



## *Trinitarian Congregational Parish of Castine (UCC)*

*P.O. Box 108, Castine, ME 04421*

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United Church of Christ

Sunrise Association, Maine Conference

<https://www.tcpoc.org/>

### **Who We Are**

The purpose of our congregation is to bind together followers of Jesus Christ in the public worship of God, and to make the will of God dominant in the lives of people, as that will is set forth in the life, teachings, death, and resurrection of Jesus Christ.

As a congregation, we recently participated in a year-long self-study with respect to the determination that we have been – and continue to be – an Open And Affirming church with respect to the UCC definition thereof. Each and every individual is welcome here, without regard to life's circumstances, or where she/he/they is/are on the journey of faith.

### **Position Announcement**

The Trinitarian Congregational Parish (TCP) of Castine is prepared to welcome a new leader for our congregation. Situated in a historic, coastal, and academic community, ours is a church of diverse Christian backgrounds with strong lay leadership. We intend to continue our 25-year tradition of supporting a full-time pastor to be our partner in faith, in service, in growth - and to lead our worship and help us continue in the community as a beacon of hope, help, caring, and acceptance. The capacity to minister to all ages, a sense of humor, a love of music, and a penchant for thought-provoking sermons are some of qualities we seek in our next pastor.

## **Current Membership - 70**

**Position Description** for a full-time settled Pastor is appended hereto.

## **Position Salary and Benefits**

We follow the UCC guidelines, which can be found at:

<https://www.maineucc.org/wp-content/uploads/2019/11/2020-Clergy-Compensation-Guidelines.pdf>

Complete information regarding current compensation is found in the church's 2024 Annual Report, appended hereto.

In addition to the cash salary, as a congregation, we commit ourselves to providing the following Pastoral Call Agreement terms:

- Housing
- Annuity Plan contribution equal to 14% of cash salary and housing allowance
- Social Security and Medicare Offset equal to 7.65% of cash salary and housing allowance
- Life Insurance and Disability Income Plan contribution equal to 1.5% of cash salary and housing allowance
- An annual budgeted amount for Continuing Education and Professional Expenses
- Mileage Reimbursement
- Vacation Leave provides 4 weeks during each 12 months of service; one week's leave is earned for each three months of service.
- Personal/Compassionate Leave

## **Who Is The Person We Seek**

We are looking for someone who will minister both to us and with us, nourishing both our inward growth in our faith, as well as our outward growth as a living expression of what we are called to be and to do. We seek a minister who can use a strong, personal faith and Biblical underpinnings to guide and challenge us in our everyday lives, whether this is through preaching from the pulpit, in the prayers offered, or by living example. While open to new elements in worship, the congregation views preaching as central: sermons which rely on scripture and the teachings of Jesus Christ, which provide spiritual inspiration, are applicable to life when we leave the confines of the church, and which bolster a sense of fellowship, faith, and hope even in challenging times.

Our members have grown in their interaction with the greater community, one expression of which is our development of a food outreach program (described later) that has been both effective and motivating. This work has resulted in both a discernible increase in congregational pledging and in community involvement. We seek an individual who will nurture this 'loving all of our neighbors,' and also will become an active member of the Castine community.

## Church Family Survey



As a part of our preparation/transition process, the church family engaged in a written survey, which included both specific questions (with fixed choice-ranking responses) and broad questions (which invited individual written responses). Many of these responses are reflected throughout this document. In general, ours is a happy and satisfied congregation (not to be confused with self-satisfied), one which is seeking to continue moving in directions whose course we are already on, expressing a strong desire to expand on the good things already happening. There are clear aspirations with respect to bringing “sheep back into the fold” and to offering opportunities to participate in church life that might capture the attention of younger families. The fundamental importance of pastoral care was overwhelmingly reinforced, as was the continuing need for pastoral engagement with every individual, group, and program in the church’s constellation.

## How We Serve Our Community (Community Care & Outreach)

We are a group of Christians, called by God to serve one another, enriching the vitality of our congregation through service. In the last decade, our church has expanded its call to community and outreach. Our last church information form (2011) described the work of our Dr. Mary Cushman Circle as our major effort in mission support. This ecumenical group is comprised of members from the community at large, but governed by the church, as the majority of members are from TCP. Funding for non-profit recipients came from a summer fair, Christmas fair, and a Christmas wreath project; but our congregation has further embraced our call to “Love our Neighbor.”



For the past 7 years, we have addressed food insecurity on the Blue Hill Peninsula through our “No Neighbor Left Behind” food ministry. On the last Friday of each month, more than 20 people prepare, package, and deliver over 100 meals to homes in our area. These Fridays are singular events, in that they combine the opportunity to serve our neighbors

with the bonds of participation. Through this work, we became aware that the magnitude of the need was much greater than we had imagined. Thus, at the beginning of the Pandemic, we recognized that COVID would exacerbate the already significant challenges of poverty, especially with respect to housing expenses and food insecurity; thus the Castine Area Relief Fund (CARF) was formed, because “we all need help at times!” The Town, area churches (including TCP), organizations, and individuals funded this effort to begin distributing food to the hungry. During the pandemic and for three (3) years thereafter, we made weekly grocery deliveries. We distributed staples to hundreds of families in six (6) neighboring towns. Additionally, we recently organized a free food pantry – which led to another local congregation doing likewise. All of these programs involve other churches and individuals in our community, so that people of all faiths and diverse religious backgrounds contribute to our greater civic well-being by helping others.

Developing and nurturing community, both within the congregation itself, as well as in our region, is also an area of emphasis. Community meals (such as the Bastille Day French Toast Breakfast), community concerts, July Fourth Lobster Rolls, Art Under The Elms (bringing together regional artists, musicians, and residents) – each brings people together from all walks of life around a common theme or purpose. Many of these events generate revenue which is used to support our Outreach programs.

Directed by the Council and the Deacons, our annual budget provides additional Community Care & Outreach funds to meet individual needs with grocery cards, fuel assistance, and other utility payments, as well as funding for other important ministries in Castine and beyond.

## **Our Challenges and Opportunities**

As a congregation are grateful for our circumstances but recognize that there is so much more we can and want to do. Two of the major challenges we face are not unique to TCP. The first is consonant with other Christian churches, and that is the decline in attendance, especially with respect to those aged 45 and below. There are several families whose faith connection is our church, but who rarely cross the threshold. While this is a challenge, therein also lies opportunity. The second challenge also is not unique to our community – poverty, side-by-side with wealth, and the obvious disparities which result from this bifurcation of means. This also contains the seeds of opportunity.



In addition to these two headwinds, there are also very tangible areas which hold possibilities for our church. The first is Maine Maritime Academy and the chance to engage students in meaningful worship and study programs on an ongoing basis. A second, as reflected in the

survey, is building upon those activities in church life (worship, study, outreach) whose basic framework is already established. Yet a third area, which a transition such as this offers, is the potential of engaging with both God and with our neighbors in ways we have not yet considered. While the survey confirmed that our church family is unified around what we are currently doing, it was also clear that we recognize and are prepared for new ideas and as-yet-untried programs.

## **Where We Worship**



We are a Congregational (UCC) church, founded in 1820 and located on the Maine coast. Our entire village is listed on The National Register of Historic Places and our building is a contributing structure. It was built in 1829 and was elevated, expanded, and the stately and iconic steeple was added in the 1850s to house its growing congregation. In 1890, a four-face mechanical clock was installed in the steeple base and is owned and maintained by the Town of Castine. This is the perfect example of our church's integration in the community. We host our Town's Christmas concert, several seasonal bazaars, our Bastille Day "French" toast breakfast, and community dinners. Our new minister will want to establish a good relationship with the clergy of the other three (3) denominations in Castine, and participate in ecumenical services and activities, including

the Castine Christmas Choral Service and Easter Sunrise Service. Over the past several years, congregations have collaborated on a regular basis in book study groups (the Interfaith Book Club is the most recent expression of our working together), and in support of our neighbors in need of physical and emotional support.

## **Church Finances and Stewardship**

TCP has maintained a strong financial position for several years, primarily owing to its budgeting and financial procedures, committed stewardship, investment fund growth, and capable Church Council oversight. The Church Administrator, with oversight provided by the Finance Chair, handles the day-to-day responsibilities. All of these factors work to ensure that our financial statements reflect a strong and healthy financial position.

A proposed balanced annual budget is presented to and voted on by congregational members during TCP's Annual Meeting, which is held in July/August each year. The draft 2026 Operating Budget is \$217,000. TCP's income is divided between annual pledges, offerings, event income, and investment income. Our largest expenses in the annual operating budget are the ministerial compensation package, church administration, music, and heating/cleaning/landscaping. Most of



the job responsibilities are performed by volunteers with a few contracted services. As a community-focused congregation, TCP intends to grow its Care & Outreach support over time.

TCP's congregation is honored to act as stewards of a historic, 200-year-old church building and are looking at enhancements in the near future.

More financial information is provided in the attached TCP Annual Report.

## **Our Greater Community**



Our church carries on its mission independent of the town of Castine, but we certainly consider ourselves a part of this wonderful village in which we are situated. Castine is a classic New England town and comes with all of the charm and challenge of living in a small place where people are friendly without being intrusive, where daily life is active without being frenetic, where there is a very rich history, but the direction is always forward. While Castine is an integral part of a constellation of towns (Blue Hill, Penobscot,

Orland, Bucksport), it is a vibrant entity in and of itself. The resident population has several strains: Maine Maritime Academy students; “summer” residents (broadly extending any time from April to October); full-time residents, as a group generally older; and a relatively new, but growing, number of young families with children. In addition, especially in warmer weather, into this mix is added tourists who arrive by land or sea to spend the day, the night, or several weeks.

Castine is home to the Maine Maritime Academy, which enlivens the town with the activities of its students and staff, but also with lectures and classes available to the public. Arts and cultural programs along with events abound, through organizations like the Witherle Memorial Library, Castine Historical Society, Wilson Museum, and the Castine Arts Association. Castine's children attend the pre-K through 8<sup>th</sup> grade Adams School on the town common, and they have a choice of area high schools from which to choose. Efforts continue to ensure that there are child support services, both for the very young with working parents, and for the after-school hours.

Commercial activity includes two (2) inns, several restaurants, galleries, a bookstore, gift shop, and two banks. Recreation can involve any type of adventure on the water, hiking, golf, tennis – or sitting on the porch reading a book and watching the sun set over the harbor.

Castine is governed by a Selectboard of three (3) members and administered by a Town Manager with major decisions voted on by residents at an annual town meeting. The town is in the early stage of implementing its ten-year comprehensive plan. The plan's intent is to build on Castine's obvious strengths while addressing items like housing, waterfront development, and more.

See also [www.castinecommunityhealth.org](http://www.castinecommunityhealth.org) for a video overview of Castine and [www.castine.me.us](http://www.castine.me.us) for general information about our town.

## **Additional Information**

The link to the 2024 Annual Report of the church is below and provides additional material on the life and work of the congregation.

[https://www.tcpoc.org/uploads/1/0/3/3/10330377/2024\\_annual\\_report\\_final.pdf](https://www.tcpoc.org/uploads/1/0/3/3/10330377/2024_annual_report_final.pdf)

There is a nine-member Search Committee which is leading this process. For further information, or to submit a resume, we can be reached at [rbocz@me.com](mailto:rbocz@me.com).

## **Closing Thought**

A member of our Search Committee was moved by how a recent sermon reflected our life as a Christian fellowship. It was a quote from Saint Augustine of Hippo – “In essentials, unity; in non-essentials, liberty; in all things, charity.” So may that be for us.



*Trinitarian Congregational Parish of Castine*

## **Pastor Job Description**

**2025**

### **Position Overview**

The Pastor provides full-time ministry for the Trinitarian Congregational Parish of Castine and is the primary supervisor of both the half-time Administrator and the Director of Music. The Pastor’s general responsibilities fall into five (5) basic areas: worship, congregational care, community care & outreach, administration, and stewardship. Actual work in these areas may be

delegated to others, including both salaried staff and/or volunteers, but the Pastor is ultimately accountable.

## **Reporting Structure**

The Pastor is called into covenant by a majority vote of the congregation. The Pastor serves as a voting member of the Church Council and there is mutual respect and accountability between the Pastor and other members of the Church Council as they serve each other, the congregation, and the community at large.

The Ministerial Relations Committee, the Moderator, and Council provide counsel and advice to the Pastor upon its discretion or upon the Pastor's request, brings attention to the Pastor matters of concern within the church organization or the community at large directly related to the Pastor's responsibilities and duties, and takes appropriate action before any matters of concern develop into a serious problem for the church. The Council is responsible for updating the Pastoral Call Agreement and the Pastor's Job Description.

## **Responsibilities and Duties**

- Works with Church Council members, boards, committees, congregation, and others to ensure that TCP's ministry and administrative areas operate efficiently and effectively
- Supervises the Church Administrator (with the exception of financial administration) and the Director of Music
- Plans and executes the orderly progression of a meaningful and inspiring worship experience
- Conducts sermon preparation and preaches
- Plans for the major seasons of the liturgical year
- Involves laity in the worship services
- Assures that newcomers to the church and community are visited and relationships are cultivated
- Works to bring inactive people back to the church
- Cultivates and receives new members into the church
- Calls on those in hospitals, nursing homes, senior living facilities, homebound, and other places of visitation
- Contacts TCP's seasonal members of the congregation once they leave Castine
- Counsels as may be required and makes referrals when appropriate
- Conducts weddings, funerals, and baptisms, as required
- Assists in keeping the congregation mission-centered
- Fulfills the responsibilities associated with being a voting member of the Church Council
- Recruits delegates to represent TCP at United Church of Christ meetings



- Appoints or takes direct charge of TCP's Christian Education, which may include youth ministry, college age ministry, adult educational programs, and summer camp coordination
- Performs or supervises the public relations tasks involved in producing TCP's newsletter, publicity, website, social media, podcast, streaming, emails, and other forms of communication
- Performs all duties in a timely manner and meets deadlines
- Performs all duties in a manner that promotes goodwill and TCP in a positive light
- Liaisons with UCC Maine Conference, UCC National Conference, donors, other churches, or others as necessary

## Knowledge and Skills

From the United Church of Christ *Manual on Ministry*, Section 3, Subsection entitled "The Church's Expectations Of Its Candidates For Ordination"

- Has attained a four-year college degree (bachelor's degree or its equivalent)
- Has graduated or will graduate from an approved theological seminary
- Is able to relate the Christian faith to contemporary issues
- Has engaged in a disciplined study of and has acquired knowledge in the following fields:
  - The Bible
  - Biblical interpretation
  - Christian education
  - Christian ethics
  - Church history
  - Evangelism and church growth
  - Ministry resources
  - Stewardship
  - Theology
  - United Church of Christ history, polity, practice, and theological roots
  - Worship, sacraments, liturgy
- Has acquired skill in:
  - Administration
  - Counseling
  - Group dynamics
  - Interpersonal relationships
  - Listening and communicating
  - Organizing
  - Pastoral care

- Planning and goal setting
- Preaching and worship leadership
- Teaching
- Working with volunteers and volunteer institutions
- Is prepared to lead the church as a community in mission

## **Qualifications**

- Holds or will hold active Ordained Ministerial Standing with the Sunrise Association of the Maine Conference of the United Church of Christ
- Demonstrated ability to write and communicate effectively
- Demonstrated ability to handle oral communications

## **Special Conditions**

- Background check is required

## **Working Conditions**

- Private office with computer, printer, phone and other standard office equipment
- Must be able to visually inspect work and generate own work on the computer
- Must possess a valid driver's license and reliable transportation