



Could You Be Our Next Pastor?

Penn Central Conference
Lancaster Association

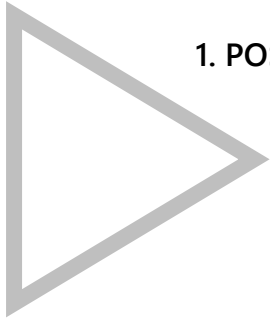
May 28, 2024

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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

Church name: St. Luke's United Church of Christ

Street address: 222 N. Broad St., Lititz, PA 17543

Supplemental web links: stlukesucc.com, [Facebook.com/stlukeslititz](https://www.facebook.com/stlukeslititz)

Conference: Penn Central Conference

Association: Lancaster Association

UCC Conference Staff Contact Person: Rev. Dr. Nora Driver Foust

Associate Conference Minister

Congregational & Ministerial Excellence

Penn Central Conference

PO Box 6625

Harrisburg, PA 17112

717-652-1560

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Summary Ministry Description:

Small-town church with a big heart is searching for a pastor who shares our passion for community-based mission projects and who could be a great asset for the next leg of our journey. We are financially stable and expect to continue to support many of our current programs and missions with committed individuals willing to help, but we also need to try to discern what else God wants us to do. Are we headed in the right direction, or is it time for something else?

Photographs:

The cover of this profile has a photo of St. Luke's as seen from the street, and the inside of the front cover has the UCC Crest mosaic on the floor of our narthex. To the right is the main entrance to the building. (For more exciting photos, please turn to the next page.)



The top photo on the right is the chancel ready for Easter, with bell choir stands arrayed behind the altar. The bottom right photo shows closing activities for Vacation Bible School a couple of years ago. Below is a view of the amazing pipe organ in the choir loft.



What we value about living in our area:

Despite population growth in surrounding areas, the Borough of Lititz still has a small-town feel, a Main St. filled with small shops and restaurants, a weekly Farmer's Market from May to October, parades on Memorial Day and July Fourth, and some major celebration almost every month of the year, from a Pretzel Fest to one of the largest craft shows on the East Coast. (See lititzpa.com.) In 2013 Lititz was voted "The Coolest Small Town in America." Although that was eleven years ago, we would argue that Lititz is still "cool."

Medical care is very good, with one hospital in Lititz and another ten miles away in Lancaster, meaning there is a wide variety of specialists available. Both hospitals are affiliated with large university hospital groups.

Despite Lititz being surrounded on three sides by farmland (we are on the edge of Amish country), there is ample opportunity for big city culture, with theaters, music venues, and great restaurants within a half hour drive.

Current size of membership:

We have 151 members, with active participation by just over 60 people, including some non-members.

Languages other than English used in ministry: None.

Position Title: Pastor

Position Duration: 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: Full Time

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

1b. SCOPE OF WORK

Full-Time Pastor: (40-50 hours weekly / 10-12 four-hour units)

- Preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, coordinating with music director on selection of music, preaching, offering of prayers, etc.
- Faith formation and vitality through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- Leadership development by working with people in the church to create ministry and programs
- Pastoral care in collaboration with lay people
- Community engagement and leading the way for the church to be an ambassador of God's love
- Weddings and funerals for participants in the worshipping community
- Strategic planning for current and new directions in ministry
- Attend meetings and give leadership as needed to church programs, in collaboration with lay leadership
- Participate in wider church activities such as conference and association meetings
- Availability to wider community for funerals, weddings, special worship programs, and as a representative of the church to local organizations
- Counseling, listening and referral
- Study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- Energizing and deepening the spiritual connections and faith understandings of others in all they do

Three other responsibilities that are sometimes found in a ministerial scope of work are the following, which under St. Luke's Constitution and By-Laws, are assigned to committees:

- Administration responsibilities such as email, website, church supply purchasing (Secretary and social media director)
- Faithful financial development and stewardship (Finance and Stewardship Team)
- Responsibility for supervision of staff (Elders)

Core Competencies: In a survey of 45 regular participants at St. Luke's, pastoral care, spiritual guidance, and worship leadership and preaching figure prominently as opposed to desiring an executive, administrator type pastor. The top three responses, each of which were chosen by at least 72% of those submitting a survey, were:

- An effective preacher/speaker
- Effective in planning and leading worship
- Makes pastoral calls on people in hospitals, nursing homes, or confined at home

Details of the survey will be shared with candidates who are selected for interviews.

1c. COMPENSATION AND SUPPORT

Salary Basis: \$53,803 (\$41,387 base plus \$12,416 housing allowance -- 30 % of base), with adjustments based on experience as a minister.

Benefits: Benefits include the Social Security offset (7.65% of salary basis), the UCC Life Insurance and Disability Plan (1.5% of salary basis), and pension through the UCC Pension Board (14% of salary basis), which together amount to 23.15% of the salary basis, or \$12,455. The church will also pay for the Group Health and Dental Plan through the UCC HealthPlan. Obviously, the amount will depend on the family situation.

What is the expected living situation for your next minister: We would expect the minister would live nearby with a housing allowance.

Comment on the residential/commuting expectations for your next minister: Ideally, the minister would live within a 30-minute drive from the church.

State any incentives: To be determined on a case-by-case basis.

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

The Penn Central Conference (PCC) has a Clergy Care Facilitator who serves the spiritual, emotional and professional needs of clergy and families, both active and retired, within the Conference. The facilitator offers support, mentoring and hospitality at various stages of a career.

The ministers of the Lancaster Association of the PCC meet monthly as the Lancaster Ministerium to share experiences and ideas.

Locally, the Warwick ministerium is made up of clergy in Lititz and the surrounding area from different denominations and even different faiths who gather to share their challenges and create community among their flocks. The ministerium has managed to find common ground by developing new strategies to meet the challenges of a changing religious landscape.

In addition, the nearby Samaritan Counseling Center offers ecumenical clergy groups, with the goal of promoting collegial support for pastors and clergy, besides a range of congregation and clergy counseling services.

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

To be determined, if necessary. (As a historical note, for 47 years, between 1911 and 1957, St. Luke's was part of the Warwick Charge, sharing a minister with Old Zion Church in Bricker-ville and Jerusalem Church in Penryn. Old Zion ceased operations in 1948. St. Luke's members were instrumental in restoring the historic building for community use and is represented on Old Zion's interdenominational board of directors.)

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

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

Help us find what folks need from our church, both existing and new members.
Help establish new outreach ministries.
Have meaningful sermons.
Help establish smaller groups.

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

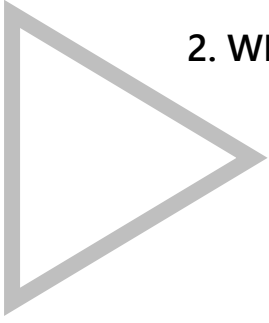
Participate in the local ministerial (Lancaster and Warwick).
Participate in the Lancaster Association of the UCC.
Look at opportunities to be part of the community.

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

Although there is little need for someone to be bi-lingual in our community, a second language such as Spanish could be a bonus.

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.

- Maturing in effective proclamation and preaching, bringing to life sacred stories and traditions in worship, proclamation, and witness
- Leading faith formation effectively across all generations
- Nurturing care and compassion for all God's creation
- Demonstrating excellent communication skills



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?

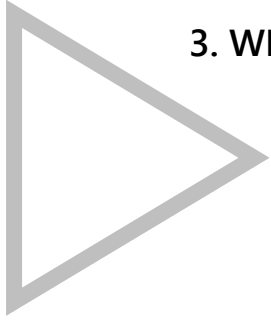
We feel the call of God’s faithfulness on a weekly basis through Worship, the Word, Liturgy, sermons, and Music. Our strength is our ability to worship and strengthen each other. We look to the future to only strengthen our faith and determine what the community needs from St. Luke’s while using our Vision Statement along with prayer and discernment to explore new ways to “Know our Why.”

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

We recently downsized our property footprint by selling a portion of our land. This allows our congregation to be free of financial concerns so that we can have the freedom to explore other ministry opportunities and needs in the growing community of Lititz and the surrounding area. One challenge is to work with all of the churches in the region to better serve the needs of the community and to spread the good news of Jesus Christ.

We have also begun to explore the use of our property for other community-based entities (music academies, vocal groups, etc.) to use our facilities within recent months.

Our Mission and Vision Statement (Annex A) supports both of these activities in a community that supports spiritual and cultural growth in the Lititz/Warwick area for the next five to ten years.



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

Describe your congregation’s life of faith.

According to our Mission Statement, St. Luke’s United Church of Christ is committed to living out our faith every day through worship, service, and fellowship. We strive to strengthen our congregation and the larger Lititz community through various outreach programs, events, and resources. Our mission is not confined to the walls of our building, but rather, we seek to be a central spiritual and physical location, providing support and resources for building a meaningful relationship with God.

Describe several strengths or positive qualities of your congregation.

The congregation works extremely well together when working toward a common purpose or goal, and members are generous with their time. Examples include routine things like Lunch with Luke, our free weekly community meal; our Spring and Autumn fundraising bazaars; and Vacation Bible School. Other examples are special efforts like raising money for the Organ Fund, or the construction of wells in Ghana. Overall, the congregation is very supportive, not only of St. Luke’s, but of each other.

Describe what worship is like when your congregation gathers.

Lectionary, with responsive readings, sermons and hymns linked to the Bible passages. The choir sings an anthem, except during the summer months, and the bell choir performs at least six times a year. Communion is taken at least once a month, usually by intinction at the chancel steps. We have special services on Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunrise (outdoors at Old Zion Church), and Christmas Eve.

Because of the high median age of our members, baptisms tend to be of the members’ grandchildren, with the out-of-town parents returning for a special event.

For many of our members, good preaching is easily understood and relatable to everyday life, even if it makes us uncomfortable.

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

Faith formation starts with the children, but at times that has proven difficult, especially when only three children attend, whose ages range from 10 to 18. Even with a small group, they do a wonderful job of delivering the message on Youth Sunday.

Adult Sunday School is more successful, with 7 to 12 people each week. A rotating group of volunteers facilitate discussion, with material based on DVD programs and associated teaching guides. Recent programs include Max Lucado's *He Chose the Nails*, Season three of *The Chosen*, and Rob Fuquay's *Which Way Lord? – Exploring Your Life's Purpose in the Journeys of Paul*.

But faith formation does not stop there. One of our members makes sure we have lay liturgists for every service, and it is always refreshing to see a new face up at that lectern. Another member actively recruits members for the Altar Guild. And as described in the next section, there are always opportunities to serve on various committees and on the Consistory.

Describe how your congregation is organized for ministry and mission.

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

The Consistory (currently four elders and three deacons, with one vacant deacon position) normally meets once a month, and meetings last about two hours. During the half hour before the Consistory meeting, the Elders meet with the pastor. The five ministry teams (Christian Education and Nurture; Worship and Music; Mission, Outreach, and Evangelism; Property; and Stewardship and Finance) generally meet once a month for about an hour and a half each. The Endowment team meets quarterly for about half an hour. Ad hoc committees meet on their own schedules. Decisions are communicated as needed by phone or email, announcements in church or in the Sunday bulletin, on our Facebook page or website, or by the monthly newsletter. Sometimes communication between or among the teams and the office staff has been a struggle.

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

When a large sinkhole opened at the corner of the driveway and the parking lot, we marked it off with traffic cones so the area could be avoided. We asked for two bids, and the consistory approved the recommended choice, but the final decision rested with the congregation, both because of the dollar amount, and the fact that funds would have to come from the principal of our Endowment Fund. The congregational meeting required two weeks advance notice. The congregation approved both, and repair work began soon afterward. The total time from asking for bids to beginning of the work was a little over a month.

- **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?**

Click on these links for the [Constitution and By-Laws](#) and [2023 Annual Report](#), or send an email to church@stlukes.com, or call (717) 626-7100 to request copies.

3b. 11-YEAR REPORT

UNITED CHURCH OF CHRIST

ELEVEN YEAR CHURCH PROFILE BASED ON DATA REPORTED IN UCC YEARBOOKS

Church#: 561380

Assoc: 592

Schedule: 0

Saint Luke's UCC Lititz

PA

17543

| YEAR | MEMBERS | AVG WEEKLY ATTENDANCE | CHR ED/ FAITH FORM | CONFIRMATION | CONFESSION | TRANSFER OR REAFFIRM | DEATHS OR TRANS OUT | OTHER LOSSES | NET MEMBS ADDS- REMOVED |
|------|---------|-----------------------|-----------------------|--------------|------------|----------------------------|------------------------------|-----------------|----------------------------------|
| 2012 | 152 | 65 | 37 | 0 | 0 | 0 | 3 | 0 | -3 |
| 2013 | 154 | 66 | 37 | 0 | 1 | 6 | 5 | 0 | 2 |
| 2014 | 156 | 70 | 43 | 4 | 0 | 1 | 3 | 0 | 2 |
| 2015 | 158 | 60 | 40 | 1 | 0 | 5 | 4 | 0 | 2 |
| 2016 | 165 | 68 | 71 | 5 | 0 | 3 | 1 | 0 | 7 |
| 2017 | 161 | 58 | 41 | 0 | 0 | 2 | 6 | 0 | -4 |
| 2018 | 162 | 54 | 25 | 2 | 0 | 3 | 4 | 0 | 1 |
| 2019 | 161 | 50 | 44 | 0 | 0 | 1 | 2 | 0 | -1 |
| 2020 | 161 | 50 | 44 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2021 | 151 | 34 | 33 | 0 | 0 | 0 | 7 | 0 | -7 |
| 2022 | 154 | 36 | 41 | 0 | 1 | 0 | 5 | 0 | -4 |

| YEAR | CURRENT EXPENSES | CAPITAL PAYMENTS | BASIC SUPPORT | TOT OTHER UCC GIVING | TOTAL OCWM | OTHER GIFTS | WIDER MISSION | BASIC SUPP% CURR LOCAL | TOTAL EXPEND | PLEDGES AND OFFERINGS |
|------|------------------|------------------|---------------|-------------------------------|------------|-------------|---------------|---------------------------|--------------|-----------------------|
| 2012 | \$133,016 | \$0 | \$3,458 | \$2,511 | \$5,969 | \$6,251 | \$12,220 | 2.60 | \$145,236 | \$131,324 |
| 2013 | \$179,315 | \$0 | \$4,537 | \$2,968 | \$7,505 | \$5,507 | \$13,012 | 2.53 | \$192,327 | \$137,277 |
| 2014 | \$165,458 | \$0 | \$2,484 | \$5,625 | \$8,109 | \$5,707 | \$13,816 | 1.50 | \$179,274 | \$137,926 |
| 2015 | \$168,863 | \$0 | \$708 | \$7,615 | \$8,323 | \$4,620 | \$12,943 | 0.42 | \$181,806 | \$147,602 |
| 2016 | \$169,671 | \$0 | \$1,359 | \$8,048 | \$9,407 | \$2,720 | \$12,127 | 0.80 | \$181,798 | \$148,362 |
| 2017 | \$170,370 | \$0 | \$1,337 | \$6,913 | \$8,250 | \$3,231 | \$11,481 | 0.78 | \$181,851 | \$152,526 |
| 2018 | \$167,449 | \$0 | \$1,974 | \$1,047 | \$3,021 | \$1,416 | \$4,437 | 1.18 | \$171,886 | \$149,605 |
| 2019 | \$177,475 | \$0 | \$1,585 | \$1,015 | \$2,600 | \$1,160 | \$3,760 | 0.89 | \$181,235 | \$134,020 |
| 2020 | \$177,475 | \$0 | \$0 | \$988 | \$988 | \$0 | \$988 | 0.00 | \$178,463 | \$0 |
| 2021 | \$165,793 | \$0 | \$0 | \$4,265 | \$4,265 | \$1,654 | \$5,919 | 0.00 | \$171,712 | \$141,459 |
| 2022 | \$169,305 | \$0 | \$1,245 | \$1,860 | \$3,105 | \$13,008 | \$16,113 | 0.74 | \$185,418 | \$144,691 |

| % CHANGE | MEMBERS | AVG WEEKLY ATTENDANCE | CHR ED/ FAITH FORM | TOTAL ADDITIONS | TOTAL REMOVALS | CURR LOCAL EXPENSES | TOTAL OCWM | TOTAL EXPENDITURE |
|-----------|---------|-----------------------|--------------------|-----------------|----------------|---------------------|------------|-------------------|
| 2017-2022 | -4.35 | -37.93 | 0.00 | -50.00 | -16.67 | -0.63 | -62.36 | 1.96 |
| 2012-2022 | 1.32 | -44.62 | 10.81 | 0.00 | 66.67 | 27.28 | -47.98 | 27.67 |

Please note: Zero values ("0" or "\$0") may reflect missing information in some years.

3c. CONGREGATIONAL DEMOGRAPHICS

The numbers and percentages in the following tables are based on available church records and familiarity with those who participate at St. Luke's.

Describe those who participate in your church.

| | | <i>Is this number an estimate? (check if yes)</i> |
|--|----|---|
| Number of active members: | 63 | |
| Number of active non-members: | 2 | |
| Total of church participants (sum of the numbers above): | 65 | |

Percentage of total participants who have been in the church:

| | | <i>Is this number an estimate? (check if yes)</i> |
|----------------------------------|-----|---|
| More than 10 years: | 84% | |
| Less than 10, more than 5 years: | 11% | |
| Less than 5 years: | 5% | |

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 | 4 | 2 | 1 | 7 | 9 | 14 | 24 | |

Percentage of adults in various household types:

| | | <i>Is this number an estimate? (check if yes)</i> |
|-------------------------|----|---|
| Single adults under 35: | 7% | |
| Households with minors: | 5% | |

| | | |
|----------------------------------|-----|--|
| Single adults age 35-65: | 2% | |
| Joint households with no minors: | 60% | |
| Single adults over 65: | 26% | |

Education level of adult participants by percentage:

| | | <i>Is this number an estimate? (check if yes)</i> |
|-------------------------|-----|---|
| High school: | 71% | |
| College: | 12% | |
| Graduate School: | 4% | |
| Specialty Training: | 3% | |
| Other (please specify): | -- | |

Percentage of adults in various employment types:

| | | <i>Is this number an estimate? (check if yes)</i> |
|------------------------------------|-----|---|
| Adults who are employed: | 50% | |
| Adults who are retired: | 41% | |
| Adults who are not fully employed: | 9% | |

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

Local mayor, bank CEO, insurance company general counsel, executive director of a statewide professional association, registered nurses, education, health, and nursing home health administrators, local specialty shop owner, restaurant management, banking, quality control in the electronics industry, clerical, and college students.

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?

The congregation is almost exclusively of European heritage, but the immigrants are mostly two, three, or four generations back. Members are white, but about once a month we welcome an African-American caregiver who accompanies a small group from a day center in nearby Lancaster for adults with mental health issues. For several years, a woman from China was an active participant while her daughter was attending a local girls' school. The population within a five-mile radius is 90% White, 5% Hispanic/Latino, and 5% Black/Indigenous/People of Color.

Diversity for us reflects the local area, in that we have a diversity in ages, work experiences, and in socio-economic levels. That diversity seems to have served us well.

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 have not had such a discussion but given potential changes in the demographics of the area (slight increase in Hispanic/Latino), it is probably well-advised to do so. It should be noted that in the Pastoral Leadership Survey mentioned earlier, one who is accepting of people with divergent backgrounds and traditions made it into the top 12 of 41 possible choices.

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 | 7 to 12 | Christian Ed Team or class members chose topics; facilitators plan and present 4 to 6-week programs; sexton sets up classroom |
| Baptisms (<i>number last year</i>) | 3 | Pastor and parents |
| Children's Groups or Classes | 1 | Christian Ed team and teacher(s) |
| Christmas Eve and Easter Worship | 70 | Pastor and Music Director plan and carry out with guidance from Worship and Music Team; Altar Guild prepares chancel; Secretary prepares bulletin |
| Church-wide Meals | 35 | Worship and Music Team plans Advent Eve; other events on ad hoc basis |
| Choirs and Music Groups | 6 Choir 8 Bell Choir | Music Director and Choir members with guidance from Worship and Music Team; weekly rehearsal except in summer |

| 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>) |
|---|---|--|
| Church-based Bible Study | None | |
| Communion (<i>served monthly plus Ash Wednesday, Maundy Thursday, Easter Sunday, and Anniversary Sunday (first Sunday in December)</i>) | 40 | Schedule established by Worship and Music Team; Altar Guild prepares elements; Pastor and Elders and Deacons officiate; Secretary prepares bulletin; Sexton sets up for special services |
| Community Meals (<i>Lunch with Luke weekly on Wednesday at noon except the week after Thanksgiving and Christmas</i>) | 65 to 85 | Lunch with Luke Chair plans menus, orders food; 9 to 12 volunteers (cook, servers, runners); sexton sets up tables; non-budgeted stand-alone program with some outside support |
| Confirmation (<i>number in last year</i>) | 1 | Pastor |
| Drama or Dance Program | None | |
| Funerals (<i>number in last year</i>) | 2 | Pastor in coordination with family; Secretary prepares bulletin |
| Intergenerational Groups | 12 | We held a movie night for all ages, with pizza and soft drinks |
| Outdoor Worship (<i>one per year</i>) | 35 | Pastor and Music Director; Secretary prepares bulletin |
| Prayer or Meditation Groups | None | |
| Public Advocacy Work | None | |
| Retreats | None | |
| Theology or Bible Programs in the Community | None | |
| Weddings (<i>number last year</i>) | None | |

| 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>) |
|--------------------------------------|---|---|
| Worship (10:30 fall, winter, spring) | 41 | Pastor and Music Director with guidance from Worship and Music Team; Choirs; Altar Guild; Secretary prepares bulletins |
| Worship (9:30 in summer) | 37 | Pastor and Music Director with guidance from Worship and Music Team; Altar Guild; Secretary prepares bulletins |
| Young Adult Groups or Classes | None | |
| Youth Groups or Classes | 1 | Christian Ed team and teacher(s) |
| Other: Vacation Bible School | 30 participants 15 staff | Christian Ed Team selects theme; ad hoc committee plans and carries out the program |
| Other: Publicity | 7 | Publicity chair for news releases; social media director for Website and Facebook; Secretary, Pastor, and Team Leaders for monthly newsletter |
| Other: Altar Guild | 10 | Teams of two rotate responsibilities monthly for changing paraments, refreshing and lighting candles, preparing communion elements and cleaning vessels afterwards. Team chair orders candles and other supplies as needed. |

| 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>) |
|--|---|---|
| Other: Fund Raising Feb: Fire & Ice Parking | 6 | Ad Hoc Committees and Volunteers --Church provides parking for the annual Lititz Fire & Ice Festival |
| May: Spring Thing | 40 | --Outdoor tents with Granny's Attic, Vintage items, Baked Goods, Drawings for Gift Baskets, craft vendors in parking lot, roasted chicken dinners |
| Aug: Craft Fair Parking | 10 | --Church provides parking for the large annual Lititz Craft Fair, which attracts over 50,000 visitors |
| Nov: Christmas Bazaar | 40 | --Indoor sales of Books, Baked goods and candy, Christmas crafts and wreaths, Vintage items, Granny's Attic, Free kids' crafts, Lunchroom |

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? | Ministry Setting | Type of Ministry Role | Retired? (Y or N) |
|------------------|------------------------------|------------------|-----------------------|-------------------|
| Linda Lindenberg | No | None | None | Yes |

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:

Rev Lindenberg sings in the choir, is in the bell choir, and sometimes serves as a supply pastor.

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 |
|----------------------------|----------------|--|---------------|--|
| Intentional Interim Pastor | | Part-time (30 hours per week) | | Since Aug 2023 |
| Director of Music Ministry | | Part time (20 hours per week) | | Four years |
| Secretary | | Part time (20 hours per week) | | Five years |
| Sexton | | Part time (five hours per week) | | 36 years |
| Treasurer | | Volunteer | | 11 years |

REFLECTION

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

Given the wide range of activities and the number of participants, it seems evident that a large part of the congregation at St. Luke's is involved in our overall ministry.

3e. CHURCH FINANCES

Current annual income (dollars received during most recent fiscal year, Jan.-Dec. 2023)

| Source | Amount |
|--|-----------|
| Annual Offerings and Pledged Giving | \$131,034 |
| Endowment Proceeds (<i>as permitted within spending policy, such as a cap of typically 4.5%-5% on total return</i>) -- Interest proceeds from Parsonage Fund | \$ 2,062 |
| Endowment Draw (<i>beyond what is permitted by spending policy, "drawing down the principal"</i>) | -0- |
| Fundraising Events | \$17,862 |
| Gifts Designated for a Specific Purpose (<i>other than memorial or bequests</i>) | -0- |

| Source | Amount |
|---|------------------|
| Grants | -0- |
| Rentals of Church Building | \$ 1,060 |
| Rentals of Church Parsonage | -0- |
| Support from Related Organizations (e.g. Women's Group) | -0- |
| Transfers from Special Accounts | -0- |
| Other (specify): Interest | \$ 1 |
| Other (specify): | -0- |
| TOTAL | \$152,019 |

Current annual expenses (dollars spent for the most recent fiscal year, Jan.-Dec. 2023):

\$153,390. The 2023 Treasurer's Report is attached at Annex A. The approved 2024 Budget is attached at Annex B. **(Note: These reports have been redacted and do not have full financial details. Page 10 has historical data. An unredacted copy is available for serious candidates from the Penn Central Conference. Contact Ronnette Comfort-Butler at 717-652-1560.)**

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

2022 was the last year we had a full-time pastor for the entire year. Ministerial support was 47.4% of total operational expenses for that year.

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

Besides these, we have other special collections for the Elders' Fund, Lunch with Luke, Seminary Students, disasters like last year's Maui wildfires.

We also donate ten percent of the net proceeds from our Spring fundraiser to a local non-profit organization. This year, it will be going to the Warwick Hub, which offers help for people and families experiencing a lack of resources.

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

\$1,000 is budgeted, and the fourth quarter communion offerings are earmarked for OCWM. The total in 2023 was \$1,724, or just over one percent of our operating expenses.

What is the church's current indebtedness?

None.

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. Not applicable.

If the church has had capital campaigns in the last ten years, describe: Not applicable.

If a capital campaign is underway or anticipated, describe: Not applicable.

Describe the prominent mission component(s) involved in the most recent (or current) capital campaign: Not applicable.

Does your church have an endowment?

Yes. It consists of a Ministry Fund and a Parsonage Fund. The latter came from the sale of the old parsonage in 1986.

What is the market value of the assets? [See note on previous page.]

As of Dec. 31, 2023, the total value was [REDACTED]. The Ministry Fund, invested with United Church Funds, amounted to [REDACTED], while the Parsonage Fund, invested with Vanguard, was [REDACTED].

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

Net gains of the Ministry Fund are made available each year for non-budgeted projects of the various ministry teams. Monthly interest payments from the Parsonage Funds go into the General Fund to help offset the pastor's housing allowance.

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

There was one withdrawal in 2019 of \$15,000 for repair of a sinkhole on the property. Other than that, we have not drawn on the principal without repaying it to the Endowment Fund. (See next paragraph.)

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

There has been no draw for operating expenses. The congregation authorized the withdrawal of up to \$45,000 to pay for survey and other expenses incident to the sale of a portion of our property, with the provision that the money would be repaid from the proceeds of the sale of the land. Not all the authorized amount was used. \$20,000 borrowed from the Endowment Fund was returned in 2023. A final repayment of \$5,000 is being made in 2024.

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

Indefinitely.

Other Assets [See note on page 18.]

Reserves (savings):

As of Dec. 31, 2023, there was [REDACTED] in the savings account. That included [REDACTED] of the proceeds from the sale of part of our land which has since been transferred to the Working Capital Fund. (See next paragraph.) It also included our Reserve Fund of [REDACTED], which has also been transferred to the Working Capital Fund. The remaining [REDACTED] consisted of the Building/Property Fund ([REDACTED]), the Bequest Fund ([REDACTED]), and the Memorial Fund ([REDACTED]).

Investments (other than endowment):

As of Dec. 31, 2023, [REDACTED]. There is a Building Fund and Working Capital Fund.

The Building Fund stands at [REDACTED], and is the result of a bequest from a member who specified that the funds were to be used for a Fellowship Hall. The amount is not sufficient to do that, so it has been invested in a fund which offers opportunities for growth.

The Working Capital Fund was created to deal with the proceeds of the sale in July 2023 of about one acre (one-quarter of our property) to a local developer for some future residential use. We sold it to provide a resource for ensuring solvency, since our operations have been running at a deficit for several years. This fund works like the Endowment Fund, in that any net gain may be used to cover operational expenses of the church, but the Consistory is authorized to approve drawing up to four percent of the principal in a calendar year. It is invested in a Money Market account and several short-term certificates of deposit with attractive interest rates. In March 2024, the Reserve Fund, which had been in a low-paying savings account, was incorporated into the Working Capital Fund.

Does your church have a parsonage? No.

Describe all buildings owned by the church:

St. Luke's is on a 2.66-acre lot less than one-half mile from the center of Lititz. We have one building, a sanctuary with an attached administrative wing. The sanctuary can comfortably hold 250 people. A sacristy next to the chancel is used for preparing communion and storing altar paraments. It also houses a sound system, and a transmitter for those with hearing loss who have compatible hearing devices. Above the rear of the sanctuary is the choir loft and a pipe organ. The administrative wing has the pastor's and secretary's offices, three classrooms, a community room, a music room, a meal preparation area, three restrooms (one of which is accessible to all), and a utility room. A driveway leads to a parking lot with 63 marked spaces, including six for handicapped.

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

Which spaces are accessible to wheelchairs?

A wheelchair ramp allows access from the outside to most facilities, including the narthex, sanctuary, classrooms, office, and kitchen. We added an accessible rest room, since the original rest rooms from 55 years ago are too small to accommodate wheelchairs and walkers. The chancel area is not currently accessible since it is two steps above the main floor of the sanctuary. The upstairs choir loft is also not wheelchair accessible.

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

We have certainly had to face several financial challenges over the past 10 to 20 years, but God has been faithful and has always provided a way for us to meet those challenges. Our budgeting process has not changed in recent years, but with the sale of a parcel of our land and the investment of the funds from this sale, we have established a working capital fund to help supplement our budget needs. Our annual budget is an expense-based budget. We review expenditures from the prior year, review the current end of year total spending, ask for input from all committees involved in expenditures, review salary increases and project what we will need to spend for the next fiscal year. We begin this process mid-year. By October, the proposed budget is complete and presented to our Consistory for approval to send to the congregation. The congregation approves the budget at our fall congregational meeting. Currently we have not funded or financed any new ministry initiatives. We only recently had funds to consider doing this.

3f. HISTORICAL INFORMATION

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

About 20 years ago, the congregation really pulled together to raise the money for a new pipe organ specifically constructed to fit our sanctuary. This commitment shows our support for a strong music program.

To many people in the community, “Lunch with Luke” is who we are. We serve a free hot meal at noontime every Wednesday for anyone who wants to come. We currently serve 60 to 80 people, most of whom are regulars who come not only for the meals, but to socialize. The program grew out of a suggestion made during a Sunday School discussion.

Every summer, our Vacation Bible School students collect money that we donate to a worthy cause, such as the Heifer Project. One of our members makes occasional missionary trips to Ghana and suggested one year that the VBS offerings go toward providing new wells to communities in Ghana that do not have safe drinking water. We were hoping to raise the \$1,500 needed for one well. Thanks to the generosity of the congregation and a news article in a Lancaster newspaper, we far exceeded our expectations and have raised enough money to pay for six wells.

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

Aside from preparing to have our full-time Pastor of over ten years retire in 2023, the COVID pandemic, while an obvious selection, significantly affected our members, especially the elderly. Fortunately, a loan from the Federal Payroll Protection Program offset our reduced income. That loan which was later forgiven. We made videos of the sermons available through YouTube and published the text online in a variety of ways. When Pennsylvania banned services for a while, we posted videos of short messages from the pastor twice a week. Adapting to the various changes to worship throughout the pandemic with limited resources was a testament to spiritual faith and proper discernment of leadership and the congregation alike.

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.

One of the key strengths that St Luke’s has been blessed with is that our congregation remains focused on what is important and does not allow conflict to become bigger than our worship. In other words, “the conflict is not what defines us.”

Ministerial History (for the past 30 years)

| Staff member’s name | Years of service | UCC Standing (Y/N) |
|--------------------------------|------------------|--------------------|
| Rev. Dr. James Haun | 2012-2023 | Yes |
| Rev. Robert Bistline (Interim) | 2010-2012 | Yes |
| Rev. Grace Lyn Barrett | 2004-2010 | Yes |
| Rev. William Sherman (Interim) | 2002-2004 | Yes |
| Rev. Mary Hutchens (Bridge) | 2002 | Yes |

| | | |
|----------------------------------|-----------|-----|
| Rev. John P. Smeltzer (Bridge) | 2002 | Yes |
| Rev. Steven Wardwell | 1995-2002 | Yes |
| Rev. George Shultz (Interim) | 1994-1995 | Yes |
| Rev. W. Franklin Lantz (Interim) | 1994 | Yes |
| Rev. Dana R. Schlegel | 1988-1994 | Yes |

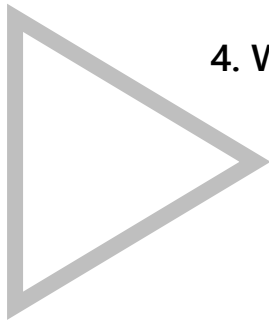
Comment on what your church has learned about itself and its relationship with persons who provided ministerial leadership:

The two key items that remain constant throughout the years and were commented on by many of our former pastors is that our congregation takes worship very seriously and that we are a welcoming, hard-working congregation. We firmly believe that this has benefited our former pastors in their discernment and spiritual guidance.

Has any past leader left under pressure or by involuntary termination? No.

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

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

Our major service activity is Lunch with Luke, our free community meal every Wednesday where we prepare and serve hot meals to 60 to 80 people. We are also working with House of His Creation, a nearby organization that provides Christ-centered housing and help to women and teens needing a safe, loving family environment to walk through their pregnancy and single parenting or adoption decisions or after leaving an abusive situation. Once a month, they use one of our classrooms for craft activities. We support the Warwick Hub, a faith-based organization in Lititz that connects neighbors with needed resources like assistance with housing and energy costs, connections to food and transportation, and other physical needs that impact poverty in our community. We donated ten per cent of the proceeds from our Spring fundraiser to them. Our Vacation Bible School also serves the greater community. Although we have one or two children in the right age range (pre-school and elementary school), we usually draw in 20 to 30 children from the local area.

Our connections go far beyond Lititz. Members of St. Luke’s and generous donors in the community contributed enough to pay for six wells in remote villages in Ghana where clean drinking water was nonexistent. Our members also dug deep to provide money for relief of victims of the wildfires in Maui in August 2023.

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

One of our members is Treasurer of the Lancaster Association. We have regularly sent delegates to the Penn Central Conference meetings, and one of our former members was a delegate to the last General Synod. Our most recent pastor served as chair of the Committee on Ministry of the Lancaster Association, and we have had several candidates for ordination grace our pulpit. As noted elsewhere, we have participated as a “Five for Five” congregation for many years.

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

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?

Lititz is a conservative community, and these statements, except for Faithful and Welcoming, don't seem to be high on the priority list of our members and their neighbors. Our major concern over the past few years has been the financial stability of St. Luke's, and with the establishment of a sizeable Working Capital Fund in early 2024, we could look at these statements from a fresh perspective.

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

One of our members serves on the committee for the annual Lititz Day of Prayer, and we have participated in community Good Friday and Thanksgiving services.

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

Our Mission Statement (see Annex A) is general enough that it covers a wide range of activities. In an ideal world (which does not exist) we would probably be spending less time on governance and more time on outreach. But having said that, considering the effort that goes into Lunch with Luke, in any given week, there are more volunteer hours put into outreach than into committee meetings.

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?

Both of those aspects of ministry are accounted for in the scope of work, and the balance between them can be adjusted as time goes on.

4b. MISSION InSite

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

The report (which we can provide in detail to candidates who interview) provided some surprising data. For example, the Mosaic approach clustered households into groups with multiple common characteristics, such as income, educational levels, presence of children, and

occupations, among others. In our area, the top six Mosaic segments¹ accounted for 40.2% of the households, while those same segments only accounted for 21.7% of the state’s households. Those segments are:

| | |
|---|------|
| J34 – Autumn Years – Suburban Sophisticates | 9.4% |
| E20 – Thriving Boomers – No Place Like Home | 7.2% |
| C11 – Booming with Confidence – Sophisticated City Dwellers | 7.1% |
| O51 – Singles and Starters – Digitally Savvy | 5.6% |
| C14 – Booming with Confidence – Boomers and Boomerangs | 5.5% |
| D16 – Suburban Style – Settled in Suburbia | 5.4% |

These categories taken together suggest an older population, and that will be covered in the answer to the next question.

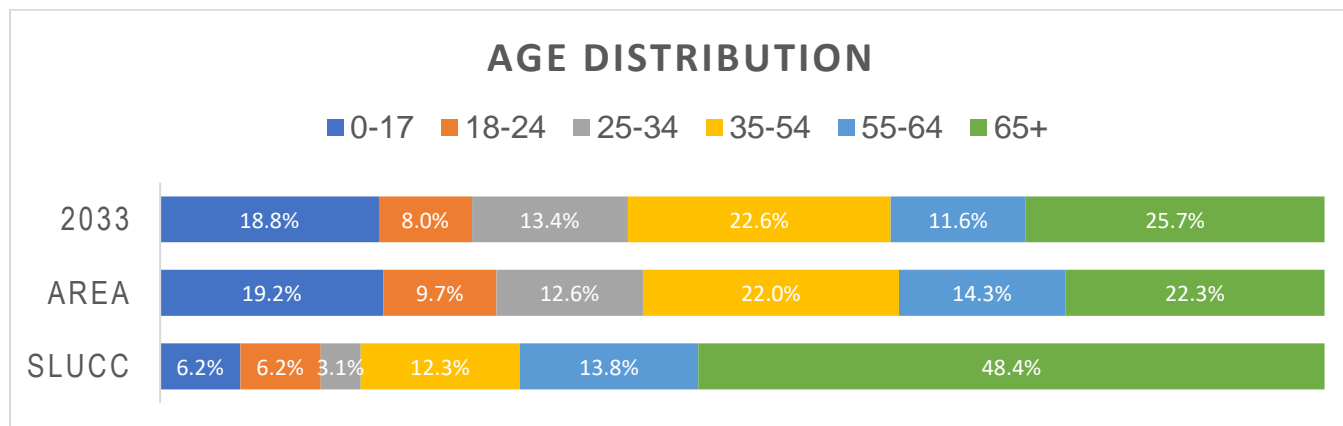
The report also projects that while the number of school-age children is expected to stay about the same over the next five years, the percentage of single-parent families is expected to rise very slightly.

With respect to marital status, the report said that about 15% of those 15 or over were either divorced or widowed. It’s too bad that was not broken down by age, since people over 65 who are living alone (most of whom are divorced or widowed) make up 35% of our congregation.

There is a lot more to be gleaned from the report than can be summarized in just a couple of pages. For instance, within a five-mile radius of St. Luke’s, there are around 72,000 people, and nearly 50,000 are considered unchurched. Also, from the 2021 American Beliefs Study, the top three factors that people thought were moderately or very important were warm and friendly encounters, quality sermons, and traditional worship experiences.

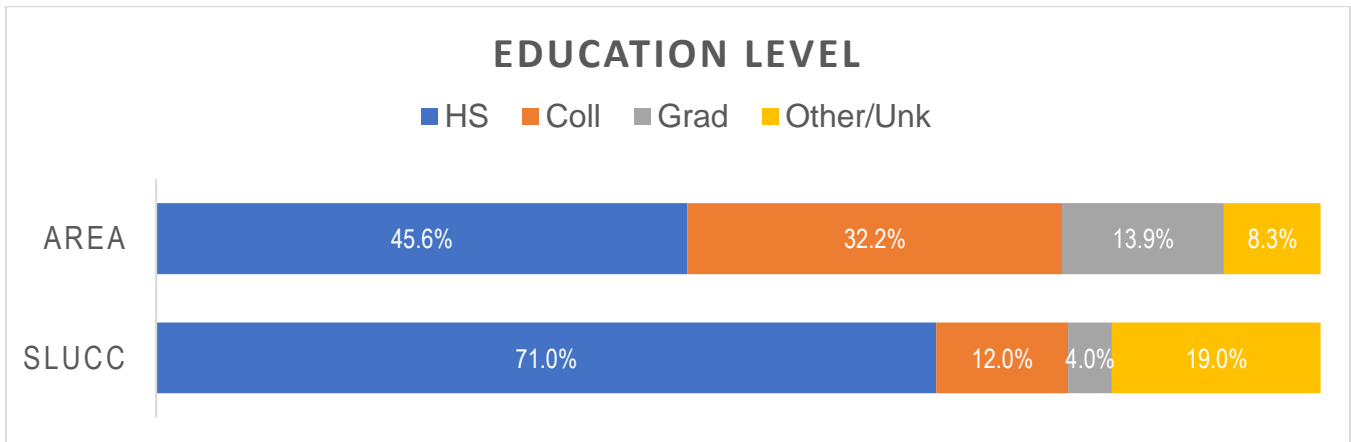
How do your congregation’s internal demographics compare or contrast to a) the neighborhoods adjacent to your church, and b) other neighborhoods with which your church connects?

Two differences stand out: age distribution and education level.



¹ Experian’s Mosaic program has defined 19 groups and 71 segments to allow companies to target their marketing. The titles here are the ones assigned by Experian.

The average age of our members is considerably older than the people who live within five miles of the church. Although the percentage of folks over 65 in the community is expected to grow over the next ten years, our church needs an infusion of those under 35 to match the population base. This seems to be what most of the traditional mainstream churches are experiencing.



The other apparent difference between St. Luke’s and the surrounding area is in the education level. We say apparent because it does not seem to affect our ability to manage our affairs and conduct our mission. The primary factor for the difference is probably that Lititz has historically been an agricultural and small manufacturing town and within the last fifteen years or so years has developed a reputation as a “go to” place, with boutique retail shops restaurants, and monthly events that attract tourists. One other factor is that an area south of us, but still within a five-mile radius, is a section of Manheim Township where many highly educated professionals settled who worked in the city of Lancaster.

In other ways, we are very much like our surrounding community, being over 90% White. In other ways, we are different. We do not have specific data, but given the increased age of our members, we probably have a higher percentage of widows and widowers, and the average income is most likely below that of our local area.

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

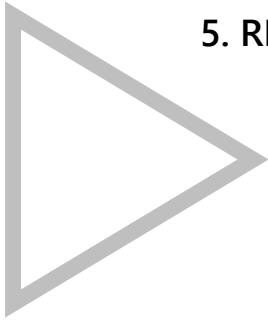
It seems more like the demographics of the congregation are shaping our ministry. If it were community demographics shaping the ministry, then we would be focusing on a younger population.

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

We are known for our Lunch with Luke program and for support to local non-profit organizations serving the community.

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

One couple offered the following: “We were looking for a new church to attend. We visited several churches. The warm, friendly welcome we received at St. Luke’s made us want to come back. Each time we visited, we received the same warm welcome... We feel comfortable. We appreciate the church’s community involvement such as Lunch with Luke, Spring Thing, etc. In addition, we wish to attend a church that is inclusive and accepting of all.” Another person started coming because of the obvious outreach programs we do, again mentioning Lunch with Luke.



5. REFERENCES

The following people have agreed to serve as phone and written references. They are not members of St. Luke's but are persons who know us well enough to be helpful to candidates seeking more information. Reference letters are in Annex D.

REFERENCE 1

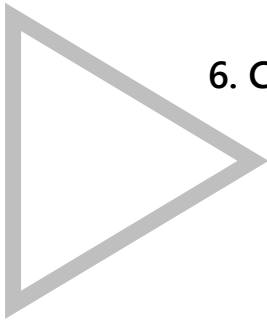
Charis Pankrantz
Resource Coordinator, Warwick Community Hub
717-610-5878
charis@warwick-hub-org

St. Luke's has supported this local faith-based non-profit organization connecting people to resources since their founding last year. This year, we donated ten percent of the net proceeds from our spring bazaar to the Warwick Community Hub.

REFERENCE 2

Michelle Gibbs
Program Director, House of His Creation
717-626-0263
michelle@hohc.org

This family living maternity home moved across the street from St. Luke's two years ago, and we have supported them in several ways. Her letter tells the story.



6. CLOSING THOUGHTS

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

6a. CLOSING PRAYER

We thank you God for your blessings on St. Luke's through the years and the gifts you have bestowed on the church and its members. Empower those gifts as we now search for a new pastor, and grant our search team the wisdom and insight they will need for this process. We ask that you help them look past what we want and to see what you want. Bless the candidates who are seeking to become our pastor. Bless also the search team so that they can deal with what might be challenging times ahead, and bless the congregation of St. Luke's that we might support and encourage the search team. We ask this in Jesus' name, Amen.

6b. STATEMENT OF CONSENT

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

The committee charged with identifying and recommending a suitable new minister for our church has been authorized to share this profile with potential candidates. We understand that a candidate may seek more knowledge, information, and opinions about our church. We encourage a candidate to do so, since an open exchange is the basis for healthy relationships between churches and candidates.

Before the Church Profile Team began its work, a Transition Advisory Group surveyed the congregation and drafted a new Mission Vision Statement which the congregation approved. Another survey provided a prioritized list of what was desired in a new pastor.

As a first step in preparing this Profile, we gathered historical and other objective data from knowledgeable sources. Then the Consistory appointed a four-person team made up of members with at least ten years of experience in various leadership positions at St. Luke's who drafted, reviewed, and edited the text. The team also obtained the references contained in Appendix D. The finished product was reviewed by the Consistory and forwarded to the Penn Central Conference for validation.

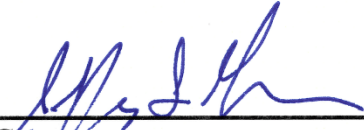
Signed: May 26, 2024



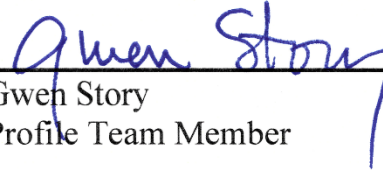
Linda Bushong
Profile Team Member



Dennis Drummond
Profile Team Member



Jeffrey Garner
Profile Team Member



Gwen Story
Profile Team Member

6c. VALIDATION BY CONFERENCE/ASSOCIATION

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

Staff Comment: *St. Luke's has a long history of support and participation with the Lancaster Association and the PCC!*

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

Staff Comment:
yes

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

Staff Comment:
yes

My signature below attests to the above three items.

Signature: 

Name: Rev. Dr. Nora Driver Foust

Title: Associate Conference Minister, Congregational & Ministerial Excellence,
Penn Central Conference

Email: nfoust@pccucc.org

Phone: (717) 652-1560; (717) 433-2587

Date: May 28, 2024

Annex A – Mission and Vision Statement

St. Luke’s United Church of Christ of Lititz

Mission and Vision Statements

Adopted March 10, 2024

Mission Statement

St. Luke's United Church of Christ is committed to living out our faith every day through worship, service, and fellowship. We strive to strengthen our congregation and the larger Lititz community through various outreach programs, events and resources. Our mission is not confined to the walls of our building; rather, we seek to be a central spiritual and physical location, providing support and resources for building a meaningful relationship with God.

Vision Statement

St. Luke's United Church of Christ envisions a vibrant, welcoming and caring community of faith deeply rooted in the teachings of the Bible and the saving grace of Jesus Christ. Since 1907, we have been a small and mighty family, worshiping, welcoming others, and faithfully serving God. As we look ahead to the future, our vision is to be more than a Sunday morning destination; we are a spiritual center for our members and the broader community.

Looking forward, our vision includes ongoing property enhancements, outreach programs both locally and abroad, and a commitment to inclusivity and community service. We seek to remain a joyful, friendly, and caring congregation, united by our faith and shared commitment to the teachings of Jesus Christ.

Key Elements:

1. **Worship Services:** We offer Holy Spirit-inspired worship services, blending contemporary and traditional styles, with an emphasis on Scripture, music, and fellowship. Our worship is enriched by a diverse music program, including traditional hymns and contemporary pieces, and various musical events, involving all age groups.

2. **Mission and Outreach:** Our mission extends beyond Sunday mornings, encompassing programs like Lunch with Luke, Vacation Bible School, and community outreach locally and abroad. We are dedicated to providing resources and support to both our church community and the broader Lititz community.
3. **Ministries:** Our ministries are numerous and varied, addressing the needs of our local community and contributing to special projects globally. From feeding the hungry, to providing blankets through Church World Service, and offering our own Shawl ministry, we actively engage in meaningful service.
4. **Events:** Through events like Spring Thing, Christmas Bazaar, and seminars, we bring our community together, fostering a sense of togetherness and shared faith.
5. **Technology:** Leveraging technology, we maintain a strong online presence through our website and social media, ensuring effective communication with our community.
6. **Sunday School:** Our Sunday School program caters to all ages, providing space for worship, learning, and spiritual growth.
7. **Administration:** The church leadership collaborates efficiently to plan and schedule worship services, maintain the building, and manage finances. We are intentional about involving members in various capacities to enhance our community life.

Annex B – 2023 Treasurer’s Report

St. Luke's United Church Of Christ - Lititz PA Balance Sheet as of December 31, 2023

Monday, January 8, 2024

Page 1 of 1

| Account # | Account Name | YTD Balance |
|-----------|--------------|-------------|
|-----------|--------------|-------------|

Assets

| | | |
|-----------|--------------------------|--|
| 1.100.101 | Checking | |
| 1.100.102 | Business Money Market | |
| 1.100.105 | Investment Account | |
| 1.100.106 | Fulton Bus. Money Market | |
| 1.100.107 | 7 mo. Cert.of Deposit | |
| 1.100.108 | 10 mo. Cert. of Deposit | |

Total Assets _____

Liabilities

| | | |
|-----------|-------------------------|--|
| 2.300.104 | RSA Withheld from Emp's | |
| 2.400.101 | "These Days" | |

Total Liabilities _____

Fund Balance

| | | |
|-----------|-----------------------------|--|
| 3.100.311 | General Fund | |
| 3.100.323 | Building/Property Fund | |
| 3.100.325 | Bequest | |
| 3.100.331 | Memorial Fund | |
| 3.100.341 | Reserve Fund | |
| 3.100.353 | Working Capital Fund | |
| 3.100.355 | Building Fund | |
| 3.100.357 | Land Sale/UGI easement Fund | |

Total Fund Balance _____

Total Liabilities and Fund Balance _____

St. Luke's United Church Of Christ - Lititz PA
Treasurer's Report as of December 2023 (Multiple Account Groups)

Monday, January 8, 2024

| Account # | Account Name | Period Activity | YTD Balance | Annual Budget | Annual Budget Remaining |
|----------------|----------------------------------|-----------------|-------------|---------------|-------------------------|
| Income | | | | | |
| 4.100.101 | Envelope Offerings | | | | |
| 4.100.102 | Plate Cash | | | | |
| 4.100.103 | Sunday School | | | | |
| 4.100.104 | Bulletins | | | | |
| 4.100.105 | Initial | | | | |
| 4.100.106 | Advent Folders/Christmas Eve | | | | |
| 4.100.107 | Lent | | | | |
| 4.100.108 | Ash Wednesday | | | | |
| 4.100.109 | Maundy Thursday | | | | |
| 4.100.110 | Sunrise Services | | | | |
| 4.100.111 | Good Friday | | | | |
| 4.200.201 | Housing Fund | | | | |
| 4.200.202 | Use of Building/Equipment | | | | |
| 4.200.203 | Flowers | | | | |
| 4.200.204 | Credit Card Rewards | | | | |
| 4.200.205 | Diner Fundraisers | | | | |
| 4.200.209 | Interest | | | | |
| 4.700.302 | Spring Fundraiser | | | | |
| 4.700.303 | Summer Fundraiser | | | | |
| 4.700.304 | Fall Fundraiser | | | | |
| 4.700.305 | Event Parking Fundraisers | | | | |
| | Total Income | | | | |
| Expense | | | | | |
| 5.100.150 | Payroll/Tax Services | | | | |
| 5.100.159 | Bank/e-giving Processing Fees | | | | |
| 5.100.160 | Office Supplies | | | | |
| 5.100.161 | Mailing/Postage | | | | |
| 5.100.162 | Offering Envelopes | | | | |
| 5.100.164 | Pastor's Discretionary | | | | |
| 5.100.165 | Penn Central Conf Delegates | | | | |
| 5.100.166 | Lancaster Assoc/Ref Hist Soc | | | | |
| 5.100.167 | Stewardship Campaign | | | | |
| | Total Finance | | | | |
| 5.100.100 | Pastors Salary | | | | |
| 5.100.101 | Pastors Housing | | | | |
| 5.100.103 | Pastor Retirement and Pension | | | | |
| 5.100.104 | Pastor Health & Dental Insurance | | | | |
| 5.100.105 | Pastor Disability and Life | | | | |
| 5.100.106 | Pastor Continuing Education | | | | |
| 5.100.108 | Pastor Travel Allowance | | | | |
| 5.100.110 | Secretary Salary | | | | |
| 5.100.112 | Secretary FICA | | | | |
| 5.100.120 | Dir Of Music Ministry Salary | | | | |
| 5.100.121 | Custodian Salary | | | | |
| 5.100.122 | Dir Music - FICA | | | | |
| 5.100.123 | Custodian - FICA | | | | |
| 5.100.130 | Interim Pastor Salary | | | | |
| 5.100.131 | Interim Pastor Housing | | | | |
| 5.100.140 | Worker's Compensation Ins. | | | | |
| 5.200.231 | Sexton Salary | | | | |
| 5.200.232 | Sexton FICA | | | | |

St. Luke's United Church Of Christ - Lititz PA
Treasurer's Report as of December 2023 (Multiple Account Groups)

Monday, January 8, 2024

| Account # | Account Name | Period Activity | YTD Balance | Annual Budget | Annual Budget Remaining |
|-----------|---|-----------------|-------------|---------------|-------------------------|
| 5.200.200 | Electric | | | | |
| 5.200.201 | Gas | | | | |
| 5.200.205 | Telephone | | | | |
| 5.200.207 | Database/Technology | | | | |
| 5.200.210 | Water, Sewer, Trash | | | | |
| 5.200.215 | Gen Maint and Supplies | | | | |
| 5.200.220 | Service Contracts-office/HVAC | | | | |
| 5.200.225 | Organ/Piano - Maint Contract | | | | |
| 5.200.230 | Cleaning Service | | | | |
| 5.200.240 | Warwick Ambulance | | | | |
| 5.200.250 | Lititz Fire Company | | | | |
| 5.200.260 | Lawn Service | | | | |
| 5.200.265 | Snow Removal | | | | |
| 5.200.270 | Property Insurance | | | | |
| | Total Property | | | | |
| 5.300.300 | Our Church's Wider Mission | | | | |
| 5.300.351 | St. Luke's Emergency Fund | | | | |
| 5.300.358 | Outreach Activities | | | | |
| 5.300.500 | Programing & Education | | | | |
| 5.300.510 | Publicity & Website | | | | |
| 5.300.520 | Hospitality & Receptions | | | | |
| | Total Mission, Outreach & Evangelism | | | | |
| 5.400.400 | Music - All Choirs | | | | |
| 5.400.420 | Guest Musicians | | | | |
| 5.400.430 | Music Recognitions | | | | |
| 5.400.440 | Candles, Communion & Supplies | | | | |
| 5.400.450 | Bulletins Expense | | | | |
| 5.400.455 | Children's Worship Bulletins | | | | |
| 5.400.460 | Flowers Expense | | | | |
| 5.400.490 | Copyright Licenses | | | | |
| 5.400.496 | Special Service | | | | |
| 5.400.497 | Supply Pastors | | | | |
| 5.400.498 | Guest Organist/Pianists | | | | |
| | Total Worship & Music | | | | |
| 5.600.600 | Curriculum | | | | |
| 5.600.610 | Intergenerational Programming | | | | |
| 5.600.615 | Released Time | | | | |
| 5.600.620 | Parish Resource Center | | | | |
| 5.600.650 | Confirmation Class | | | | |
| 5.600.660 | Children's Bibles | | | | |
| 5.600.696 | Graduates Reception | | | | |
| 5.600.698 | Vacation Bible School | | | | |
| | Total Christian Education | | | | |
| | Total Expense | | | | |
| | Difference | | | | |

Account Groups: Mission, Outreach & Evangelism, Salaries and Benefits, Total Christian Education, Total Finance, Total IN/OUT, Total Income, Total Property, Total Worship & Music.

**St. Luke's UCC
Summary of Special Funds
As of December 31, 2023**

| | Reserve Fund | Interest | Building/ Property | Ministry Fund | Bequest | Land Sale/UGI | Memorial Fund | Total |
|------------------------|--------------|----------|-----------------------|---------------|---------|---------------|------------------|-------|
| Mmxxxx70 | | | | | | | | |
| Balance @ 11/30/2023 | | | | | | | | |
| Deposits | | | | | | | | |
| Transfers | | | | | | | | |
| Interest Income | | | | | | | | |
| Balance @ 12/31/2023 | | | | | | | | |

**St. Luke's UCC
Summary of Special Funds
As of December 31, 2023**

| | F & M Investment - Fellowship Hall | Fulton Month C.D | 7 Fulton Month C.D | 10 Fulton Month C.D. | Fulton Money Market | Total Working Capital Fund |
|---------------------|------------------------------------|---------------------|-----------------------|----------------------------|------------------------|-------------------------------|
| Balance @ 6/30/2023 | | | | | | |
| Deposits | | | | | | |
| Transfers | | | | | | |
| Gain/Loss/Interest | | | | | | |

| | | | | | | |
|----------------------|--|--|--|--|--|--|
| Balance @ 11/30/2023 | | | | | | |
| Deposits | | | | | | |
| Transfers | | | | | | |
| Gain/Loss/Interest | | | | | | |
| Balance @ 12/31/2023 | | | | | | |

Annex C – 2024 Budget

| St Luke's UCC - Lititz, PA - 2024 Proposed Budget | | | | |
|--|--|-------------|----------------------|--------|
| COA | Description | 2023 Budget | 2024 Proposed Budget | Change |
| Salaries & Benefits | | | | |
| 5.100.100 | PASTORAL COMPENSATION | \$ | \$ | \$ |
| 5.100.101 | PASTOR HOUSING | \$ | | \$ |
| 5.100.103 | RETIREMENT PENSION | \$ | | \$ |
| 5.100.104 | HEALTH & DENTAL | \$ | | \$ |
| 5.100.105 | DISABILITY & LIFE | \$ | | \$ |
| 5.100.106 | CONTINUING EDUCATION | \$ | \$ | \$ |
| 5.100.108 | TRAVEL ALLOWANCE | \$ | \$ | \$ |
| 5.100.110 | SECRETARY - SALARY | \$ | \$ | \$ |
| 5.100.112 | SECRETARY - FICA | \$ | \$ | \$ |
| 5.100.120 | DIRECTORY OF MUSIC MINISTRY | \$ | \$ | \$ |
| 5.100.122 | DIRECTORY OF MUSIC - FICA | \$ | \$ | \$ |
| 5.100.130 | INTERIM PASTOR SALARY | \$ | \$ | \$ |
| 5.100.131 | INTERIM PASTOR HOUSING | \$ | \$ | \$ |
| 5.100.140 | WORKERS COMPENSATION | \$ | \$ | \$ |
| 5.200.231 | SEXTON SALARY | \$ | \$ | \$ |
| 5.200.232 | SEXTON FICA | \$ | \$ | \$ |
| COMMITTEE SUBTOTAL | | \$ | \$ | \$ |
| Stewardship & Finance | | | | |
| 5.100.150 | PAYROLL/TAX PREPARATION | \$ | \$ | \$ |
| 5.100.159 | BANK/e-GIVING PROCESSING FEES | \$ | \$ | \$ |
| 5.100.160 | OFFICE SUPPLIES | \$ | \$ | \$ |
| 5.100.161 | MAILING/POSTAGE | \$ | \$ | \$ |
| 5.100.162 | OFFERING ENVELOPES | \$ | \$ | \$ |
| 5.100.164 | PASTORS DISCRETIONARY FUND | \$ | \$ | \$ |
| 5.100.165 | PENN CENTRAL CONFERENCE DELEGATES | \$ | \$ | \$ |
| 5.100.166 | LANCASTER ASSO/REFORMED HISTORICAL SOC | \$ | \$ | \$ |
| 5.100.167 | STEWARDSHIP CAMPAIGN | \$ | \$ | \$ |
| 5.100.168 | SEARCH TEAM | \$ | \$ | \$ |
| COMMITTEE SUBTOTAL | | \$ | \$ | \$ |
| Property | | | | |
| 5.200.200 | ELECTRIC | \$ | \$ | \$ |
| 5.200.201 | GAS | \$ | \$ | \$ |
| 5.200.205 | TELEPHONE & INTERNET | \$ | \$ | \$ |
| 5.200.207 | DATABASE/TECHNOLOGY | \$ | \$ | \$ |
| 5.200.210 | WATER, SEWER, TRASH REMOVAL | \$ | \$ | \$ |
| 5.200.215 | GENERAL MAINTENANCE/MGT SUPPLIES | \$ | \$ | \$ |
| 5.200.220 | OFFICE EQUIPMENT/SERVICE CONTRACTS | \$ | \$ | \$ |
| 5.200.225 | ORGAN/PIANO - MAINTENANCE CONTRACTS | \$ | \$ | \$ |
| 5.200.230 | CLEANING SERVICE | \$ | \$ | \$ |
| 5.200.240 | WARWICK AMBULANCE | \$ | \$ | \$ |
| 5.200.250 | LITITZ FIRE COMPANY | \$ | \$ | \$ |
| 5.200.260 | LAWN SERVICE | \$ | \$ | \$ |
| 5.200.265 | SNOW REMOVAL | \$ | \$ | \$ |
| 5.200.270 | PROPERTY INSURANCE | \$ | \$ | \$ |
| COMMITTEE SUBTOTAL | | \$ | \$ | \$ |
| Mission & Outreach & Evangelism | | | | |
| 5.300.300 | OUR CHURCH'S WIDER MISSION | \$ | \$ | \$ |
| 5.300.358 | OUTREACH ACTIVITIES | \$ | \$ | \$ |
| 5.300.500 | EDUCATION & PROGRAMMING | \$ | \$ | \$ |
| 5.300.510 | PUBLICITY/WEBSITE | \$ | \$ | \$ |
| 5.300.520 | RECEPTIONS | \$ | \$ | \$ |
| COMMITTEE SUBTOTAL | | \$ | \$ | \$ |

St Luke's UCC - Lititz, PA - 2024 Proposed Budget

| COA | Description | 2023 Budget | 2024 Proposed Budget | Change |
|----------------------------|-----------------------------------|-------------|----------------------|--------|
| Worship & Music | | | | |
| 5.400.400 | MUSIC - ALL CHOIRS | \$ | \$ | \$ |
| 5.400.420 | GUEST MUSICIANS | \$ | \$ | \$ |
| 5.400.430 | MUSIC RECOGNITIONS | \$ | \$ | \$ |
| 5.400.440 | CANDLES, COMMUNION AND SUPPLIES | \$ | \$ | \$ |
| 5.400.450 | BULLETINS | \$ | \$ | \$ |
| 5.400.455 | CHILDRENS WORSHIP BULLETINS | \$ | \$ | \$ |
| 5.400.460 | FLOWERS | \$ | \$ | \$ |
| 5.400.490 | COPYRIGHT LICENSE | \$ | \$ | \$ |
| 5.400.496 | SPECIAL SERVICE | \$ | \$ | \$ |
| 5.400.497 | SUPPLY PASTORS | \$ | \$ | \$ |
| 5.400.498 | GUEST ORGANISTS/PIANISTS | \$ | \$ | \$ |
| COMMITTEE SUBTOTAL | | \$ | \$ | \$ |
| Christian Education | | | | |
| 5.600.600 | CURRICULUM | \$ | \$ | \$ |
| 5.600.610 | INTERGENERATIONAL PROGRAMMING | \$ | \$ | \$ |
| 5.600.615 | RELEASED TIME (WEEKDAY EDUCATION) | \$ | \$ | \$ |
| 5.600.620 | PARISH RESOURCE CENTER | \$ | \$ | \$ |
| 5.600.630 | SUPPLIES | \$ | \$ | \$ |
| 5.600.631 | EQUIPMENT | \$ | \$ | \$ |
| 5.600.650 | CONFIRMATION CLASS | \$ | \$ | \$ |
| 5.600.660 | CHILDREN'S BIBLES | \$ | \$ | \$ |
| 5.600.696 | GRADUATES RECEPTION | \$ | \$ | \$ |
| 5.600.698 | VACATION BIBLE SCHOOL | \$ | \$ | \$ |
| COMMITTEE SUBTOTAL | | \$ | \$ | \$ |
| BUDGET TOTALS | | \$ | \$ | \$ |

Annex D – Letters of Reference



Connect. Empower. Restore.

warwick-hub.org

May 23, 2024

To Potential Ministerial Candidates for St Luke's:

Hello! I am the Resource Coordinator at the Warwick Community Hub (or the Hub), a faith-based nonprofit serving the Warwick School District in Lititz. Our mission is to connect people to resources, empower them to take next steps, and to restore hope because of Jesus Christ. We have worked with over 130 individuals/families since opening in February 2023, assisting with rent, paying overdue energy bills, offering encouragement and support in crisis, and connecting people to food resources here in the Lititz area. Over the last year, we've been blessed by our connection with St. Luke's.

I have witnessed, both professionally and personally, the positive impact St. Luke's continues to have in our Lititz community. The church values providing safe and welcoming spaces for people to come together, be fed, and experience the love of Jesus. This is evident in the long-running ministry, Lunch with Luke, where over 100 people are fed weekly, while enjoying conversation and connection with neighbors. It's also seen in the annual Spring Thing event, where the church hosts various vendors and artists, and creates a fun and welcoming atmosphere. Part of the event proceeds are then donated to a local nonprofit.

I've been blessed to witness the love and care with which the team serves at Lunch with Luke each week. Whether its greeting newcomers with a smile and plate of food or bringing a cup of water to a mother at a table with several small children, it's evident that the members of St Luke's take seriously the mission of being the hands and feet of Jesus. It's a joy to see the smiles and hear the laughter between people sitting down to eat- I believe that for some who attend, Lunch with Luke might be the one place they can sit and experience connection with others, outside their home.

St. Luke's is an active part of our Lititz community. We look forward to seeing how St. Luke's will continue to ensure people in our community encounter the love of Jesus and have access to resources, like food and connection.

Blessings,

Charis Pankratz
Resource Coordinator
Warwick Community Hub
717-610-5878
Charis@warwick-hub.org

The Warwick Community Hub is a 501(c)(3) nonprofit organization. Please contact us at info@warwick-hub.org with any questions.



May 28, 2024

Dear Potential Ministerial Candidates for St. Luke's,

My name is Michelle Gibbs and I am the current Program Director at House of His Creation (HoHC). HoHC is a family living maternity home for women and is located diagonally across the street from St. Luke's Church. We provide a home for women during their pregnancy and for up to six months after having their babies. HoHC has been in existence for 50 years however, we have been at our current location for a little over two years. When we moved the ministry to this location, we knew that space would be an issue when it came to providing aftercare services for our clientele. As a member of the Lititz Ministerium, where I met Pastor Jim Haun, I reached out to see if the church would allow us to host different events, specifically our monthly group. Without hesitation Pastor Jim gave the ok and put us on the church's monthly calendar making any necessary changes to accommodate us. When I heard that he would be retiring, I was concerned that this could understandably change things. However, Mary Anne, the church secretary and Pastor Jeff assured me that we could continue to host our group there and we have.

The church also allows us to use their parking lot whenever we need additional parking as we only have 4 parking spaces on our property. In addition, I must speak about "Lunch with Luke!" This weekly event is so well put together and anytime I am able to, I walk over to enjoy it! The food is absolutely delicious and no matter how long it is between visits, I am always impressed to see how well attended it is, not only with the "regulars" but with new people as well! Everyone is always so kind to the pregnant women who join me from time to time and they ask about the moms and their babies if they don't see them for some time. We have been invited to participate in the yearly craft vender event in which we love to do so anytime we can!

All that to say, if there was any area of strength that I could speak into directly, it would be the community involvement of St. Luke! They do a wonderful job and we are so grateful for them. It takes a village and I truly consider St. Luke's as a part of the HoHC village! As far as areas of improvement, I personally cannot think of any because St. Luke's has always been gracious to us! If you have any questions, please do not hesitate to call me at (717) 626-0263 or email at michelle@hohc.org.

Blessings,


Michelle Gibbs

301 N Broad St/ Lititz, PA 17543
717 626.0263 Phone
mail@hohc.org / www.hohc.org

**UNITED CHURCH
OF CHRIST**



The template for this document was 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