

June 2000

DATE



PASTOR

POSITION TO BE FILLED

Local Church Profile

for Local Churches Seeking New Leaders

Local Church Statement of Consent

The covenantal relationship between a church and those called by that church to serve as pastors and teachers and in other ministerial positions is strengthened when vital information is openly shared by covenantal partners. To that end, we attest that, to the best of our abilities, we have provided information in this profile that accurately represents our church. We have not knowingly withheld any information that would be helpful to candidates. As the committee charged with the responsibility for identifying and recommending a suitable new minister for our church, we have been authorized to share the information herein with potential candidates.

We understand that a candidate may wish to secure further knowledge, information, and opinion about our church. We encourage a candidate to do so, recognizing that an open exchange of relevant information builds the foundation for continuing and healthy relationships between calling bodies and persons seeking a ministry position.

Signature of Search Committee Chairperson

Date Signed:

Church

Name: The United Evangelical Church of Baltimore, Maryland
Address: 3200 Dillon Street
City, State, Zip: Baltimore, MD 21224

Search Committee Chairperson or Contact Person

Name: Harvey C. Jacob
Address: 3200 Dillon Street
City, State, Zip: Baltimore, MD 21224
Telephone: (410) 276-0393
Fax: (410) 679-5343
E-Mail: Harve@Erols.Com

WOKK
Sheets

DATE

POSITION TO BE FILLED

Pastor

LOCAL CHURCH PROFILE FOR LOCAL CHURCHES SEEKING NEW LEADERS

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Harvey C. Jacob

Signature of Search Committee Chairperson

Date:

Church

Name: *United Evangelical Church*
Address: *3200 Dillon Street*
City, State, Zip: *Baltimore, MD 21224*

Search Committee Chairperson or Contact Person

Name: *Harvey C. Jacob, United Evangelical Church*
Address: *3200 Dillon St.*
City, State, Zip: *Baltimore, MD 21224*
Telephone: *410 276 0393*
Fax: *410 679 5343*
E-Mail: *Harve@Erels.com*

LOCAL CHURCH PROFILE FOR LOCAL CHURCHES SEEKING NEW LEADERS

Please return the completed document to your conference or association office.

1. Church: *United Evangelical Church*
2. Address: *3200 Dillon St.*
City, State, and Zip: *Baltimore, MD 21224*
3. Name of Search Committee Chairperson or Contact Person: *Harvey C. Jacob*
Address: *3200 Dillon St.*
City, State, and Zip: *Baltimore, MD 21224*
Telephone: *410-276-0393*
Fax: *410-679-5343* E-Mail: *Harve@Erols.Com*
4. Conference/Association Staff Person Assisting Your Church
Name: *The Rev. Ronald McClean*
UCC Central Atlantic Conference
Address: *916 South Rolling Rd.*
City, State, and Zip: *Baltimore, MD 21228-5318*
Telephone: *410-788-4190*
Fax: *410 788 9485* E-Mail:

MEMBERSHIP INFORMATION

5. Membership (If information is not available, put *n/a* or estimate and put *est.*)

	Last Year	5 Years Ago	10 Years Ago
a. # Church members	170	260	411
b. Average attendance at worship	8:00 AM 40 10:30 AM 80	50 90	60 95
c. Average participation of children/youth in C.E.	48	60	83
d. Average weekly participation in adult education	8	0	5
e. # Members who are ordained clergy	1	—	—

6. Profile of Congregation

Estimate percentage of congregation. Each category should add up to 100%.

a. Age

1.3 % ages 0-5
3.7 % ages 6-18
5.6 % ages 19-34
7.8 % ages 35-49
8.6 % ages 50-64
64.8 % ages 65-74
8.2 % ages 75+

b. Education level of adults

3 % completed less than high school
76 % high school graduate
4 % vocational training
5 % some college
6 % college graduate
4 % graduate school

c. Family units (*Not Available*)

_____ % couples with children at home
 _____ % couples without children at home
 _____ % single
 _____ % single parent with children at home

d. Occupations of adults

5 % business
8 % clerical
7 % farmer/rancher
34 % homemaker
8 % laborer/manufacturing
6 % professional
6 % student
0 % tradesperson
33 % other *Retired*

e. Employment (*Estimate*)

33 % employed
34 % not currently employed
33 % retired

f. Describe the racial-ethnic makeup of your congregation:

Primarily Caucasian, Many of German Ancestry

CHURCH FINANCES

	1999	1995	1990
	Last Year	5 Years Ago	10 Years Ago
7. Total Church Income	157990	159578	112567
a. Members' offerings and pledges	120392	132918	87468
b. Interest from investments or endowments	8980	7119	8623
c. Principal reduction (endowments or investments)	—	—	—
d. Rentals	975	—	—
e. Special Fundraising	27255	18901	16222
f. Other <i>Designated Charities</i>	388	640	254

	Last Year	5 Years Ago	10 Years Ago
8. Total Operating Budget	183098	143129	119526
a. Our Church's Wider Mission Basic Support	2500	2500	2500
b. Our Church's Wider Mission Special Support	1750	2800	3400
c. Other gifts	350	350	250
d. Current local expenses	139274	130920	103279
e. Annual capital payment <i>Improvements</i>	39224	6559	10097
f. Other debt	0	0	0

9. Identify special offerings the church has throughout the year and the amounts from last year:

One Great Hour of Sharing 223⁰⁰
Neighbors in Need 165⁰⁰

10. Name the most significant local missions/ministries or agencies that were financially supported by your local church last year and the amount of support.

Name	Amount
a. <i>Community Vacation Bible School</i>	\$
b. <i>Maryland Food Pantry</i>	\$
c. <i>World Day of Prayer</i>	\$
d.	\$

11. Indebtedness

a. Total amount of capital debt: \$ *None*

b. Total amount of other debt: \$ *None*
Describe:

c. Are capital and other payments current? yes no

12. Capital Campaigns

a. If the church has had capital campaigns in the last ten years, note goal and results:

'97-'98 Goal: \$ *Heating System 70000⁰⁰* Outcome: \$ *70000⁰⁰ 18 months*
Goal: \$ *Air Conditioning 17000⁰⁰* Outcome: \$ *17000⁰⁰ 12 months*
System.

b. If a capital campaign is underway or anticipated, describe it:

Goal: \$ *30000⁰⁰* Beginning Date: *1999*
Purpose: *Repair School + Parsonage*

13. Assets Held by the Church

a. Reserves (Savings): \$ 130,000.00

b. Endowments/Investments: \$ 0

c. Describe buildings and property of your church, except the parsonage: ----- seat sanctuary with ----- seat balcony. Fellowship hall below sanctuary + narthex. ----- organ. Attached wing includes large kitchen adjacent to Fellowship hall, main floor has Pastor's office, secretary's office, quiet room, powder room; 2nd floor consists of choir/conference room. Church school building is three stories with gymnasium + stage under.

d. If a building program is projected or underway, describe it, including estimated date of completion:
 No building program. Currently renovating + repairing parsonage and church school building.

e. If the church owns a parsonage, describe it.

Address: 945 South East Ave Baltimore, MD 21224
 Two story brick single family home. Corner of East Ave + Dillen St.

Number of rooms: 9 Number of bedrooms: 4 Number of bathrooms: 1 1/2

Description: First floor - large living room, dining room, den, kitchen, powder room.
 Second floor - four bedrooms, bath + closets.
 Finished basement with laundry room.

FINANCIAL SUPPORT OF MINISTERIAL LEADERS

14. If your conference has compensation guidelines, do you follow them? yes no

a. If the compensation package offered falls below conference guidelines, are you willing to have a pastor who is bi-vocational, having another part-time position to supplement income?
 yes no

b. Are you willing to help bi-vocational candidates locate other employment? yes no

15. Salary History

To provide a profile of salaries for the position you are seeking to fill, indicate salaries at the beginning and ending of the ministers' tenure. Do not include interim positions. If a parsonage is provided, insert the letter "P" in the space provided. Provide information for the last 3 leaders or the last 10 years.

	Start Date				End Date			
	Year	Salary	Housing	Parsonage	Year	Salary	Housing	Parsonage
a. Last	1990	22000		P	1999	29000		P
b. Previous	1984	13000		P	1990	16000		P
c. Next previous								

16. During the above period, has your church failed to fulfill its financial obligations to its pastor?
 yes no If yes, please comment:

17. Salary, Benefits, and Expenses Offered

a. Cash salary offered: \$ *Central Atlantic Conference Guidelines*

Conference recommended salary range: \$ *33,000* — \$ *43,000*
plus experience factor

b. Housing: \$

Housing allowance only Parsonage only Would offer either
though would prefer to use parsonage

c. Customary benefits: (See conference guidelines, where available.)

- vacation: *4* weeks annually after *1 yr* (date) ✓
- maternity/paternity leave
- UCC retirement annuity (*14* %); _____ other retirement plan (____ %)
- UCC life insurance plan; _____ other life insurance
- UCC disability plan; _____ other disability plan
- UCC health benefit; _____ other health plan
- UCC dental benefit; _____ other dental plan
- 1/2* Social Security
- continuing education funds: \$ *600* annually
- continuing education time: *1* weeks annually
- sabbatical leave: after *5* years for *2* months \$ _____ provided
- _____ books *reimbursement*
- _____ other benefits. Specify:

d. Travel reimbursement *Church related business*

e. Meeting expense reimbursement

COMMUNITY CHARACTERISTICS

18. Population

a. Population of total city or town in which your church is located: *700,000 (Baltimore City)*

b. Describe the population by racial-ethnic category and identify the source of the information:

	<i>Baltimore Metro Area</i>	<i>Balt. City</i>	<i>Canton-Highlandtown Zip 21224</i>
<i>White</i>			
<i>Black</i>			
<i>Hispanic</i>			
<i>Asian</i>			
<i>Amer Indian</i>			
<i>Other</i>			

Sources: *U.S. Census Bureau, Internet, Estimates*

19. Economic Factors

Identify major sources of employment/income in your community:

- a. *Many small businesses in area - retail + service*
- b. *Manufacturing Companies - General Motors Corp, Lever Brothers Co.,*
- c. *Port of Baltimore - Commercial Shipping - Recreational Boating*

20. General Description

a. Describe three distinctive attributes of your community:

- 1.
- 2.
- 3.

b. Identify major trends you envision in your community during the next five years:

- 1.
- 2.
- 3.

c. List three or four problem areas confronting your community that members feel your church should address:

- 1.
- 2.
- 3.
- 4.

d. Indicate mission activities:

1. In which your church participates as a part of its mission in the community:

2. In which your church expects the leader you are now seeking to participate:

19. Economic Factors

Identify major sources of employment/income in your community:

- a. General Motors
- b. Small Businesses - O'Donnell Square Fells Point, etc.
American Can Co.
- c. Nursing home - Ellwood + Boston

20. General Description

- a. Describe three distinctive attributes of your community:
 1. Canton Park + Korean War Memorial
 2. Easy Access to transportation (Bus, Harbor Shuttle)
 3. Plenty of schools, churches, ^{large} grocery store - Safeway
- b. Identify major trends you envision in your community during the next five years:
 1. Area will be well known for its history + old fashioned charm
 2. Decent playgrounds for young children to use
 3. More "young people" "flocking" to Canton community
- c. List three or four problem areas confronting your community that members feel your church should address:
 1. Need more "foot patrol" police so that senior citizens aren't afraid to come out
 2. Sanitary conditions need improvement - people put trash out too early - attracts rodents
 3. Cut down on Drug problems | Drinking underage at local bars
 - 4.
- d. Indicate mission activities:
 1. In which your church participates as a part of its mission in the community:
 - visit sick/shut ins
 - Allows groups to hold meetings in Church school/hall to improve their lifestyles
(one example is Narcotics Anonymous)
 2. In which your church expects the leader you are now seeking to participate:
 - work with the youth in our Church community
 - Build fellowship among all members of the Church
 - Reach out to inactive members -- possibly bring in new faces
 - Be compassionate + caring
 - Inter church activities -
 - Blessing of Animals - O'Donnell Sq. Palm Sunday -
 - Cross Carry Good Friday - Good Friday Service (3 hr)
 - Inter Faith Music Festival

e. Describe how your church building is now being used by the community:

Boy Scouts
 PACT Preschool Program
 Red Cross Blood Donor Drives
 Narcotics Anonymous Group

Available For Community Meetings
 Church Fund Raising Dinners
 + Programs

f. Indicate the number of school districts from which members of your church are drawn:
 _____ one _____ two _____ three or more

CONGREGATIONAL LIFE

21. Identify major trends you envision in your church in the next five years:

Outreach to new community development
 Reach out to youth
 Initiate Saturday evening service

Same as 1990 profile

22. Planning

- a. All churches do planning. How would you characterize the way planning is done in your church?
 by Church Council, Committees, Pastor, Congregational Meetings
- b. What expectations do you have of the person you are seeking in relation to the planning that takes place?
 Written reports and studies, Thoughts - Ideas - Leadership - Verbal input at meetings

23. Reflection on Congregational Life

Comment on the following with what you believe to be the generally-held responses of the congregation. (If more space is needed, use additional pages.)

a. Identify the three most important events in the history of your church and the year:

Event	Year
1. Presentation of Last Supper Tableau	1950
Becoming part of UCC	1957
2. Ecumenical interaction with neighbor churches	1970
3. 125th Anniversary of Church organization	1998
Pay off of mortgage of new church built in 1957	1961

b. Identify the most challenging event in the life of your church in the last three years and what the church learned from it:

Dealing with rapidly failing health, retirement and death of former pastor.

other: declining attendance, church buildings

Learned:

Compassion - Terminally ill person - while maintaining ongoing responsibilities to congregation

c. Identify what the congregation intends to accomplish during the next three years:

*Aggressive community outreach
Finding better use of Church Facility (School Building)
See 1990 16C*

d. Describe how the church expects the person you are seeking to help your church reach these goals:

Bring past experience to us

See 1990 16D

e. Choose the statements that most accurately describe the theological/faith stance of your church. You may check more than one.

- We tend to be theologically conservative.
 - We tend to be theologically moderate to conservative.
 - We tend to be theologically moderate.
 - We tend to be theologically moderate to liberal.
 - We tend to be theologically liberal.
 - We tend to be quite diverse theologically.
 - Other
- Comment: *Pastor background*

See 1990 16E

f. Describe the educational program of your church:

1. Identify the curriculum/a used in your church school and the person or committee responsible for selection of curriculum/a:

2. Indicate resources used for confirmation and the person or committee responsible for the selection of these resources.

*Book: "My confirmation" published by -----
Pastor teaches - Council members examine*

g. Describe how the church expects the person you are seeking to participate in the congregation's educational programs:

*Confirmation Classes
Adult Education Programs
New Member Indoctrination
Attend Church School Meetings*

See 1990 166 1-5

h. Describe how programs or ministries of your church are evaluated.

Monthly Council Meetings
Periodic Pastoral Reviews
Committee Meetings
SemiAnnual Congregational Meetings

i. Describe the strengths or positive qualities of your church:

Congregation with strong christian Fellowship
Financial stability - No debt.

loyal

24. Indicate major boards, committees, groups, and organizations that are a part of your church, the frequency of meetings (monthly, weekly, etc.), and expectations for leadership. For leadership role use: 1 = pastor takes primary initiative and responsibility; 2 = pastor and laity share responsibility; 3 = laity take primary initiative and responsibility.

Group	Purpose	# Members	Frequency	Leadership
<i>See 1990</i> <i>* 8 (1-13)</i>				

25. Conflict

Most churches experience conflict at various times. Characterize your church's experience with conflict given the following possibilities. Indicate the extent to which each statement describes your church: C = closely, S = somewhat, N = not at all

- S As a church, we respect and listen to each other and work things through without generating divisiveness.
- C As a church, we try to respect and listen to each other, but it is not uncommon for differences of opinion to be a problem and for some people to choose sides.
- S Some have left our church because of conflict.
- N Conflict hurts our sense of unity, but we tend not to talk about it.
- S Painful experience with conflict has been present, but it has been worked through, and we have learned from the experience.
- S We have had some painful experiences with conflict, and they linger in the background.
- N Open conflict is present, and we need a minister who can help us deal with it.
- Other. Specify:

Comment:

We yell at each other!
HcJ

26. Worship

a. Identify how worship is planned on a regular basis in your church:

- by a worship committee
- by the pastor
- by the pastor in consultation with the church musician
- other. Specify:

b. Describe the style and content of preaching valued by your congregation:

Lectionary based

c. Describe the role in worship of the person you are seeking:

Leader - with lay participation

d. What hymnal(s) are currently used by your congregation in worship?

*Evangelical + Reformed (E+R)
published by - - - - -*

WIDER CHURCH CONNECTIONS

27. United Church of Christ

a. Association, conference, or other denominational settings in which church members participate:

b. Association, conference, or other denominational settings in which your church expects the leader you are now seeking to participate:

c. Choose the word that best describes how lay leaders of your church consciously identify with the United Church of Christ. closely moderately nominally other
Comment:

28. Ecumenical and Interfaith Activities

a. Describe ways your church participated in ecumenical and interfaith activities during the last 3 years:

- b. Describe how your church expects the leader you are now seeking to participate in ecumenical, and interfaith activities:

RELATIONSHIP WITH MINISTERIAL LEADERS

29. Relationship with Prior Leaders

- a. Characterize your church's experience with pastoral leaders over the last 10 years.
You may check more than one response.
- We have had solid relationships with persons providing pastoral leadership.
 - We have had some fairly rocky moments, but we have worked them through, and relationships with pastoral leaders have grown in significant and important ways.
 - We have had some tough times and things did not always work out.
 - Other. Specify:

Comment:

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

Name	From	To
1.		
2.		
3.		

- c. If a previous pastor is currently a member of the church, describe his or her role in the life of the congregation:

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

e. Involuntary Terminations

Have any of the last three persons serving in the position you are seeking to fill left involuntarily or under pressure? yes no If "yes," respond to the following:

1. Choose all the issues that may have contributed to the termination. *You may check more than one.*

- conflict of personalities in the church
- inadequate performance
- pastoral style inappropriate for this church
- ethical issues
- other. Specify:

2. Indicate, if you can, which of the following best describe the congregation's behavior toward that person prior to her or his leaving. *You may check more than one.*

- civil
- compassionate
- harsh
- kind
- supportive
- indifferent

3. Describe what your church has learned from the experience about itself and its relationship with persons who provide ministerial leadership:

30. Does the church have a pastoral relations committee? yes no
If yes, describe its purpose and how it functions:

31. If there is periodic assessment of the nature of the work and of the performance of that work for the position you are seeking to fill, describe it:

32. Leadership Expectations

- a. A list follows of 43 items which represent a range of qualities in the ministry of the church. Place an "X" beside the 12 items which your church feels are the most important aspects of ministry for your church at this time. All the qualities are important. However, please mark those 12 which you feel need first priority at this time. **Do not rank the items.** If the aspects you consider to be important are not included in the list, place them at the end in the blanks provided.

Mark only 12 of the following items. Do not rank the items.

Our church needs a person who . . .

1. _____ is an effective preacher/speaker.
 2. _____ continues to develop his/her theological and biblical skills.
 3. _____ helps people develop their spiritual life.
 4. _____ helps people work together in solving problems.
 5. _____ is effective in planning and leading worship.
 6. _____ has a sense of the direction of her/his ministry.
 7. _____ regularly encourages people to participate in United Church of Christ activities and programs.
 8. _____ helps people understand and act upon issues of social justice.
 9. _____ is a helpful counselor.
 10. _____ ministers effectively to people in crisis situations.
 11. _____ makes pastoral calls on people in hospitals and nursing homes and those confined to their homes.
 12. _____ makes pastoral calls on members not confined at home or in hospitals.
 13. _____ is a good leader.
 14. _____ is effective in working with children.
 15. _____ builds a sense of fellowship among the people with whom he/she works.
 16. _____ helps people develop their leadership abilities.
 17. _____ is an effective administrator.
 18. _____ is effective with committees and officers.
 19. _____ is an effective teacher.
 20. _____ has a strong commitment to the educational ministry of the church.
 21. _____ is effective in working with adults.
 22. _____ inspires a sense of confidence.
 23. _____ works regularly at bringing new members into the church.
 24. _____ regularly encourages support of Our Church's Wider Mission.
 25. _____ reaches out to inactive members.
 26. _____ works regularly in the development of stewardship growth.
 27. _____ is active in ecumenical relationships and encourages the church to participate.
 28. _____ is a person of faith.
 29. _____ writes clearly and well.
 30. _____ works well on a team.
 31. _____ is effective in working with youth.
 32. _____ organizes people for community action.
 33. _____ is skilled in planning and leading programs.
 34. _____ plans and leads well-organized meetings.
 35. _____ encourages people to relate their faith to their daily lives.
 36. _____ is accepting of people with divergent backgrounds and traditions.
 37. _____ encourages others to assume and carry out leadership.
 38. _____ is mature and emotionally secure.
 39. _____ has strong commitment and loyalty to the United Church of Christ.
 40. _____ maintains confidentiality.
 41. _____ understands and interprets the mission of the church from a global perspective.
 42. _____ is a compassionate and caring person, sensitive to others' needs.
 43. _____ deals effectively with conflict.
 44. _____
 45. _____
- b. If there are other comments you wish to make about expectations, include one or more paragraphs here or on an additional sheet.

United Evangelical Church Pastor Search Survey

Mark (x) 12 statements that you feel are most important. You may rank them (1-12) if you wish.

Our church needs a Pastor who.....

Administrative

- 2 is effective in working with people of all age groups. 57
_____ maintains and encourages confidentiality.
_____ is an effective overall administrator.
_____ writes clearly and well.

Community – Outreach

- 7 reaches out to inactive members. 41
_____ organizes people for community action.
5 works regularly at bringing new members into the church. 50

Education – Teaching

- 8 is effective in teaching the traditions and sacraments of the Christian faith. 40
_____ has a strong commitment to the educational ministry of the church.
6 possesses the theological and biblical knowledge to interpret and convey the Bible's message. 42
_____ will actively participate in the development and execution of Church School programs and activities.

Leadership

- 9 is a good leader and encourages others to develop their leadership abilities and assume leadership 38
positions.
_____ is skilled in planning and leading well-organized meetings and programs.
10 inspires a sense of confidence and deals effectively with conflict and crisis situations. 35

Social

- 3 is a compassionate and caring person, sensitive to others' needs. 52
_____ is a helpful counselor.
1 makes pastoral calls on people in hospitals, nursing homes and those confined to their homes. 59
_____ is accepting of people with divergent backgrounds and traditions.

Spiritual – Worship – Sacred

- 4 is an effective preacher/speaker. 50
_____ encourages people to develop and relate their faith to their daily lives.
11 is a person who lives a life of faith and integrity. 35

UCC – Ecumenical – Universal Church

- 12 regularly encourages people to participate in United Church of Christ activities and programs. 32
_____ is active in ecumenical (other churches) relationships and encourages United Evangelical to participate.
_____ has strong commitment and loyalty to the United Church of Christ.

Comments

Use space below for any comments you wish to make about your expectations of a pastor for our church.

GENERAL

33. Does your church search committee or governing body have a policy against discrimination?
 yes no Comment:

34. a. Describe the functions and duties of this position.

b. Does your church have a personnel policy covering this position? yes no

35. List the titles of other paid staff positions for whom this person provides supervision and indicate whether these positions are fulltime (FT) or part-time (PT).

Title: PT FT

Title: PT FT

Title: PT FT

Title: PT FT

36. Name three people who have agreed to serve as references. Make sure they are not members of your church but know your church well enough to be helpful to final candidates seeking more information about your church, e.g., previous pastor, conference staff, person in community.

Name	Telephone Number	Relationship to Your Church
a.		
b.		
c.		

37. What groups or individuals in your church have contributed to, reviewed, and/or approved this profile for circulation?

Statement on Leadership in Ministry

Using this page and one additional page if needed, write a statement that will help a candidate better understand the relationship of clergy and lay leadership in the life of your congregation. Include in the statement reflections on leadership styles that work well for your church. Describe how clergy and lay leaders work together. If yours is a multiple-staff church, it would be helpful to comment on your expectations of how the staff team members relate to each other. You are encouraged to include anything else you want to say about your church and its expectations of the leader it now seeks.

**Conference or Association
Descriptive Reference**

Church Name:

Location:

Conference:

Association:

Name of Staff Assisting in the Search:

Signature of Staff Assisting in the Search

Date