

COMPLETING THE LOCAL CHURCH PROFILE

Introduction: The UCC Local Church Profile should be completed by a representative group of people in the congregation: either the Search Committee or a special committee appointed by the governing board. As part of the process, it is essential that the congregation be given the opportunity to contribute information and offer perspectives through small group meetings and/or written surveys. Suggestions for these data-gathering processes (including sample questionnaires) will be found in **Section Four** of the Parish Life and Leadership Search Committee resource *UCC Search and Call, A Pilgrimage through Transitions and New Beginnings*.

As you prepare material for the Local Church Profile, remember to be as candid and honest as possible in your descriptions of the history, traditions, hopes, and dreams of the members of your church.

“ . . . for the Spirit is the truth.” (1 John 5:6b)

Statement of Consent: The first page of the Local Church Profile contains a statement that parallels the statement that ministerial candidates are asked to sign. In keeping with the covenantal relationship between a church and those it seeks to call, the chair of the Search Committee is asked to sign a statement on behalf of the church encouraging an open exchange of information.

Instructions for Selected Numbered Items*

- #1, #2:** Use the church name as it is known by your Conference and the UCC. If the mailing address is different from the street address, include both. If the church does not have a street address, describe the location.
- #5, #7, #8:** The Research Office of the United Church of Christ provides your conference with an 11 year statistical report for each, individual congregation. Much of the information you will need to complete items #5, #7, and #8 will be found in that report. (Figures are based on the year-end reports submitted by your church clerk/secretary.) Your Conference/ Association staff will provide your committee with that statistical resource. Consult your own annual reports for the remaining items.
- #6, #20, #21, #23, #32** These items should reflect data that was gathered from the congregation through questionnaires and/or small group meetings.
- #14, #17** Consult the compensation guidelines for your conference before completing these items.

*Most instructions are included in the text of the Local Church Profile itself.

April 14, 2015
Date

Associate Minister
Position to be filled

United Church of Christ

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.

Pamela Asquith _____ Date
Signature of Search Committee Chairperson

Church

Name: First Congregational United Church of Christ
Address: 1609 University Avenue
City, State, Zip: Madison, WI 53726

Search Committee Chairperson or Contact Person

Name: Pamela Asquith
Address: 4310 Wakefield Street
City, State, Zip: Madison, WI 53711
Telephone: 608-233-9323
Fax:
E-Mail: searchcommittee@firstcongmadison.org

April 14, 2015
Date

Associate Minister
Position to be filled

LOCAL CHURCH PROFILE FOR LOCAL CHURCHES SEEKING NEW LEADERS

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

1. Church: First Congregational United Church of Christ, Madison, WI

2. Address:

City, State, and Zip: 1609 University Avenue, Madison, WI 53726

Church Website: firstcongmadison.org

3. Name of Search Committee Chairperson/Contact Person:

Address: Pamela Asquith

City, State, and Zip: 4310 Wakefield Street, Madison, WI 53711

Telephone: 608-233-9323

Email: searchcommittee@firstcongmadison.org FAX:

4. Conference/Association Staff Person Assisting Our Church: Rev. Kent Ulery

Address: Wisconsin Conference UCC, 4459 Gray Road

City, State, Zip: DeForest, WI 53532

Telephone: 608-846-7880

Email: kulery@wcucc.org FAX: 608-846-7881

MEMBERSHIP INFORMATION

5. Membership: *(as reflected in the eleven-year UCC Statistical Report for our church; "est." indicates the figure is an estimate).*

	Last Year	5 Years Ago	10 Years Ago
a. # Church members	518	520	572
b. Average attendance at worship	191	199	221
c. Average participation of children/youth in C.E.	60	70	37
d. Average weekly participation in adult education	68	18	NA
e. # Members who are ordained clergy (see table below)	10	6	6

Members who are ordained clergy:

2014	2010	2005
Eldonna Hazen	Curt Anderson	Curt Anderson
Jerry Hancock	Eldonna Hazen	Eldonna Hazen
Joanne Thomson	Jerry Hancock	Jerry Hancock
Ken Friou	Ken Friou	Ken Friou
Carol Adams	Carol Adams	Carol Adams
John Tyler	Diana Shaw	Diana Shaw
Jeanne Tyler		
Diana Shaw		
Jessica Taft		
Tim Kehl		

5. Profile of Congregation

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

a. Age:

- 7 % ages 0 - 5
- 19 % ages 6-18
- 13 % ages 19-34
- 22 % ages 35-49
- 16 % ages 50-64
- 12 % ages 65-74
- 11 % ages 75 +

b. Education level of adults:

- 1 % completed less than high school
- 1 % high school graduates
- 5 % some college/vocational school
- 50 % college graduates
- 43 % graduate school

**“So we who are many,
are one body
in Christ . . .”
Romans 12:5a**

c. Family units:

- 27 % couples with children at home
- 28 % couples without children at home
- 41 % single
- 3 % single parent with children at home

d. Occupation of adults:

- 18 % business
- 8 % clerical
- 0 % farmer/rancher
- 1 % laborer/manufacturing
- 64 % professional
- 1 % student
- 5 % tradesperson
- 3 % other

e. Employment:

- 61 % employed
- 4 % not currently employed
- 35 % retired

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

Estimate: 95% white

CHURCH FINANCES

(Figures reflect the eleven-year UCC statistical reports as well as the church’s annual report.)

	Last Year	5 Years Ago	10 Years Ago
7. Total Church Income	1,113,201	924,591	769,693

a. Members offerings and pledges	519,120	579,841	619,106
b. Interest from investment or endowments	43,200	17,693	16,223
c. Principal reduction (endowments or investments)	-----	-----	-----
d. Rentals	93,162	100,896	63,240
e. Special Fundraising	59,193	55,588	5,491
f. Other	398,526	170,573	65,633

Notes:

If the church has conducted an annual stewardship campaign, list results for the past two years:

Goal: \$ none Pledges: \$ 490,727 Actual Received: \$ 489,902

Goal: \$ none Pledges: \$ 471,038 Actual Received: \$ 483,643

	Last Year	5 Years Ago	10 Years Ago
8. Total Operating Budget	718,874	622,800	515,075
a. Our Church's Wider Mission Basic Support	72,500	71,250	71,600
b. Our Church's Wider Mission Special Support	17,919	14,920	17,052
c. Other gifts	20,811	32,490	38,024
d. Current local expenses	607,644	504,140	388,399
e. Annual capital payments	0	0	0
f. Other debt	0	0	0

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

- 3,041 One Great Hour of Sharing
- 1,543 Neighbors in Need
- 2,371 Christmas Fund
- 718 Strengthen the Church
- 707 Basic Support for Our Church's Wider Mission (only if received through special offerings and not included as a regular budget item in #8 above)

10. Mission

- a. Beyond your contributions through the UCC, name the most significant local or global missions/ministries or agencies that were financially supported by your local church last year and the amount of support:

	Name	Amount
1.	Prison Ministry Project (\$29,500 from church)	71,590
2.	Local Missions	12,000
3.	The Crossing (campus ministry)	1,900
4.	UCC Coalition for LGBT Concerns	500
5.	Outreach Parish Fund	8,371

- b. What mission projects have excited your church the most in the past several years? Why?

We are hopeful that in 2015 a property owned by the church will become the home for Healing House, which will be an 8-bed facility housing homeless families released from the hospital.

In 2004, First Congregational UCC in Madison began the Prison Ministry Project. Since that time, with the support of the Wisconsin Conference of the United Church of Christ, the Southwest Association UCC, and local congregations, more than 120 volunteers from our church and several others have made more than 1,800 face-to-face visits with inmates inside the walls. These have been both one-to-one pastoral visits and as part of ongoing programs such as the Spiritual Discipline Group at Columbia Correctional Institution, the Interfaith Dialog programs at Columbia and Fox Lake, parenting classes, family center activities, creative writing workshops, communion services and Christmas Eve services at Fox Lake, and the multi-week Restorative Justice Program now conducted in 5 institutions across the state.

11. Indebtedness

- a. Total amount of outstanding mortgages/capital debt: \$ 0
- b. Total amount of other debt: \$ 0
- c. Are payments current? N/A

12. Capital Campaigns:

- a. If the church has had capital campaigns in the last ten years, note goal and results:
Reach & Renew Goal: \$2,000,000 Outcome: \$2,173,297
- b. What projects were undertaken as a result of your capital campaign?
Building refurbishment, Missions, Handicap accessibility
- c. Was there a mission or outreach component to the campaign? X Yes _____ No
- d. If a capital campaign is underway or anticipated, describe it: None

**“God is able to provide you with every blessing in abundance.”
II Cor. 9:8a**

13. Assets held by the church (as of 12-31-11):

- a. Reserves (savings): \$ 201,692
- b. Endowments/Investments: \$ 1,484,991
- c. Describe buildings and property of your church except the parsonage:
Large, historic, multi-level church building with balconied sanctuary seating 800 and chapel seating 160, three small parking lots, two adjacent houses rented at below-market rates to outreach missions of the church.
- d. Is the church building (including sanctuary and offices) handicapped accessible?

Sanctuary and main office are accessible. Clergy offices will be accessible when renovation is complete.

Is the pulpit handicapped accessible? Yes _____ No X

- d. If a building program is projected or underway, describe it, including estimated date of completion:
 Painting exterior of church (2015)
 Renovating office space, chapel, and front steps.
- f. If the church owns a parsonage, describe it: None

FINANCIAL SUPPORT OF MINISTERIAL LEADERS

14. If your conference has compensation guidelines, do you follow them?

X yes _____ yes for some compensation items but not all _____ no

Does the church consider this position to be full time or part time?

X Full Time _____ Part Time (specify) _____

How will church members be supportive of a part time or bivocational pastor who may need another job to supplement the church salary?

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 ten years.*

	Start Date				End Date			
	Year	Salary	Housing	Parsonage	Year	Salary	Housing	Parsonage
a. Last (.75 time)	2007	\$ 1,149	22,800	---	2013	16,200	22,800	---
b. Previous (.50 time)	1992	5,340	12,000	---	2004	12,610	12,000	---
c. Next previous	Not avail	Not avail	Not avail	---	1997	16,608	12,000	---

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

17. Salary, Benefits, and Expenses Offered

- a. Cash salary offered \$ \$40,000-\$45,000
 Conference recommended salary range: \$ We abide by conference guidelines
- b. Housing: \$ To be negotiated
X Housing allowance only _____ Parsonage only _____ Would consider offering either
- c. Customary benefits:
X Vacation: 4 weeks annually

- Maternity/paternity leave
- UCC Retirement Annuity (14% of salary and housing)
- UCC Life and Disability Insurance Benefits
- UCC Health Benefits (_____ other health benefits)
- UCC Dental Benefits (_____ other dental benefits)
- Social Security/Medicare Offset
- Continuing Education Funds
- Continuing Education Time
- Sabbatical Leave
- Other benefits (specify) \$3,000. Annual expense account

d. Ministry Expenses

- Travel Reimbursement
- Meeting Expense Reimbursement
- Books and Periodicals
- Reimbursement of Criminal Background Check fee
- Moving Expenses (negotiated amount)

COMMUNITY CHARACTERISTICS

18. Population

- a. Population of total city or town in which your church is located:
City of Madison 243,344 (U.S. Census Bureau 2013 Population Estimate), Madison Metropolitan Area 568,593 (U.S. Census 2010)
- b. Describe the population by racial-ethnic category and identify the source of the information:
According to 2010 U.S. Census 2010, the race/ethnicity composition is: 78.9% White; 7.3% Black; 7.4% Asian; 6.8% Hispanic; 0.4% Native American; 3.1% Two or More Races; (Source: <http://quickfacts.census.gov/qfd/states/55/5548000.html>)

19. Economic Factors

Identify major sources of employment/income in your community:

- a. University of Wisconsin-Madison
- b. State government
- c. Epic Systems Corporation; American Family Insurance

20. General Description *(Add *** if the information came from a survey of the congregation)*

- a. Describe three distinctive attributes of your community:
 1. High level of education (53.8% of persons age 25+ have bachelor's degree or higher, according to the U.S. Census, American Community Survey)
 2. Low unemployment (3.9% in January 2015 according to the U.S Bureau of Labor Statistics) Source: http://www.bls.gov/eag/eag.wi_madison_msa.htm
 3. Vibrant and engaging community life, with emphasis on living socially responsible and personally healthy lifestyles.
- b. Identify major trends you envision in your community during the next five years:
 1. Continued vitality of the University of Wisconsin and businesses

- 2. Ongoing increase of racial and economic diversity
 - 3. Increasing political activism as state has become more polarized
- c. List three or four problem areas confronting your community that members feel your church should address:
- 1. Poverty/homelessness
 - 2. High rates of incarceration, especially the disproportionately high incarceration rates of African-Americans
 - 3. Continued need for strong advocacy for LGBTQ community
 - 4. Achievement gap in the public schools

d. Indicate Mission Activities

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

Members of the congregation volunteer their time (and financial assistance) for: Prison Ministry Project, Habitat for Humanity, Salvation Army Single Women's Shelter, Thanksgiving community meal, various food pantry drives and donations (including gleanings from the farmer's market and serving meals at Luke House community meals program), annual school supply drive for students in need, Orion Family Services (housing for troubled adolescents), refugee resettlement, LGBTQ and allies activities. Funds are also donated to several other community organizations.

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

There are many possibilities in our community for a pastor to provide leadership and participate in mission driven activities. The Associate Minister would be encouraged to do so. Congregational support for such activity is generally forthcoming as many members of the congregation are deeply committed to these missions.

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

A portion of the building is rented at below-market rates to University Avenue Discovery Center (a daycare). Two adjacent properties are rented at below-market rates to nonprofit organizations (Orion Family Services and Dane County Family Services). Several groups (twelve-step fellowships, jugglers, labyrinth walkers) use rooms for their regular meetings, the dining room is used regularly by a table tennis club and the sanctuary is used for concerts by ConVivo (chamber music group) and other music groups. In addition, a team of youth with special needs from a local high school (mentored by a church member) performs simple cleaning tasks to gain skills and self-assurance.

f. Indicate the number of school districts from which members of your church are drawn:

_____ one _____ two X three or more

CONGREGATIONAL LIFE

*(Add *** if the information came from a survey of the congregation)* [Note from search committee: In conjunction with the Reach and Renew capital campaign, all members were visited and asked to express their opinions about the church and their hopes for the future. The responses below have been informed by those comments.]

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

1. Improve. Our immediate task is to complete the major building and program improvements identified and prioritized in the recent Reach and Renew Campaign which began in 2012 and concludes in 2017. With the enthusiastic success of this campaign, the completion of the project has and will continue to bring renewal for both physical space and also for the vibrant missions, activities, and programs of our church. We will strive to balance our congregation's needs and concerns with the strengths and qualities of our new staff member/s.

2. Grow. We need to continue the trend to grow and broaden our church membership: welcome more new members to worship here; encourage more active involvement of all members, long-term and new; strengthen the mission work and fellowship life of the church; and increase the appeal and relevance of our options for involvement in the outreach, worship, music, educational programs, and governance of the church.

3. Respond. We will continue to be challenged by the quickly changing culture of our local community and beyond, the conservative Christian movement, and our polarized and secular society. Our goal will be to remain relevant, faithful to Christ, and responsive to our own members and to those searching for meaning in their daily lives. To meet this challenge, we will continue, strengthen, and broaden our work in professing our faith in the community, advocating for social justice, and serving the "least of these" locally and in the wider church.

22. Planning

- a. All churches do planning. How would you characterize the way planning is done in your church?

We have not followed a long-range planning process. Short-range planning is entrusted to boards, staff, and special committees.

- b. What expectations do you have of the person you are seeking in relation to the planning that takes place?

The Associate Minister will work under the leadership of the Senior Minister and must be able to work closely with our other staff members and with lay leadership.

- c. When is the last time your church undertook a period of discernment and long-range planning in an intentional way?

The most recent period of discernment and long-range planning took place in 2010 and 2011, when we made the decision to stay in this beautiful building; to do the major repairs and renovations needed to renew our home; and to renew the health of our congregation's worship, missions, and programs.

- d. What were the outcomes of your intentional long-range planning?

This decision (see c above) gave birth to the Reach and Renew capital campaign in which over \$2 million were raised over a five-year process.

- e. Does your church have any plans to undertake a period of intentional long-range planning in the future?

The planning process continues as we meet the challenge of spending the money raised in the Reach and Renew campaign in a very efficient, careful, and intentional way. See Item 21 for additional information.

23. Reflections 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. (*Add *** if information came from a survey of the congregation.*)

- a. Identify the three (*we felt moved by the spirit to include a fourth*) most important faith experiences or events in the history of your church and the year each took place:

Event

Year

- **By faith**--our educational and music programs grew and prospered for decades. In **2000** the congregation affirmed the centrality of these programs by adding staff dedicated to leading these two ministries. Worship and liturgy are grounded in music of varying kinds. Programs for children and youth have enlivened every aspect of our church life (worship, community life, education) and brought growing numbers of young families to find their church home here.
- **By faith**--our congregation established a tradition of community involvement advocating for the disadvantaged and powerless. In **2004** the congregation established a Prison Ministry Project to carry that commitment into a significant discussion of justice issues in our community and into programs for restorative justice in the prisons themselves. The impact of this program is expanding beyond First Congregational church.
- **By faith**--our congregation built an iconic building in a central setting in the perilous economic climate in 1929. In **2011** that building and its location were affirmed by the congregational decision to undertake major repairs and renovations and make an advantage of our significant historic place in Madison.
- **By faith**--our congregation in 1992 was the second in Wisconsin to vote as Open and Affirming and has carried out that affirmation strongly and clearly in the community for over two decades. In **2013** the congregation called Rev. Eldonna Hazen as its Senior Minister. This call by our congregation is an historical event on two fronts as she is the *first woman* called as Senior Minister and the *first lesbian*.

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

The recent (2011) Reach and Renew capital campaign, which raised over 2 million dollars (\$1,920,000 from the congregation and \$250,000 from the First Congregational Church of Madison Foundation, Inc.). Our failing heating system needed to be replaced, but it took a real leap of faith to undertake a large capital campaign in a shaky economy. Many members doubted the goal could be reached, and there was uncertainty about future leadership due to the retirement of the senior pastor. What we learned from this experience was profound: Miracles are possible when people are heard, affirmed, reminded of the heritage of this church, and given an opportunity to hope for the future.

- c. What is God calling your church to do/become over the next few years?

We feel God is calling us to meet the challenges presented by the quickly changing culture of our local community and beyond, in our increasingly polarized and secular society. Our goal will be to remain relevant, faithful to Christ, and responsive to our own members and to those searching for meaning in their daily lives. To meet this challenge, we will continue, strengthen, and broaden our work in professing our faith in the community, advocating for social justice, and serving locally and in the wider church. We are called to be a voice for the poor, the least, the lost, and the last; to be the hands, feet, and voice of Jesus as best we are able; to be relevant in these times with zest and joy!

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

In addition to the customary ministerial duties, we expect the Associate Minister to bring vision and leadership to developing programs, to build connectivity and community within the congregation, and to align the tenets of our faith with the challenges of the 21st century.

- e. Chose the statement that most accurately describes 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

Comments:

- f. Describe the educational program of your church:

CHILDREN:

Sunday School Classes are offered for children age 3 through grade 6. Children attend the first part of worship with their families and head to Sunday School following the Time With Children (TWC). On the first Sunday of the month, children grades 2 – 6 are invited to stay in worship to celebrate communion with their families, while younger children are invited to attend Wee Worship, a worship/class option. Nursery Care is available to infants and toddlers though Sunday morning during worship service and other event. A communion preparation class is offered each fall for children in grade 2 and older. Summer Sunday School is a one-room class. A summer children’s musical is rehearsed and presented in mid-June.

YOUTH:

Youth Groups are offered, and two gatherings are held each month: one for those in grades 6 through 8 and another for those in senior high school. Youth Groups are offered and gatherings are held for those in grades 7 – 12. Bible study/discussion is also offered once a month during worship, following TWC. Also, Movie Meditations are offered several times during the year for youth to view and discuss current releases. Several mission projects are organized throughout the year to give youth opportunities to serve the community (for example, Christmas shopping for the less fortunate and entertaining the residents at area nursing homes). All youth are invited to a winter retreat based on a particular theme offering Bible study and reflection time. The multi-week “Our Whole Lives” sexuality education curriculum is offered every other fall to varied ages (youth in grades 7 through 9). A fifteen-week Confirmation course is offered each spring for youth in grades 8 and older. Summer Mission Trips are also arranged for youth. In addition,

youth participate in CROP walks and the “Amazing Grace,” help with the Thanksgiving meal, and raise money for mission trips through various activities.

FAMILIES:

Social gatherings and educational workshops are offered 3 to 4 times a year to address the needs of young families of the congregation. Educational offerings have included: Reading the Bible to Your Child, Discipline Techniques, and Talking with Your Child about Death and Dying.

In addition to these activities, the Director of Christian Education and the Director of Music Ministries have collaborated to present two or three youth dramatic/musical productions for the congregation each year. The Christmas pageant, a summer musical, and often one or two additional productions involving young people of varying ages have been very popular. Parents and other volunteers help with scenery, costumes, dance and dramatic coaching, and cast wrangling behind the scenes.

ADULTS:

Most adult education programs meet during an hour before worship (this was the time preferred by most people in a church survey in 2012), as well as in the evenings and afternoons. Staff and lay leaders led topics range from Theology, Bible study, church history, drama, meditation, prayer, and comparisons of Christianity with other world religions. Most programs run between 3 to 5 weeks, or during designated times throughout the year.

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

The Sunday School is currently using the SPARK curriculum from Augsburg Fortress Publishing. The curriculum is selected by the Board of Christian Education and the Director of Christian Education for Children and Youth, after appraisal by Sunday School teachers.

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

The Confirmation program is a two-part approach: 1) “Bible Basics” uses the text *The Complete Idiot’s Guide to Bible Study for Teens* by Pastor William R. Grimbold. 2) “Making Disciples” is based loosely on a curriculum written by William H. Willimon, published by Logos Productions, through which students explore the “Big Parts of Christianity” (God, Jesus, Holy Spirit, The Church, Sacraments, Worship, Spiritual Life/Prayer, Church History, UCC History, First Congregational Church history) and becoming an active member of the church. The current Confirmation program was designed by the Director of Christian Education for Children and Youth and approved by the Board of Christian Education.

Are there educational opportunities for all ages? Yes

Does your church have a written Safe Church Policy?

X Yes _____ No

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

Our Associate Minister will be expected to provide enthusiastic support for and interest in the programs for adults, children, and youth. In an effort to improve the education program, he or she in

conjunction with the Director of Christian Education and Board of Christian Education will plan, develop and lead adult education programs.

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

Evaluation of programs and ministries takes place at the board level, reflected by the Adult Education Committee. Attendance records are kept, and informal discussions are held as part of an intentional process of improving all programs.

i. Describe the strengths or positive qualities of your church: (Add *** if information came from a survey of the congregation.)

***Reach and Renew capital campaign volunteers visited church members in their homes and asked for their feelings about the church. A sample of positive comments from members included: *Great church. Emphasis on social gospel. Our church is not afraid to speak out about issues and act. Progressive, welcoming, happy, not overbearing. Range of ages, open and affirming. Missions are important, Bible conversations, concerts, great youth program. Advent workshop, youth musicals, balance of preaching. Great intergenerational events, great Sunday School teaching, Children’s Time, inclusiveness of communion. The Prison Ministry. Excited about upcoming transition and moving to the future.*

21. Indicate major boards, committees, small 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; 4 = the pastor’s presence is expected periodically/occasionally.

Board/Committee	Purpose	#Members	Frequency	Leadership
Executive Council	Church governing board	15	Monthly	2
Board of Community Life	Develops relationships in congregation	6-9	Monthly	2
Board of Stewardship	Oversees stewardship	6-9	Monthly	2
Board of Christian Education	Oversees education program	6-9	Monthly	2
Board of Property	Oversees physical plant	6-9	Monthly	2
Board of Deacons	Oversees worship, music	6-9	Monthly	2
Board of Outreach	Oversees missions, outreach	6-9	Monthly	2
Ministerial Relations	Provides support for ministerial staff	5	Quarterly	3
Church Foundation	Oversees endowment	11	Quarterly	2
Nominating Committee	Presents slate of nominees for elective positions	5	As required	3
Lay Ministry	Minister to homebound, those in nursing homes—monthly visits	10	Annually	2
Adult Education	Plans adult education offerings	8	As needed	2
Electronic Communication	Oversees web presence	4	6 x year	3

Special Needs	Works to remove barriers to participation in worship and programs	8	6 x year	2
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Ongoing small groups	Purpose	#Members	Frequency	Leadership
Women's Book Study	Book group	20	12 x year	2
Pew Warmers	Softball team	18	2 x week in summer	3
Chancel Choir	Sings in worship	20	Weekly	3
Cherub Choir	Performs monthly	12	Weekly	3
Sunday Singers	Sings in worship September through April		Monthly	3
Coventry Ringers	Bell choir, performs 6 x year + outside gatherings	12	Weekly	3
Celebration Ringers	Youth bell choir, performs occasionally	8	Periodically	3
Mid High Youth	Mid high youth group. BBQ (Bounce Bible Quest)	10	2 x Month	3
Senior High Youth	Senior high youth group. GAS (God and Stuff) Bible study	10	2 x Month	3
PIPS	Parents, Infants, Pre-schoolers; families with children ages 0-5	10	Monthly	3
FIGS	Families Including God & Stuff; families with children grades 6-8	5	6 x Year	3
Men's Fellowship	Men's group & book study	8	2 x Month	3
Prayer Shawl Ministry	Knitting group that creates shawls for Baptized babies and the homebound	6	Weekly	3
Parents' Group	Discuss parenting challenges and celebrations through books, blogs and speakers.	6	2 x Month	3

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

 S 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

 S conflict hurts our sense of unity, but we tend not to talk about it

 C 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: The way we deal with conflict is dependent on lay leadership, which is helped most especially by the structure of our Executive Council.

26. Worship

- a. Describe the weekly worship schedule (number of services, times, languages in which the services are conducted, frequency with which communion is included, special emphases such as healing services, contemporary worship, etc.)

10:00 a.m. regular Sunday worship service; Communion Sunday is the first Sunday of each month. Weekly vespers during Advent and Lent. Intermittent quiet reflection service.

- b. Are your worship services or church gatherings sign language interpreted?
 Yes No

Are there particular ministries with persons with developmental disabilities or mental illness?

We have a room where people can see and hear the service if for any reason they cannot be in the sanctuary. Our Special Needs Committee works to support people with developmental disabilities and their families.

- c. 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

X other – specify: Ministerial staff and director of music ministries meet weekly. Deacons provide input and feedback.

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

Our congregation values sermons that are thought provoking and scripture-based and which challenge and inspire us to live our faith in action.

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

We look for a preacher, teacher, liturgist celebrant of baptisms and communion. We hope the minister will provide leadership but also value and integrate the participation of other ministerial staff, lay leaders, and children and youth in worship, and provide a spiritual and caring presence. We appreciate music in worship and hope the minister will have an awareness of its importance.

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

New Century Hymnal. Pilgrim Hymnals are also available in the chapel and are used occasionally, mostly for funerals. Sing! Prayer and Praise hymnals are also available in the pews and used occasionally.

- f. Have you considered using another hymnal? No.

- h.** Churches have a variety of practices related to the use of inclusive language in worship services. (Some churches have made the decision not to change any language in worship; others are intentionally inclusive in their references to people avoiding words such as “mankind”. Some avoid exclusively male references for God and seek to include male and female images as well as a variety of metaphors; other churches exercise care in the words of the liturgy but still utilize “traditional” hymns.) How important is this issue to your church?

We embrace inclusive language whenever possible. During the recitation of the Lord’s Prayer, people are free to say “Our Father,” “Our Creator,” or “Our Mother.” To be faithful to connections with the wider church regarding the validity of baptism, our ministers use the traditional phrase; “I baptize you in the name of the Father, in the name of the Son, and in the name of the Holy Spirit,” but follow it with, “One God, Mother of us all.” The choir uses inclusive language in anthems. The pulpit Bible is the Revised Standard Version, but readers may use the translation that they feel best represents the scripture of the day.

WIDER CHURCH CONNECTIONS

27. United Church of Christ

- a.** Association, conference, or other denominational programs and activities in which church members participated in 2015:

United Church Camps, Inc. Board
 National UCC Nominating Committee
 Wisconsin Conference UCC, Treasurer and Budget Committee
 Wisconsin Conference UCC, Investment Committee
 Wisconsin Conference UCC, Committee on Ministry with LGBT Persons
 Wisconsin Conference UCC, United Church Camps Working Group
 Wisconsin Conference General Synod Delegate (2)

Southwest Association, Personnel Committee
 Southwest Association, Social Concerns Committee
 Wisconsin Conference UCC, Annual Meeting Planning Committee
 Wisconsin Conference UCC - Partners in Education
 Southwest Association UCC, Division on Christian Education
 National UCC, Office of General Ministries Board
 Co-chair, UCC Disabilities Ministries
 National UCC, Wider Church Ministries (UCC Disabilities representative)
 World Council of Churches, Disabilities Advocacy Network

Do you send delegates to association and conference meetings?

Regularly X Occasionally _____ Never _____

We have consistently sent delegates to Conference and Association meetings for at least 20 years. The Moderator and Moderator-elect are considered our two delegates, but others will serve if one or both of them are unable to attend. We also have had others attend as visitors. There have been fewer folks going recently than in past years.

Have members of your church ever served as delegates or visitors to General Synod?

Yes X No _____ Not Sure _____

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

Participate in Association and Conference meetings and encourage congregation members to do the same; participate in and initiate collaborative programming, service projects, and worship among UCC churches in the Madison area. Be open to serving on Association or Conference committees or leadership; encourage members to participate in various levels of the UCC.

- 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

28. Ecumenical and Interfaith Activities

- a. Describe ways your church participated in ecumenical and interfaith activities during the past three years:

We participate with and through Madison-area Urban Ministry and its leadership on such things as connecting children with their mothers who are in prison and assisting individuals returning to society upon release from prison (The executive director of MUM is a church member.) Other MUM events in which we have participated are activities focused on homelessness, including a March and service at the Capitol; and working with the Occupy/tent communities.

The Prison Ministry Project of this congregation has grown to include other UCC congregations and some non-UCC folks. We conduct multi-week interfaith dialog programs at 2 correctional institutions.

We had a one-year “exchange” with an African Methodist Episcopal congregation, with members from both congregations worshipping at the other church’s services and some attendance at other events.

Our Director of Youth Ministries coordinates activities (The Amazing Grace, God Loves Science, CROP walk) to which other denominations are invited.

We have shared our sanctuary and done some occasional programming together with Beth Israel Center.

We have had classes with Muslims as a part of our Gathering (evenings in Lent with supper and educational offerings).

Clergy have participated with the Lubar Institute (Interfaith on campus) and MOSES, the local WISDOM affiliate (WISDOM is an ecumenical social action group).

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

We expect our ministerial staff to be open and imaginative in exploring new ecumenical programs and projects. The list above sets the stage for continued activity.

RELATIONSHIP WITH MINISTERIAL LEADERS

29. Relationship With Prior Leaders

- a. Characterize your church's experience with pastoral leaders over the past 15 years.
You may check more than one response:
 In general, our lay leaders have a history of strong, cooperative relationships with the church's 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:

Eldonna Hazen was hired as Associate Minister in 2006 and was called to serve as Senior Minister in 2013.

- 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. Rev. Eldonna Hazen	2006	2013
2. Rev. Diana Shaw	1997	2004
3. Rev. Nayiri Karjaian	1995?	1997

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

Rev. Diana Shaw, a retired previous Associate Minister, is now an active lay member.

- 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:

The congregation was generous in their prayer and volunteer support during the birth of twins .

- 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 (1991) no: If "yes," respond to the following:

- 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:

- Choose all the issues that may have contributed to the involuntary termination. *You may check more than one or indicate "not applicable."*

32. Leadership Expectations

This is the checklist produced from a congregational survey for the 2013 search for a Senior Minister. The current search committee for the Associate Minister believes that the values prioritized here reflect the personal characteristics valued in an Associate Minister as well.

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

Our church needs a person who...

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. <u>(Given)</u> 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. <u>X</u> _____ is effective in planning and leading worship 6. _____ has a sense of the direction of his/her ministry 7. _____ regularly encourages people to participate in United Church of Christ activities and programs 8. <u>X</u> _____ helps people understand and act upon issues of social justice 9. _____ is a helpful counselor 10. <u>X</u> _____ 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 to their homes 13. <u>X</u> _____ is a good leader 14. _____ is effective in working with children 15. <u>X</u> _____ 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. <u>X</u> _____ works regularly at bringing new members into the church | <ol style="list-style-type: none"> 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. <u>X</u> _____ 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. <u>X</u> _____ encourages people to relate their faith to their daily lives 36. <u>X</u> _____ is accepting of people with divergent views 37. _____ encourages others to assume and carry out leadership 38. <u>X</u> _____ is mature and emotionally secure 39. _____ has strong commitment and loyalty 40. _____ maintains confidentiality 41. _____ understands and interprets the mission of the church from a global perspective 42. <u>X</u> _____ is a compassionate and caring person 43. <u>X</u> _____ deals effectively with conflict 44. _____ 45. _____ |
|---|---|

If there are other comments you wish to make about expectations, include one or more paragraphs here on an additional sheet.

GENERAL

33. Does your governing body or your search committee have a well-defined policy against

discrimination? Yes No Comment:

34. Has your congregation participated in an ONA (Open and Affirming) study/discernment process?

Yes No Comment:

This congregation was among the first in the state to adopt an ONA policy (1992).

35. Is there a position description of the pastor's role and responsibilities?

Yes No If "yes," please attach a copy.

Does your church have a personnel policy covering this position? Yes No

36. List the titles of paid staff positions:

Title: Senior Minister	<input type="checkbox"/> PT	<input checked="" type="checkbox"/> FT
Title: Associate Minister	<input type="checkbox"/> PT	<input checked="" type="checkbox"/> FT
Title: Director of Prison Ministry Project	<input type="checkbox"/> PT	<input checked="" type="checkbox"/> FT
Title: Director of Music Ministries	<input type="checkbox"/> PT	<input checked="" type="checkbox"/> FT
Title: Director of Christian Education for Children & Youth	<input type="checkbox"/> PT	<input checked="" type="checkbox"/> FT
Title: Church Secretary	<input checked="" type="checkbox"/> PT	<input type="checkbox"/> FT
Title: Church Bookkeeper	<input checked="" type="checkbox"/> PT	<input type="checkbox"/> FT
Title: Building Manager	<input type="checkbox"/> PT	<input checked="" type="checkbox"/> FT

37. 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 a final candidate seeking more information about your church, e.g., conference staff, person in community, neighboring pastor:

Name	Telephone	Relationship to Your Church
a. Rev. Douglas Moore	802-299-6152	UCC pastor, friend of the church, former interim minister
b. Rev. Bonnie VanOverbeke	608-274-1859	UCC pastor, friend of the church, former youth leader
c. Rev. Phil Haslinger	608-273-1008	UCC Pastor, friend of the church, former interim minister

38. What groups or individuals in your church have contributed to, reviewed, and/or approved this profile for circulation? The profile was written by the members of the Associate Minister Search Committee with input from ministerial staff and lay leadership. The profile was reviewed and approved by the Executive Council on April 20, 2015.

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. Candidates will be interested to know whether your lay leaders have a history of strong,

cooperative relationships with the church's pastoral leadership. If your church organizational structure is based on intentional lay-led ministries, describe how that structure functions in relationship to the pastor; if your organizational structure is dependent on clergy leadership, describe what will be expected of the pastor.

If you wish, this statement can provide an opportunity for you to elaborate on the list of committees/boards/groups that you identified in Question 24. (For example, in some churches the expectation is for mutual involvement of pastor and finance committee in the financial matters of the church; other congregations have a clear expectation that the pastor will be focused on "spiritual matters" and will be excluded from settings where financial decisions are made.)

Include in the statement reflections on leadership styles that work well for your church. What do you hope/expect that your new pastor will understand and value in your particular style of lay leadership? What would a new pastor need to know in order to work smoothly with your established leaders? 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:

This is a multiple-staff church that respects and values each other's ideas and intellect. The Senior Minister leads with faith, a commitment to social justice and a collaborative approach to ministry. The staff truly enjoys working creatively as a team, which is reflected in thoughtfully planned worship services as well as innovative and bold ideas for leadership and new ministries (examples described above include: Reach & Renew, Prison Ministry, and Healing House).

The lay leadership also values an innovative and participatory approach to engaging in church governance, education, mission activities, outreach and community life. There is excitement, energy and spirit-filled passion among the congregation and they will embrace an Associate Minister who will take initiative to become aware of and engage with outreach programs central to the mission of the church, as well as enjoy developing adult education programs and enhancing community life within the congregation.

We are looking for an Associate Minister who will lead with credibility, personal integrity, humility, kindness, and deep faith, who also values and enjoys reaching out and connecting with people of all ages and backgrounds.

The Associate Minister will provide leadership but also value and integrate the participation of other ministerial staff, lay leaders, children and youth in worship, and provide a spiritual and caring presence.

**Conference or Association
Descriptive Reference**

Church Name: First Congregational United Church of Christ

Location: Madison, Wisconsin

Conference: Wisconsin Conference UCC

Association: Southwest Association

Name of Staff Assisting in the Search: Rev. Kent Ulery

Staff Comments:

Signature of Staff Assisting in the Search

Date