helpful to candidates.

As the committee charged with the responsibility for identifying and recommending a suitable new minister for our church, we have been authorized to share the information herein with potential candidates. We understand that a candidate may wish to secure further knowledge, information, and opinions about our church. We encourage a candidate to do so, recognizing that an open exchange of relevant information builds the foundation for continuing and healthy relationships between calling bodies and persons seeking a ministry position.

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

Search Committee: John Schumacher, Fred Clint, Julie Waite, Katie Bier, Barb Andrew  
Financial Secretary, Treasurer, Deacons, Trustees

2. Additional comments for interpreting the profile:

Signed:

Name / Title / Date:

## 6c. VALIDATION BY CONFERENCE/ASSOCIATION

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

Staff Comment:

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

Staff Comment:

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

Staff Comment:

My signature below attests to the above three items.

Signature:



Name / Title: Rev. Rachel Bauman/Associate Conference Minister

Email: rbauman@wcucc.org

Phone: 608-630-2992

Date: January 3, 2024

**UNITED CHURCH  
OF CHRIST**



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

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



# Wisconsin United Methodist Foundation, Inc.

750 Windsor Street, Suite #305, Sun Prairie, Wisconsin 53590  
Phone 1-888-903-9863 or 608-837-9582, FAX 608-837-2492, email: [wumf@wumf.org](mailto:wumf@wumf.org)

Rev. Krystal Goodger  
*President*

To whom it may concern,

My name is Rev. Krystal Goodger and I filled in preaching periodically at Emerald Grove Church during the period of April – August 2023. My mother-in-law has been a member of the church for decades, which is how I got connected to the church and was asked to fill in when their pastor left after Easter.

I did not participate in the life of the church beyond Sunday morning, so I cannot speak to its organization behind the scenes, so to speak. Sunday mornings though, they are a sweet and welcoming congregation. They are small with an eagerness to grow and become what God is calling them to be. During the announcements you can hear missions and ministries accessible, connections being made, and hospitality being offered.

The church is hurting. They suffered emotionally and spiritually under their last pastor and when he left. It was also a blow when some of their brothers and sisters in Christ went with him. I don't feel that the congregation has worked through their grief, pain, or anger. When I was there and offered joy in service, they seemed surprised that joy could exist again. After a few services where joy, laughter, and fun were offered, the congregation rose to the occasion and gave as much as was given.

Do not count this little country church out. It is not a dead or dying church. They do not want to be left alone and keep doing as they always have. They are open to new experiences. They are willing to put themselves out there and try again. They want to be the hands and feet of Christ.

If you have any questions, don't hesitate to contact me. God Bless,

Rev. Krystal Goodger  
608-290-9141  
[krystalgoodger@gmail.com](mailto:krystalgoodger@gmail.com)

[Amhfbarb@gmail.com](mailto:Amhfbarb@gmail.com)

Joan Shadel

608-289-1283

[Jbier6@gmail.com](mailto:Jbier6@gmail.com)

Relationship to congregation, My sister in law is a member of the church

1. Strengths:

The people of Emerald Grove Church are very dedicated to their Christian ministry.

They are welcoming to all they encounter. They are truly a Church family.

Their fellowship before and after Sunday service is extraordinary. Almost everyone comes early and stays late after the service.

They are warm, caring Christians who share their love for Jesus with all who they encounter.

2. Improvements:

The church needs a strong, dedicated Christian minister who can provide an uplifting, thought enhancing Bible based message each Sunday. A minister that challenges the congregation in their Christian living.

3. Significant experiences:

Christmas services. I have attend a few and they are extremely interactive, family centered, uplifting and the message was clearly celebrating Jesus' birth.

Sunday services. I have attend quite a few and again family centered. Children of the congregation and visiting children are all encouraged to participate, and they do!

Music is appropriate and beautiful with everyone in the congregation participating.

The entire congregation feels they are a part of the service, not just preached at.

# **Emerald Grove Congregational Church**

## **Requested Reference**

Bob Schut:

I have been leading worship a couple of times a month.  
Basically, Sunday morning contact.

1-608-247-7128

(better to text than call because I have been getting many spam calls)

[exsermonator@gmail.com](mailto:exsermonator@gmail.com)

### **1) DESCRIBE SOME AREAS OF STRENGTH IN THIS CHURCH'S MINISTRY.**

- A. With the split that took place, those that have continued the ministry have really stepped up and have taken on leadership.
  - 1. By Tuesday, they will have a draft of the coming week's service emailed to me with all the liturgies included.
  - 2. They have filled all the vital positions left vacant by those who split from them.
- B. Their worship music is excellent
  - 1. The organist and the keyboard player
  - 2. Congregation singing
  - 3. Special music
- C. They have set a very friendly atmosphere, and are very accepting
- D. For the most part, they have gotten over the hurts of the split, and are looking and moving forward.



**2) DESCRIBE SOME AREAS FOR IMPROVEMENT IN THIS CHURCH'S MINISTRY.**

- A. Even though there is usually only one child in worship, I would like to see them begin a children's Sunday school program. If you don't start with one child, you will never have two children.
- B. I would like to see an adult Sunday school or an adult Bible study. We need a place where we can talk about the Word and what it means in our lives.
- C. I am a big fan of having "coffee" and a light snack after worship. It is a great time to sit and talk and get to know what is taking place in people's lives.

**3) DESCRIBE A SIGNIFICANT EXPERIENCE YOU HAVE HAD OF THIS CHURCH'S MINISTRY?**

- A. A couple of weeks ago, there was a mix up in the preaching schedule. I am not sure if it was my mistake or someone else's. It did not seem to matter; it was dealt with and no one got uptight about it. Grace was given!
- B. The attitude of acceptance every Sunday morning when I come to lead worship is really special.

**4) ANYTHING ELSE YOU WISH TO SHARE.**

I am impressed by the level of commitment that those that have stayed with the church have for the church. Since Emerald Grove is a very small community, it will be hard to "grow" the church. But, I am convinced that there are many people that are looking for a small church, with a small church feeling. Many people are not comfortable in a big church, and will drive a distance to be a part of a small church.

There is great potential for the church!

A pastor who wants to love people, and be loved by people, will feel very welcomed at Emerald Grove.

# Emerald Grove Church Leadership

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## MODERATOR

**Term Length:** 3 years

**Term Start:** After being elected at the Annual Meeting

The MODERATOR is an officer of the Emerald Grove Church. The Moderator will be responsible for the general, overall lay leadership of the Church as lay colleague with the Pastor. General coordination and leadership. Constitution Art. VII #2

“ A Moderator who shall be recognized as the “lay-leader” of the congregation, serve ex-officio on all boards and committees, serve as partner with the Pastor in the leadership of the congregation in all the dimensions of its life, ministry and service, and preside at all meetings of the church. The Moderator shall be neutral on issues, making sure if a controversy arises, both sides have opportunity to express opinions. The Moderator will vote only in case of a tie.”

### Duties:

- Preside at all Congregational Meetings (Annual and Special) and Quarterly meetings.
- Ex-officio member of all boards and committee. Attend meeting when possible and consult with board and committees to maintain coordination and general perspective of the whole Church family. Plan with the Pastor for shared participation in these meetings as needed for healthy coordination for the benefit of the whole Church family.
- Maintain open and candid communication with the Pastor, alerting him/her to pastoral needs of the congregation, criticisms which need attention.
- Maintain the announcements in the local newspapers of church times and contact persons.
- Supportive responsibility for worship service when the Pastor is absent – welcome supply pastors, check details, cover Parish Notices.
- Provide administrative leadership for the officers, boards, committees of the Church – communications, planning, arranging meetings etc.
- Maintain the official church Events calendar serving as the clearing agent to avoid conflicts and to coordinate church activities.

## CLERK

**Term Length:** 3 years

**Term Start:** After being elected at the Annual Meeting

The CLERK is an officer of the Church. The Clerk is responsible to keep accurate official records of the Church meetings. Constitution Art. VII # 3

“ A Clerk who shall make a record of all business meetings of the church; keep a register of members with dates of their reception and removal; record baptisms, marriages, and deaths. Be custodian of the files and correspondence; notify all persons elected or appointed to offices or committees; make a full report to the annual meeting; and be responsible for issuing all official church documents, including letters of transfer. The clerk shall be next in line if the Moderator is unavailable.”

Duties:

- Take minutes of Congregational meetings. – special and annual. Summary to be published in next church newsletter.
- Take minutes of Church Quarterly meetings. Summary to be published in the next Church newsletter.
- Official record of official functions of ministry: Baptism, Weddings, Membership, Confirmations, Death/funeral.
- Collect annual reports from each officer, board and standing committees. Review for accuracy and submit to Church Secretary for publication in the ANNUAL REPORT. Deadline for reports to Clerk by first Sunday in December. Follow up on late reports to insure completeness of the Annual Report Booklet.
- Update the official record book annually - kept in the church fireproof file cabinet.
- Retain copies of Church water testing, Corporation filing (yearly) , submit to Deacons and Conference an estimate number of active members in church yearly and any other business records and reports. Warranty papers, Service Agreements, Contracts of employees of the church.
- Reminder of the Church Quarterly Meeting. Alert lunch committee of meeting for which they are responsible.

## TREASURER

**Term Length:** 3 years

**Term Start:** January 1

The TREASURER IS AN OFFICER OF THE EMERALD GROVE CHURCH. The treasurer is responsible for all church funds and accounts. Constitution Art. VII #9

“ A Treasurer who shall be custodian of all church funds paid to the depository by the Financial Secretary or others; pay the bills of the church on order by the Trustees or their properly appointed agent from funds in the depository; and keep an accurate account of all receipts and disbursements. The Treasurer shall be bonded, make quarterly reports regularly at meetings, monthly to the Pastor, Moderator, and Trustees and a full report at the annual meeting”

### Duties:

- Keep accurate financial records of the different funds of the church as created by the board of Trustees, e.g. Current Expense Fund, Maintenance Fund, Faith for the Future Fund, Memorial and Special Gift Fund, Bequest Fund, Parish Fellowship Fund.
- Recommend to the Trustees alternative bank accounts as will best serve the interest of the Church, including security and earnings. Annual review with recommendation from the Treasurer.
- Issue all checks for the Emerald Grove Church as authorized by the Board of Trustees.
- Maintain accurate accounting of the Current Expense Budget based on accounts designated by the Board of Trustees. Recommend to the Trustees adjustments in account titles to improve accounting.
- Attend Trustee meetings as ex-officiate for good communication between the board and the finances.
- Provide monthly summary reports (receipts, expenditures, balances) for the Church Leadership. (Trustees, Moderator, Pastor, Clerk) to facilitate their fulfillment of fiscal responsibility.
- Provide quarterly account report for the Church Quarterly Meeting to be published in the Church newsletter for the information of the whole congregation.
- Keep copies of invoices and bills paid with the years reports and balance sheets. Store prior years at the church. Records should be kept in good condition and well marked.

- Provide records and cooperate with the Audit committee in auditing the books of the Church for certification to the annual meeting. Report to the Clerk as soon as feasible after December 31 for the publication of the annual reports for the Annual meeting.

## HISTORIAN

**Term Length:** 3 years

**Term Start:** January 1

The HISTORIAN IS AN OFFICER OF THE CHURCH.

The Historian is responsible to maintain a record of the events in the life of the church family with supportive documents and mementos. Constitution Art. VII # 6

“ A Historian whose duties shall be to pace in safekeeping records and mementoes including such items as monthly church publications, selected orders of worship and other documents having historical interest to the Church in future generations; to keep a record of items placed in safekeeping, and to keep a concise running account of major events involving our Church life, including recording births, deaths, baptisms, weddings, etc.”

Duties:

- Quarterly summary of the important events in the life of the congregation to the quarterly meetings.
- Prepare a regular column for the church newsletter highlighting the history of the church.
- Maintain the archives of the Church. Recommend to the Trustees needed action to protect and preserve the records of the congregation.
- Recommend special emphases and celebrations which ought to be planned from the experiences in the history of the congregation, - special anniversaries, special dates and significant persons.
- Participate in planning, organizing, implementing and evaluating events of historical significance.

## FINANCIAL SECRETARY

**Term Length:** 3 years

**Term Start:** After being elected at the Annual Meeting

The FINANCIAL SECRETARY IS AN OFFICER OF THE EMERALD GROVE CHURCH. The Financial Secretary will be responsible for the monies received by the Church for all funds. Constitution Art. VII #4

“A Financial Secretary who shall receive all payments on current expense and benevolent subscriptions; all offerings and special collections; keep an accurate account with each subscriber; deposit all funds received to the account of the Church in a depository designated by the Trustees, taking receipts for same, and furnishing subscribers with semi-annual statements of their accounts in July and December. The Financial Secretary shall be bonded, make reports regularly at meetings, to the Pastor, Moderator, Trustees and Clerk. Make a full report at the Annual meeting. The Financial Secretary shall issue receipts as required by Internal Revenue Service Code.”

### Duties:

- Receive, count, record according to giver and designation, bank the monies received in the weekly offering of the church and through other channels.
- Keep accurate record of the designation of all funds given to the church.
- Keep accurate record of the givers of funds to the church. Provide semi-annual statements of giving according to the policy set by the Board of Trustees.  
Current policy: Statements are issued only to persons paying on pledges or upon specific request.
- Provide monthly summary report to the Church Leadership (Trustees, Moderator, Clerk, Pastor) to help the Trustees fulfill fiscal responsibilities.
- Make annual report of giving as requested by the Board of Trustees to the annual meeting. Report due to the Clerk as soon as possible after December 31.
- Provide monthly summary to the church secretary for publication in the church newsletter.
- Provide records and cooperate with the Audit Committee in auditing the books of the Church for certification to the Annual Meeting.
- Communicate to Church Mutual Insurance Company when changing Financial Secretary and Treasurer. They insure the “bond” on the Treasurer and Financial Secretary.



## BOARD OF TRUSTEES

**Term Length:** 3 years

**Term Start:** After being elected at the Annual Meeting

Chairman, Vice Chairman and Secretary elected from the committee at beginning of each year. Board members change following the Annual meeting each year.

Responsible for the physical (church properties) and fiscal (church finances) dimensions of the Church. Constitution Art. VII, Section 9

“ A BOARD OF TRUSTEES of six members to be men and women 18 years of age or older. The Treasurer shall be an ex-officio member of the Trustees. The Trustees shall be under the direction of the church, and except as otherwise provided, have the care and custody of church property but have no power to buy, sell, mortgage, lease, or transfer property without specific authority by vote of the church. At the beginning of each year this Board shall select from its own membership President, Vice President, and Secretary, who shall, in accordance with Wisconsin Statutes, be officers of the Church Corporation. It shall adopt its own rules and select at least six meeting dates each year. Its duties shall include preparation of budgets for review at quarterly meeting in October and presentation for approval of whole Church at a special congregational meeting called for that purpose after worship service as soon after the quarterly meeting as convenient; authorizing a system of accounting and depositories for Church funds; authorizing all contracts entered into by the church, initiating all agreements for the employment of paid workers; approving the purchase of supplies and equipment and all expenditure of funds; maintenance and repair of all church property, including annual review and approval of all insurance coverage and approval of bonds for Financial Secretary and Treasurer.”

### Duties:

- It is important to note that the BOARD acts as a unit with the benefits of joint decision-making. Legally it is important to note that ONLY a decision by the board is valid. Therefore, since the BOARD is a LEGAL ENTITY, it is advisable that decisions be clearly stated by motions and recorded accurately by the secretary of the Board.
- Plan financial support for the ministries, mission and activities of the Church. Supervise the Church funds, work with Church Treasurer on placement of church funds accounting and reports.
- Supervise the church properties. At the beginning of the year, assign 2 members to the be supervisors of the Church grounds, 2 members – supervisors of the Church building and contents, 2 members – supervisors of Church grounds. Thus reporting back to the board as a whole to make decisions of upkeep and maintenance expense.

- Supervise the Church Custodian. Arrange an annual evaluation or review session with the Custodian for dialogue on the work and performance of the Custodian. Note work well done as well as suggesting improvements. Contact Custodian for any additional cleaning needing done from funerals or weddings.
- Check on supplies for the church- cleaning supplies, paper towel, toilet paper, pencils for pews
- Approve recommended Memorials as required by the Constitution.
- Set annual date for Church Clean Up. Prepare a list for the congregation of things needed to be done and check to make sure there are proper cleaning supplies.
- Check the furnaces annually and change filters.
- Meet with insurance agent once a year to review insurance policies, including property and worksmencomp. Remember to add or subtract changes from previous year.

## BOARD OF DEACONS

**Term Length:** 3 years

**Term Start:** After being elected at the Annual Meeting

Chairman, Vice Chairman and Secretary elected from the committee at beginning of each year. Board members change following the Annual meeting each year.

BOARD OF DEACONS – is responsible for the pastoral ministry and spiritual up building of the church. Constitution Art. VII, Section 7:

“A Diaconate of six members, such members to comprise a Board and to include men and women. It shall be the Diaconate’s duties to cooperate with the Pastor in ministering to the spiritual interest of the church; to prepare for and assist in administering the sacraments, examine and recommend candidates for membership, take responsibility for the charitable activities of the church, promote a program of evangelism, and arrange for “filling” the pulpit when there is a vacancy or cooperating with the Pastor when finding a substitute is necessary. Annually review the membership list to determine the active members to be reported to the Association and Conference.”

Duties:

- Advise the pastor as to the interests and concerns of the congregation to help planning for meaningful and relevant sermons and programs.
- Assist the pastor in providing a well-rounded ministry to the whole Church family.
- Prepare and serve the elements (bread and grape juice) for the Sacrament of Holy Communion as scheduled on the first Sunday of each month or as designated by Church calendar. Practice the preparation, serving arrangement, and clean up for Communion agreed upon by the Board with the new deacons as soon as practical after the Annual Meeting and before the first Communion.
- Follow up on church members who become “inactive” to encourage active participation.
- The Deacons shall be authorized to promote and explain benevolence giving to the congregation, recommend to the annual meeting, special offerings to be received during the forthcoming year, evaluate special needs which arise during the year and call special offerings as needed. They may delegate the promotion of special offerings to anyone within the board of Deacons or members of the congregation.
- Report to clerk the estimated number of active members in church for the year to be submitted to the Association. This number reflects the dues that are due to the Conference.

- Recommend to the Congregation NEW MEMBERS or CONFIRMANDS. Provide a “Sponsoring Deacon” to introduce each new member as they accept membership.
- Meet with Confirmands before their Confirmation to provide a special supportive relationship with them.
- Evaluate our ministry to the shut-ins and help provide home communion to them. Delegate visitation by lay persons or the pastor.
- Altar décor – Improve worship setting with flower arrangements at special services.

## CHRISTIAN EDUCATION COMMITTEE

**Term Length:** 3 years

**Term Start:** Members of the standing committee change on July 1.

The CHRISTIAN EDUCATION COMMITTEE IS A STANDING COMMITTEE. The senior member of the committee becomes Chairperson during their last year of service according to the constitution.

Responsible for the educational ministries of the Church including the Sunday School.  
Constitution Art. VIII #1

“A Christian Education committee of three members who shall be responsible for the over-all planning of the church’s educational program, including appointment of leadership for its various phases and acolytes for weekly services.”

Duties:

- Work cooperatively and supportively with the Sunday School Superintendent and Sunday School Staff and Worship Center Staff.
- Assist the Superintendent in recruiting Sunday School staff and Worship Center Staff. Sunday School Staff must be members of the church and agree to provide and protect the youth of the Emerald Grove church with a safe and healthy environment and conduct themselves responsibly and with the highest integrity when working with the youth.
- Provide and serve the refreshments at the Christmas program, Children’s Day Program and other appropriate occasions.
- Enlist, prepare, and assign Acolytes. Prepare monthly rotation list from the Sunday School members in Grades 3-8. Be sure to check for any parents who request that their children be exempted. Give list to Usher and Greeter Committee so they may add them on the reminder cards sent each week.
- Chairperson or Representative (presently Music director has been assisting the acolytes) is responsible to be at the Service of Worship to help the acolyte. This supportive presence is very important to help the younger youth light the candles.
- Review with the Superintendent all curriculum to be updated or purchased.

## SUNDAY SCHOOL SUPERINTENDENT

The SUNDAY SCHOOL SUPERINTENDENT shall be responsible, under the guidance of and in cooperation with the Christian Education Committee, for the supervision of the Sunday School.

As of 2012, Board of Trustees developed a Pledge of Conduct form at the advice of the church insurance carrier, which shall be signed by anyone working with the children and youth. The superintendent shall ask adults and youth assisting children to sign this form as an acknowledgment they will protect the health and welfare of the children of the Emerald Grove Church. The forms will be kept in the church office file and renewed each year.

Responsibilities shall include:

1. Serve as administrator of the Sunday School.
2. Recruit staff
3. Select in cooperation with the staff and Education committee, the curriculum materials.
4. Develop and implement programs to promote Sunday School attendance and participation.

Duties:

- Meet regularly with Christian Ed. committee so they made be supportive with the working of the Christian Ed. program and with the Christmas and Children's Day program.
- Collect any offerings from Worship Center and oversee any special offering made by the Christian Ed.
- Oversee the scheduling of the Worship Center leader, Storyteller, and feast.
- Keep a current enrollment list of all the children in Worship Center, Pre-Confirmation and Confirmation.
- Present each year to any 3<sup>rd</sup> graders, a Gift Bible donated from the church.

## PLEDGE OF CONDUCT FOR CHRISTIAN EDUCATION

As of 2012, Board of Trustees developed a Pledge of Conduct form at the advice of the church insurance carrier, which shall be signed by anyone working with the children and youth. The superintendent shall ask adults and youth assisting children to sign this form as an acknowledgment they will protect the health and welfare of the children of the Emerald Grove Church. The forms will be kept in the church office file and renewed each year.

### PLEDGE OF CONDUCT FOR CHRISTIAN EDUCATION

I \_\_\_\_\_ am  
acknowledging this pledge to the Emerald Grove Congregational Church, that in  
working with the youth of the church, I will conduct myself in responsible  
behavior with the highest integrity, that sets a good example to the youth.  
I will protect and provide a safe and healthy environment while participating in  
events with the children and youth.  
I will acknowledge to the church trustees any past grievances or bad judgment I  
have had in regard to children. It is my intent to work for good and to the  
furthering of Christian Education at the Emerald Grove Church.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Trustee Chairman \_\_\_\_\_

Dated: \_\_\_\_\_

## PARISH FELLOWSHIP AND YOUTH COMMITTEE

**Term Length:** 3 years

**Term Start:** Member of the standing committee change on July 1 each year.

The PARISH FELLOWSHIP AND YOUTH COMMITTEE IS A STANDING COMMITTEE. The senior member of the committee becomes Chairperson during their last year of service according to the constitution.

Responsible to plan and enlist leadership to provide fellowship activities for the Emerald Grove Church family and youth. Constitution Art. VIII # 8 & 9.

“A Parish Fellowship Committee of three persons. It shall be the responsibility of the Committee to plan, schedule, organize and implement regular fellowship activities for the Emerald Grove Church family. The committee shall be the agency which arranges for the hosting of potluck dinners scheduled by the church. This committee shall be a planning and coordinating agency to enlist groups and persons in the congregation to carry on fellowship activities for the benefit of the congregation. It is expected that the Nominating Committee will give attention to the composition of the Committee to be sensitive to the needs of the age and social groups in the congregation, e.g. children, youth, young families, singles, older adults.”

### Duties:

- Review the needs for fellowship experiences within the Emerald Grove Church family considering all ages, groups and interests of it's members. Plan for activities which will fulfill these needs and recruit leadership to organize and implement these activities.
- It is the goal/purpose of the Committee to develop activities and coordinate them, but to delegate to recruited leaders the actual organization and implementation.
- Request from the Board of Trustees any budget appropriation to underwrite the Parish Fellowship activities.
- Prepare a list of activities and present them to the planning session of the quarterly meeting in August.
- Being mindful of the youth of the Emerald Grove church family, organize with the youth the Shrove Breakfast each spring.



## MUSIC COMMITTEE

**Term Length:** 3 years

**Term Start:** Member of the standing committee change on July 1 each year.

The MUSIC COMMITTEE IS A STANDING COMMITTEE. The senior member of the committee becomes Chairperson during their last year of service according to the constitution.

Responsible for the music ministry of the Church. Constitution Art. VIII

“A Music Committee of three members plus the Music Director, Organist, who will serve ex-officio. The committee shall arrange for music for the stated services of the church in cooperation with the Pastor, and shall promote the music interest in the church. It shall be responsible for the expenditure of such money as is provided for this purpose. It shall receive applications and screen candidates for any church music position and recommend candidates to the Board of Trustees”

### Duties:

- Recommend to the Board of Trustees the budget needs for the music ministry including: remuneration of the Church Music Director and Organist, money for music and supplies, hymnals, robes etc. Recommendation due to trustees for their budget meeting in Sept. before the new fiscal year.
- Plan with the Church Music Director and Organist music for the choir.
- Plan and coordinate with the Church Music Director and Organist special music as appropriate, especially during the summer and other Sundays when the choir does not sing.
- Arrange with Organist, tuning and maintenance of the organ, piano and other musical instruments.
- Review upkeep of hymnals and chorus books. Review and recommend any new music books.

## AUDIT COMMITTEE

**Term Length:** 3 years

**Term Start:** Member of the standing committee change on July 1 each year.

The AUDIT COMMITTEE IS A STANDING COMMITTEE. The senior member of the committee becomes Chairperson during their last year of service according to the constitution.

Responsible to review the financial records of the Church to assure the congregation of accuracy and honesty. Constitution Art. VIII Art. 4.

“An AUDITING COMMITTEE of three members who shall examine the accounts of the Financial Secretary and Treasurer at the close of each year and report on the accuracy of same at the next annual meeting.”

Duties:

- General comparison of receipts recorded by the Financial Secretary with the credits acknowledged by the Treasurer.
- Random comparison of receipts, expenditures, and balances to check for accuracy.
- General questions to satisfy the Committee that all is in order.
- Certification to the Annual Meeting that the books are in good order and motion to release the financial officers from further liability. (This last motion is to protect the financial officers of the Church year-by-year.)

Revised August 2019, The Board of Trustees asked the Audit Committee to take over the auditing of the Treasurer and Financial Secretary’s books QUARTERLY. The insurance carrier, Church Mutual recommended to the board, the books be reviewed on a quarterly basis to correct any mistakes on a timely basis and better ensure confidence in the people handling the finances of the church and to protect them from any unwarranted concerns.

The Audit Committee meets as soon as practical after December 31 (closing of the books) and before the Annual Meeting to review the financial records and agree on an Audit Motion with release from liability for the Financial officers. The Chairperson is responsible to arrange with the Financial Secretary and Treasurer of the Committee meeting.

## USHER AND GREETER COMMITTEE

**Term Length:** 3 years

**Term Start:** Member of the standing committee change on July 1 each year.

The USHER AND GREETER COMMITTEE IS A STANDING COMMITTEE. The senior member of the committee becomes Chairperson during their last year of service according to the constitution.

“The Usher and Greeter Committee of three members who shall arrange to provide ushers and greeters, and nursery supervisors and send reminder cards weekly.”

### Duties:

- Responsible to recruit and assign Greeters and Ushers for the Lord’s Day services and special worship services held at the Emerald Grove Church. Constitution Art. VIII
- Recruit and assign on rotation persons to serve as Greeters and Ushers. Give list to Church Secretary for Newsletter each month.
- Contact persons assigned to be Greeters and Ushers during the week prior to the assignment. NOTE: The Annual meeting (1983) specifically voted that reminder cards be sent each week and the church to pay the postage. The church secretary can make up more copies of reminders cards that are to be sent out.
- The committee meet at least semi-annually (suggest August and January) to work out assignment lists for the 6 month periods. OR could make 1 year list –starting August to August to have list available for Quarterly Planning Session in Aug.
- Consider the use of “teams” for ushers, husband-wife, father-son, mother-daughter. Families can work together as ushers and greeters and coordinate with the acolyte list put out by the Christian Education committee. MAKE SURE CHURCH SECRETARY HAS A LIST AND ONE COPY OF LIST IS POSTED IN CHURCH OFFICE.

## NOMINATING AND CHRISTIAN ENLISTMENT COMMITTEE

**Term Length:** 3 years

**Term Start:** Member of the standing committee change on July 1 each year.

The NOMINATING AND CHRISTIAN ENLISTMENT COMMITTEE IS A STANDING COMMITTEE  
The senior member of the committee becomes Chairperson during their last year of service according to the constitution.

Responsible to nominate from among ACTIVE CHURCH MEMBERS a slate (one person for each office) of candidates to fulfill the duties of the respective leadership responsibilities of the Church. Constitution Art.VIII #3

“ A Nominating Committee of three members who shall present to the annual meeting the name of one or more qualified candidates for each office to be filled, said candidates having agreed to serve if elected. In the event of a vacancy in any office, board, or committee, during the year, the Nominating Committee will submit the name of a replacement to be voted on at the next church meeting. It is expected that the Nominating Committee will be sensitive and give attention to nominating any person to a Board or Committee which might result in a conflict of interest.”

Nominating Duties:

- Recruit persons deemed eligible to accept nomination to respective offices with the understanding that the candidate will fulfill the duties of the office to the best of his/her ability if elected by the Church. Keep in mind: Commitment to the activities. Acceptance of the 3 year term (if applies) with chair responsibilities the third year if a Standing committee. Realization of the tasks involved in the office and time required.
- Prepare the slate of candidates as a report to the Annual meeting. Deadline: December filing date for reports to the Clerk.

### **CHRISTIAN ENLISTMENT**

Responsible for enlisting the members of the Church in Christian Stewardship of time, talents, and money to underwrite the ministries of the Emerald Grove Church. Article VIII #10

Christian Enlistment Duties:

- Prepare informational materials on the Current Expense Budget approved by the congregation in special session in October to secure pledges to underwrite the new current expense budget. Generally informational mailing to be distributed early November with Stewardship Sunday coming mid-November.

7/18/2023

- Prepare informational materials on volunteer services needed to carry on the ministries and activities of the Emerald Grove Church and enlist members to offer their time and talents to the church.
- Prepare report for the Annual Reports due to the clerk's December filing date, of number of pledges, total of pledges, distribution of pledges according to amounts, comparison with previous years.

**Emerald Grove Church Budget  
for 2024**

	2023 Budget	7/31/2023	22 weeks remain		2024 Budget	
			12/31/2023	2023Act/Est		
Pastoral Exp/ Housing 1925.00 month	25,140.00	7,123.00		7,123.00	25,140.00	
Supply Pastors 150.00 X 5 times	750.00	1,350.00	3,300.00	4,650.00	750.00	
<b>Pastoral Expenses Sub Total</b>	<b>25,890.00</b>	<b>8,473.00</b>	<b>3,300.00</b>	<b>11,773.00</b>	<b>25,890.00</b>	
Association Dues and Delegates @ 6.00 per	450.00	270.00	-	270.00	200.00	
Building Supplies and Maintenance	1,000.00	649.58	100.00	749.58	1,000.00	
Christian Education	700.00	130.00	140.00	270.00	300.00	
Church Cleaning 50.00 per wk + funerals/special	3,000.00	1,150.00		1,150.00	3,000.00	
Church Secretary Salary 55.00 weekly	2,860.00	825.00		825.00	2,860.00	
Copy Machine Expense contract 455.00 yr.	900.00	545.09	100.00	645.09	900.00	
Employer FICA	900.00	520.61	306.80	827.41	900.00	
Insurance- pd in Dec.	4,600.00		4,500.00	4,500.00	5,500.00	*
Lawn Mowing- need someone to mow	750.00				750.00	
Music Director Salary \$55 per week	2,860.00	715.00		715.00	-	
Music Supplies	200.00	150.00	69.00	219.00	200.00	
Office Supplies	400.00	149.17	100.00	249.17	300.00	*
Organist/ Pianist Salary - \$55.00 per week	2,860.00	1,595.00	1,210.00	2,805.00	2,860.00	
Postage	100.00	16.38	20.00	36.38	100.00	
Utilities	6,000.00	2,950.50	2,107.50	5,058.00	6,000.00	
Lift Expense contract \$530.13 yr plus telephone		2,084.06	250.00	2,334.06	2,000.00	
Worship and Ministry Supplies	500.00	194.49	100.00	294.49	300.00	*
Corporate Filing Fee		25.00		25.00	25.00	
UCC Vote Exp. & Attorney fee		978.17		978.17		
<b>CHURCH EXPENSES SUB TOTAL</b>	<b>28,080.00</b>	<b>12,948.05</b>	<b>9,003.30</b>	<b>21,951.35</b>	<b>27,195.00</b>	
<b>PASTORAL AND CHURCH SUB TOTAL</b>	<b>53,970.00</b>	<b>21,421.05</b>	<b>12,303.30</b>	<b>33,724.35</b>	<b>53,085.00</b>	
UCC Conference Support	<b>3,700.00</b>	\$ -	\$ 3,700.00	\$ 3,700.00	<b>1,000.00</b>	
<b>Total Budget</b>	<b>57,670.00</b>	<b>\$ 21,421.05</b>	<b>\$ 16,003.30</b>	<b>\$ 37,424.35</b>	<b>54,085.00</b>	
* denotes change in budget amount from 2023						