

United Church of Christ  
**SEARCH AND CALL**

A Pilgrimage through  
Transitions and New Beginnings

**SECTION FOUR**  
**THE UCC LOCAL CHURCH PROFILE**

*“Give me a God-listening heart . . .”*

*1 Kings 3:9  
The Message*

## SECTION FOUR

### THE UCC LOCAL CHURCH PROFILE

*“Give me a God-listening heart . . .”*

*1 Kings 3:9*

*The Message*

#### DESIGNING A GOD-LISTENING PROCESS

Rarely do members of a local church have the opportunity to reflect together on the question, *“How do we understand ourselves as a church?”* The preparation of a UCC Local Church Profile (LCP) offers just such an opportunity. The data-gathering may be designed in the way that is appropriate for your particular congregation’s “personality” and style of carrying out God’s mission. Whatever process you follow, the LCP will offer your faith community new possibilities for gathering information, studying, reflecting, discerning, and praying together as you clarify your own unique history and distinctive identity/vocation.

A copy of the Local Church Profile with instructions may be found in the resource material at the conclusion of this section. It may also be downloaded from the UCC website. Go to [www.ucc.org](http://www.ucc.org) and type “lcp” into the search engine. You will find the document available to download in three formats: RTF, Word, and PDF. You may also simply paste [www.ucc.org/ministers/pdfs/lcp.doc](http://www.ucc.org/ministers/pdfs/lcp.doc); [www.ucc.org/ministers/pdfs/lcp.rtf](http://www.ucc.org/ministers/pdfs/lcp.rtf); or [www.ucc.org/ministers/pdfs/lcp.pdf](http://www.ucc.org/ministers/pdfs/lcp.pdf) into your browser.

The Local Church Profile is a document that, when completed, becomes the foundation of your Search Committee’s work. The narrative portions of the profile challenge you to discern and discover what it means to your Community of Faith to name your unique identity/calling/vocation as a Body of Christ. The document enables you to tell the story of your relationships with previous pastors and to describe your town, city, or suburb. The profile tells future candidates about your history, your financial situation, and your relationship with the United Church of Christ. The LCP is both a discernment opportunity and a recruiting tool. The various processes suggested here all encourage you to involve a large group of members in sharing their thoughts, beliefs, disappointments, and hopes for the congregation. When this work is done carefully, your congregation as a whole—and your Search Committee—will have a better sense of how you understand your gifts, vocation, and identity as God’s People. The more

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clearly you can identify and name your gifts and strengths, the clearer will be the picture of the kind of pastoral leader you are seeking to complement and challenge you as “partners in Christ’s service.”

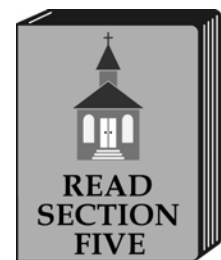
The preparation of the Local Church Profile invites you to take responsibility for describing yourselves accurately and truthfully. Pastoral “mismatches” often can be traced to Local Church Profiles that presented the congregation in unrealistic or inaccurate terms, thus attracting candidates who were not appropriate “fits” for the church as it actually was. Contrary to the fears of some Search Committees, a realistic assessment of the church’s present situation need not be negative; rather, such a document will have integrity and a clear sense of authenticity. In your interactions with candidates, an honest profile establishes a foundation that allows you to explore truthfully both your history and your hopes for the future. On occasion, your committee may be surprised at the level of difficulty involved in preparing such a comprehensive document. At such moments, it is especially important to pause and pray for wisdom.

**Completing the UCC Local Church Profile is a required step in our Search and Call process.**

***A moving conversation between King Solomon and God is recorded in I Kings 3:5-14. Through a dream, God invited the young King to ask for anything he wished. Solomon responded by expressing gratitude to God for the privilege of serving in the midst of such a “great people.” And Solomon then requested the gift of wisdom to aid him in governing those people. Although the King could have asked God for riches or military prowess, Solomon chose to request discernment. The Message translates the request of Solomon in this way, “Give me a God-listening heart so I can lead your people well.” God was very pleased with the request and promised to grant the King “a wise and mature heart.” Studying the story of Solomon and praying for God-listening hearts will nourish your committee as you prepare the material that will become your Local Church Profile.***

Completing the UCC Local Church Profile is a required step in our Search and Call process. Clergy who are seriously interested in your position anticipate studying your document, and they will be particularly attentive to the thoroughness of your profile. When you interview ministerial candidates, you will discover that many of the questions they address to your Search Committee are based on the contents of the church profile.

While the completion of a profile is a required step in the process, the development of a position description is strongly suggested but not required. (**Section Five** of this Search Committee resource includes instructions for developing a position description along with sample



documents.) If your Personnel Committee or other church body has developed such a document, it should be referenced when you complete item #34a and then attached to the completed Local Church Profile.

The format of the Local Church Profile has been established by our denomination for use by all Search Committees. Not every item will apply to every congregation, but it is important to complete as many of the items as possible. When finished, the completed document belongs to your congregation; it will be distributed to potential candidates based on the practices of your Conference/Association and the decisions of your Search Committee. At a minimum, the profile will be shared with candidates in whom your Search Committee has a significant interest; in some settings the Search Committee chooses to transmit the document electronically to every candidate from whom they receive a Ministerial Profile.

## COMPLETING YOUR LOCAL CHURCH PROFILE

### Suggestions for a Comprehensive Process

The identification of the group to oversee data-gathering and preparation of the Local Church Profile should be a decision of the church governing board. While many churches assume that this work is automatically assigned to the Search Committee, there are other models that churches have found helpful. If you have an interim/transition pastor in place, that individual may have experienced a variety of discernment/discovery/data-gathering processes and will be a helpful resource as you make this decision.

One of two models is commonly followed.

### Search Committee Oversight

In this model, the newly designated Search Committee assumes full responsibility for gathering all the data and preparing the Local Church Profile, drawing on information and suggestions from other committees, small group gatherings, and all-church questionnaires.



**Advantages** to Search Committee Oversight include:

- 1) an immediate immersion of the committee members in a process of learning more about the congregation;
- 2) an experience of working together that enables the committee members to bond with one another before they begin making decisions about candidates;
- 3) an opportunity—during a sometimes unsettling transition time—for the church members to experience the “Search Committee in Action;”
- 4) an opportunity to strengthen the committee members’ understanding of the history of the congregation and to develop among the members a very positive attitude about the unique ministries of the church.

**SEARCH COMMITTEE**

**Disadvantages** include:

- 1) the loss of direct involvement of a broader-based group of congregational leaders in the data-gathering and writing process;
- 2) the loss of the opportunity to distribute a “demanding workload” more widely.

### **Governing Board Oversight**

In this model the governing board of the church assumes full responsibility for the preparation of the Local Church Profile. The board often will appoint an ad hoc group or a short-term committee to prepare the LCP draft and submit it to the total governing board for final approval. If your church has recently completed a mission study or engaged in a long-term planning process, you may want to involve one or more members of that group in the profile preparation. Whatever group the governing board selects, it is very important for at least one person who is serving (or will be serving) on the Search Committee to be involved in the congregational data-gathering and the preparation of the profile.

**Advantages** to governing board oversight include:

- 1) the opportunity for a group of people who are not involved in the Search and Call screening process to listen to parishioners and capture their reflections;
- 2) the involvement of a broad-based group of elected leaders who may provide a more accurate description of the church for the Search Committee to use in its discussion with potential candidates;
- 3) the opportunity for the Search Committee members to use their organizational time to become better acquainted with one another, to learn about the UCC Search and Call process, to explore decision-making and discernment resources, and to begin the candidate screening process with fresh energy.

**Disadvantages** include:

- 1) the Search Committee's potential lack of investment in the document they will be sharing with their candidates;
- 2) the possibility of diminished congregational interest because the Search Committee itself is not approaching them directly and requesting their input.

### **Interim/Transition Pastor Assistance**

Your Conference/Association staff person will advise you on the appropriate role your interim pastor will assume during the preparation of the Local Church Profile. The interim pastor may have received specialized training in congregational self-studies; if so, the interim will be an invaluable advisor for the group preparing the profile. Some Conference staff encourage the involvement of the transition/interim pastor while others prefer that the interim pastor take a less active role. If the interim is involved in a less direct way, he/she may be asked to help identify discussion questions for the small group gatherings, serve as a “listener” at one or more of those

***Interims may have specialized skills in assisting a congregational self-study.***

gatherings, and offer suggestions to the group preparing the profile without meeting directly with them.

If the interim pastor is not otherwise involved in the data-gathering process, it is extremely important to give that person an opportunity to offer feedback on an early draft of the Local Church Profile. It is unethical for the interim pastor to have any further involvement with the work of the Search Committee once the committee receives candidates' names and profiles.

### **Consultant Assistance**

Some churches choose to contract with a church consultant or to utilize the extensive self-study resources available from church consulting groups and/or seminaries. Such outside assistance is especially valuable if the church has recently experienced extensive conflict or is undergoing significant growth or decline. In addition, a consultant is often recommended if financial mismanagement or sexual misconduct were factors in the departure of the previous pastor. Conference/Association staff will have suggestions of available resources if your church chooses to move in this direction. Once the consulting process has been completed and a report of the congregational self-study received, the governing board still must make a decision about which group (i.e. the Search Committee or a specially appointed committee) will actually complete the Local Church Profile document.

### **Specialized Circumstances: A Brief Update of a Recent Local Church Profile**

In a few situations, a church may have a fairly up-to-date Local Church Profile. Such is the case when a recently called pastor finds it necessary to resign because of unexpected health issues or family concerns. Such is also the case in multi-staff churches when a profile has been completed recently because the church was calling another pastor to the staff. In these situations the governing board or Search Committee may utilize much of the information in the previous LCP. It is still very important that you not simply reproduce the older profile with only a few minor edits. Churches change significantly, even in a six month period. Each section of the document should be examined to determine whether the information continues to be an accurate reflection of the church's situation and self-understanding. In addition, if the pastor resigned after a very brief tenure, a frank discussion of those circumstances is essential.

***It is still very important that you not simply reproduce the older profile with only a few minor edits.***

## 10 STEPS IN PROFILE COMPLETION

1. The group designated to prepare the Local Church Profile begins by reading the entire document, including the instructions. (This “working group” can be the Search Committee or an ad hoc group appointed by the governing board, as indicated on pages 4-3 and 4-4.) You will note that the profile asks for various kinds of information:
  - there are statistics to be gathered (concerning the church and concerning the community);
  - there is information to be gathered (concerning the church and the community);
  - there is interpretive/narrative information to be prepared;
  - there is a Leadership Expectation Checklist to be completed by a large group of church members;
  - there is a one-page Statement on Leadership in Ministry to be prepared;
  - there are references for the church to be identified.
2. The profile group identifies some sections of the profile that could best be completed by others (church secretary/clerk) or by other committees (CE Board, Mission and Outreach Committee, Finance Committee, Property Committee). The profile group sets deadlines and identifies a liaison to follow up with the designated individuals or groups, answering questions, sharing resources, and researching information that may be needed. Deadlines are essential.
3. Important data on membership, church school enrollment, worship attendance, church budget, and mission giving can be found in the UCC 11 Year Statistical Report for your church. **That data is sent annually on CD to each Conference, and your Conference/Association staff person can easily obtain the page that pertains to your church.** Studying the 11 year figures not only makes your work easier but also helps you identify trends. Because these reports are prepared by the Research Department of our denomination, it is not necessary for you to search through UCC Yearbooks in order to put together this material.
4. An essential part of the Local Church Profile is the description of your proposed compensation package. It is recommended that a small group, (possibly selected by the governing board with representatives from the Finance or Budget Committee) focus exclusively on a financial assessment of the church and the development of the compensation package. Before you can begin receiving names of applicants, this financial group and the Search Committee must be aware of the congregation’s true financial picture. **The profile must include a cash salary (or salary range), housing allowance or parsonage information, and a list of benefits customarily**

***Important data about your church can be found in the UCC 11 Year Statistical Report that is sent annually to each Conference.***

offered. The compensation guidelines of your own Conference/Association will be essential resources for this work; **Section Five** of this Search Committee Resource offers detailed information on financial matters as they relate to the calling of a new pastor.

After receiving recommendations from the financial assessment group, the governing board should agree on salary and housing figures as well as a list of benefits that will be offered; this preliminary information should be included in your Local Church Profile. The initial financial decisions should also be recorded in a written document in order to avoid confusion at a later time, especially if there are leadership changes in the church while the Search Committee is completing its process.



**Section Five** of this Search Committee Resource contains a step-by-step process for “Developing the Terms of Call.” Once the initial salary figures, housing figures, and benefits have been determined and included on page six (page 4-16 in this document) in the Local Church Profile, there is still additional work to be done on overall compensation matters. The Search Committee will move ahead with its work once all the necessary information is included in the profile and the material is ready for circulation. The financial assessment group will no doubt want to continue its work by looking into the cost of moving expenses, the common practices in UCC churches with regard to such matters as short-term and long-term disability arrangements, along with numerous other salary and benefit and professional reimbursement items.

**NOTE:** Detailed “Terms of the Call” will be negotiated directly with the candidate chosen by the Search Committee before information about that candidate is released to the whole congregation. While basic financial decisions will have been made before the search began, flexibility and sensitivity will be needed in order to finalize negotiations that take into account the unique situation of the pastor who has been selected by the Search Committee.

*“God is able to provide you with every blessing in abundance, so that by always sharing enough of everything, you may share abundantly in every good work.”*

*II Corinthians 9:8*

5. The group working on the profile will develop plans to collect reflections, ideas, and comments from the entire congregation. Such data-gathering will be particularly useful if the content remains focused on the *ways in which members understand, experience, and value your church*. Tempting as it may be, it is not helpful to ask the congregation to spend time praising or denouncing the previous pastor, nor is it useful to focus energy on a vision of “the perfect pastor.”

***The group working on the profile will develop plans to collect reflections, ideas, and comments from the entire congregation.***



Each church is free to design this portion of the data-gathering in a way that is appropriate for the customary patterns of your congregation. Possibilities include:

- Conversations following worship;
- On-line chats;
- Evening potlucks;
- Neighborhood gatherings, other small group sessions;
- Saturday or Sunday afternoon coffee and dessert times;
- Congregational Meetings;
- Interviews with committees as they gather for regular meetings;
- Questionnaires.

**Resource #1** contains a list of suggested topics for small group discussions as well as some scriptural possibilities for reflection during those group sessions.

**Resources #2 and 3** are each very brief and are designed to be completed by each individual adult and youth member. **Resource #4** is designed to gather demographic data from each family unit as well as feedback on several important questions. While it is not necessary to use all three questionnaires, each will give you useful information. **Resources #2 and 4** are taken directly from the Local Church Profile while **Resource #3** is more general and is designed to aid the writing group in composing the narrative portions of the profile. Questionnaires should be made available on-line as well as in printed form. Portions of the questionnaires may also be incorporated in the small group gatherings.

As you tally the results of your questionnaires and as you review notes from the small group discussions, it will be important to keep the congregation informed as to the feedback your committee has received.

**Resource #5** includes a list of web sites and books that offer other options for self-study questionnaires; you may find that some of these self-study resources will be more appropriate for your particular congregation. If you are working with a consultant, that person may have a particular data-gathering process that she or he will want the congregation to follow.

6. The resource section also contains a brief questionnaire (**Resource #6**) for you to circulate among the leaders of outside groups who use your church. The documents will offer very helpful perspectives on your church's ministry within the wider community.
7. Now is the time for the best writer(s) on your committee to assemble the gathered material. Because the search process is competitive, it is important to fill your profile out as carefully and as completely as possible. You are also invited to make it attractive by gathering and including photos of congregational life.

***Because the search process is competitive, it is important to fill your profile out as carefully and as completely as possible.***

8. When a completed DRAFT of the Local Church Profile is available, the entire Search Committee will want to review it very carefully.
9. The DRAFT Local Church Profile should then be “reality tested” with a group of congregational leaders, the interim pastor, and the UCC staff person. In some settings the profile is made available (usually on-line) to any interested person in the congregation; a feedback session is then held following Sunday worship so the Search Committee can receive comments indicating whether the members believe the content actually reflects who they are and accurately describes the kind of pastor they are seeking.
10. The staff person writes comments for page 17 (page 4-28 in this document), and those comments are reviewed with the Search Committee. The chairperson of the Search Committee and the staff person then sign off on the profile, and the document is ready for circulation. The profile will be distributed according to the practices suggested to you by your staff person.

**Concluding Note:** *If your Local Church Profile accurately reflects your church’s strengths, identity, gifts, and vocation—even as you are discerning what God is calling/claiming you to become in the future—you will never be tempted to seek a pastor to “re-create your past.” Rather, you will come to understand—as a result of your faithful work—that you are engaged in a unique, visionary enterprise. You will seek out the new pastor who is eager to work with God and the congregation discerning a new future together, utilizing the strengths, the spirit, and the gifts of all.*

*Note: All scripture passages are taken from The New Revised Standard Version of the Bible except where “The Message” is noted.*

## 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.

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### 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.

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Date

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Position to be filled

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**United Church of Christ**

**LOCAL CHURCH PROFILE  
FOR LOCAL CHURCHES SEEKING NEW LEADERS**

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**Local Church  
Statement of Consent**

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

We understand that a candidate may wish to secure further knowledge, information, and 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.

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Signature of Search Committee Chairperson

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Date

**Church**

Name:

Address:

City, State, Zip:

**Search Committee Chairperson or Contact Person**

Name:

Address:

City, State, Zip:

Telephone:

Fax:

E-Mail:

\_\_\_\_\_

Date

\_\_\_\_\_

Position to be filled

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## LOCAL CHURCH PROFILE

### FOR LOCAL CHURCHES SEEKING NEW LEADERS

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

**1. Church:**

**2. Address:**

City, State, and Zip:

Church Website:

**3. Name of Search Committee Chairperson/Contact Person:**

Address:

City, State, and Zip:

Telephone:

Email:

FAX:

**4. Conference/Association Staff Person Assisting Our Church:**

Address:

City, State, Zip:

Telephone:

Email:

FAX:

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### MEMBERSHIP INFORMATION

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**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
<b>a.</b> # Church members			
<b>b.</b> Average attendance at worship			
<b>c.</b> Average participation of children/youth in C.E.		.	.
<b>d.</b> Average weekly participation in adult education			
<b>e.</b> # Members who are ordained clergy		-----	-----

## 6. Profile of Congregation

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

### a. Age:

- \_\_\_\_\_ % ages 0 - 5
- \_\_\_\_\_ % ages 6-18
- \_\_\_\_\_ % ages 19-34
- \_\_\_\_\_ % ages 35-49
- \_\_\_\_\_ % ages 50-64
- \_\_\_\_\_ % ages 65-74
- \_\_\_\_\_ % ages 75 +

### b. Education level of adults:

- \_\_\_\_\_ % completed less than high school
- \_\_\_\_\_ % high school graduates
- \_\_\_\_\_ % some college/vocational school
- \_\_\_\_\_ % college graduates
- \_\_\_\_\_ % graduate school

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

### c. Family units:

- \_\_\_\_\_ % couples with children at home
- \_\_\_\_\_ % couples without children at home
- \_\_\_\_\_ % single
- \_\_\_\_\_ % single parent with children at home

### d. Occupation of adults:

- \_\_\_\_\_ % business
- \_\_\_\_\_ % clerical
- \_\_\_\_\_ % farmer/rancher
- \_\_\_\_\_ % laborer/manufacturing
- \_\_\_\_\_ % professional
- \_\_\_\_\_ % student
- \_\_\_\_\_ % tradesperson
- \_\_\_\_\_ % other

### e. Employment:

- \_\_\_\_\_ % employed
- \_\_\_\_\_ % not currently employed
- \_\_\_\_\_ % retired

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

## CHURCH FINANCES

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

	Last Year	5 Years Ago	10 Years Ago
<b>7. Total Church Income</b>			
<b>a.</b> Members offerings and pledges			
<b>b.</b> Interest from investment or endowments			
<b>c.</b> Principal reduction (endowments or investments)			
<b>d.</b> Rentals			
<b>e.</b> Special Fundraising			
<b>f.</b> Other			

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

Goal: \$                      Pledges: \$                      Actual Received: \$

Goal: \$                      Pledges: \$                      Actual Received: \$

	<b>Last Year</b>	<b>5 Years Ago</b>	<b>10 Years Ago</b>
<b>8. Total Operating Budget</b>			
<b>a.</b> Our Church's Wider Mission Basic Support			
<b>b.</b> Our Church's Wider Mission Special Support			
<b>c.</b> Other gifts			
<b>d.</b> Current local expenses			
<b>e.</b> Annual capital payments			
<b>f.</b> Other debt			

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

- \_\_\_\_\_ One Great Hour of Sharing
- \_\_\_\_\_ Neighbors in Need
- \_\_\_\_\_ Christmas Fund
- \_\_\_\_\_ Strengthen the Church
- \_\_\_\_\_ 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.	
2.	
3.	
4.	

- b.** What mission project has excited your church the most in the past three years? Why?

**11. Indebtedness**

- a.** Total amount of outstanding mortgages/capital debt: \$
- b.** Total amount of other debt: \$  
Describe:

c. Are payments current? \_\_\_\_\_ yes \_\_\_\_\_ no

**12. Capital Campaigns:**

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

Goal: \$	Outcome: \$
Goal: \$	Outcome: \$

b. What projects were undertaken as a result of your capital campaign?

c. Was there a mission or outreach component to the campaign? \_\_\_\_\_ Yes \_\_\_\_\_ No

d. If a capital campaign is underway or anticipated, describe it:  
Goal: \$ Beginning Date:  
Purpose:

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

**13. Assets held by the Church:**

a. Reserves (savings): \$

b. Endowments/Investments: \$

c. Describe buildings and property of your church except the parsonage:

d. Is the church building (including sanctuary and offices) handicapped accessible?  
Yes \_\_\_\_\_ Partially (specify) \_\_\_\_\_ No \_\_\_\_\_

Is the pulpit handicapped accessible? Yes \_\_\_\_\_ No \_\_\_\_\_

e. If a building program is projected or underway, describe it, including estimated date of completion:



f. If the church owns a parsonage, describe it:

Address:

City, State, Zip:

Number of Rooms:

Number of Bedrooms:

Number of Bathrooms:

Description:

Distance from Church

Handicapped Accessible? Yes \_\_\_ No \_\_\_ Partial \_\_\_

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**FINANCIAL SUPPORT OF MINISTERIAL LEADERS**

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

\_\_\_ yes    \_\_\_ yes for some compensation items but not all    \_\_\_ no

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

\_\_\_ 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								
b. Previous								
c. Next previous								

**16. During the above period, has your church ever 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 \$ \_\_\_\_\_  
Conference recommended salary range: \$ \_\_\_\_\_
- b. Housing: \$ \_\_\_\_\_  
\_\_\_\_\_ Housing allowance only \_\_\_\_\_ Parsonage only \_\_\_\_\_ Would consider offering either
- c. Customary benefits:  
\_\_\_\_\_ Vacation: \_\_\_\_\_ weeks annually  
\_\_\_\_\_ Maternity/paternity leave  
\_\_\_\_\_ UCC Retirement Annuity ( \_\_\_\_\_% 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) \_\_\_\_\_
- d. Ministry Expenses  
\_\_\_\_\_ Travel Reimbursement  
\_\_\_\_\_ Meeting Expense Reimbursement  
\_\_\_\_\_ Books and Periodicals  
\_\_\_\_\_ Reimbursement of Criminal Background Check Fee  
\_\_\_\_\_ Moving Expenses

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## COMMUNITY CHARACTERISTICS

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## 18. Population

- a. Population of total city or town in which your church is located:
- b. Describe the population by racial-ethnic category and identify the source of the information:

## 19. Economic Factors

Identify major sources of employment/income in your community:

- a.
- b.
- c.

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

- 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.
- 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:
- e. Describe how your church building is now being used by the community:
  
  
  
  
  
  
  
  
  
  
- f. Indicate the number of school districts from which members of your church are drawn:  
\_\_\_\_\_ one      \_\_\_\_\_ two      \_\_\_\_\_ three or more

---

## **CONGREGATIONAL LIFE**

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*(Add \*\*\* if the information came from a survey of the congregation)*

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

### **22. Planning**

- a. All churches do planning. How would you characterize the way planning is done in your church?
  
  
  
  
  
  
  
  
  
  
- b. What expectations do you have of the person you are seeking in relation to the planning that takes place?
  
  
  
  
  
  
  
  
  
  
- c. When is the last time your church undertook a period of discernment and long-range planning in an intentional way?
  
  
  
  
  
  
  
  
  
  
- d. What were the outcomes of your intentional long-range planning?
  
  
  
  
  
  
  
  
  
  
- e. Does your church have any plans to undertake a period of intentional long-range planning in the future?

### **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 most important faith experiences or events in the history of your church and the year each took place:

**Event**

**Year**

1.

2.

3.

**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:

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

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

**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:

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



**24. 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
Ongoing Small Groups	Purpose	# Members	Frequency	Leadership

## 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.

- as a church, we respect and listen to each other and work things through without generating divisiveness
- 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
- some have left our church because of conflict
- conflict hurts our sense of unity, but we tend not to talk about it
- painful experience with conflict has been present, but it has been worked through, and we have learned from the experience
- we have had some painful experiences with conflict, and they linger in the background
- open conflict is present, and we need a minister who can help us deal with it
- other Specify:

Comment:

## 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 empases such as healing services, contemporary worship, etc.)

- 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?  
Comment

- 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
  - other – specify:

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



- e. Describe the role in worship of the person you are seeking:
  
- f. What hymnal(s) are currently used by your congregation in worship?
  
- g. Have you considered using another hymnal?
  
- 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?

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## WIDER CHURCH CONNECTIONS

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### 27. United Church of Christ

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

Do you send delegates to association and conference meetings?

Regularly \_\_\_\_\_ Occasionally \_\_\_\_\_ Never \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ Not Sure \_\_\_\_\_

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

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**RELATIONSHIP WITH MINISTERIAL LEADERS**

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**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:

- 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 or pastor emeritus/a is currently a member of the church, describe his or her involvement 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:

- Choose all the issues that may have contributed to the involuntary termination. *You may check more than one or indicate “not applicable.”*
  - \_\_\_\_\_ conflict of personalities in the church
  - \_\_\_\_\_ inadequate performance
  - \_\_\_\_\_ pastoral style inappropriate for this church
  - \_\_\_\_\_ ethical issues or issues of fitness for ministry
  - \_\_\_\_\_ financial stresses
  - \_\_\_\_\_ other. Specify:
  
- 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	_____ kind
_____ compassionate	_____ supportive
_____ harsh	_____ indifferent
  
- Describe what your church has learned from the experience about itself and its relationship with persons who provided ministerial leadership:

**30. Does the church have a Pastoral Relations Committee?**    \_\_\_\_\_ yes    \_\_\_\_\_ no

If yes, describe its purpose, functions and how often they meet:

**31. Is there periodic assessment/evaluation of the nature of the work and of the performance of that work for the position you are seeking to fill? Describe it:**

Is the periodic ministerial evaluation coordinated with a regular assessment of the overall ministry of the congregation?

### 32. Leadership Expectations

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

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:

**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 other paid staff positions for whom this person provides supervision and indicate whether these positions are full-time (FT) or part-time (PT).**

Title:	<input type="checkbox"/>	PT	<input type="checkbox"/>	FT
Title:	<input type="checkbox"/>	PT	<input type="checkbox"/>	FT
Title:	<input type="checkbox"/>	PT	<input type="checkbox"/>	FT
Title:	<input type="checkbox"/>	PT	<input 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.		
b.		
c.		

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

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## **STATEMENT ON LEADERSHIP IN MINISTRY**

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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:

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## Conference or Association Descriptive Reference

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**Church Name:**

**Location:**

**Conference:**

**Association:**

**Name of Staff Assisting in the Search:**

**Staff Comments:**

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Signature of Staff Assisting in the Search

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Date





United Church of Christ  
**SEARCH AND CALL**

A Pilgrimage through  
Transitions and New Beginnings

**SECTION FOUR**  
**THE UCC LOCAL CHURCH PROFILE**

**RESOURCES**

*“Give me a God-listening heart . . .”*

*1 Kings 3:9*



## **SOCIAL GATHERING QUESTIONS**

<b>Resource 1</b>
-------------------

1. Tell one positive thing about our church.
2. What attracts you and keeps you coming to our church?
3. What do you think is the most important thing a new minister could bring to our church?
4. What do you see as our church's most important need and how do you think we should accomplish this?
5. How could we make it easier for people to volunteer, serve or participate in church activities/committees?
6. What do you think that God is calling our church to do/become over the next few years?

Suggested scripture studies that could be integrated with discussion of this essential question:

I Peter 2:9-10  
Luke 4:18-19  
II Corinthians 4:1, 7-16a  
Isaiah 58:6-11

7. How could we make the Church more welcoming?
8. Other Comments?



**FAMILY QUESTIONNAIRE**

**COMPLETE ONE QUESTIONNAIRE PER FAMILY UNIT**

Please take a moment to respond to the following confidential questions. Responses will help the Pastoral Search Committee create a Local Church Profile for our church. You may view the complete document on the national web site, [www.ucc.org](http://www.ucc.org). This profile will be used to describe our church to potential pastors.

**PROFILE OF CONGREGATION:**

1. Age: list the total number of members in each age group that are in your household including yourself:

\_\_\_\_\_ 0-5 years      \_\_\_\_\_ 19-34 years      \_\_\_\_\_ 50-64 years      \_\_\_\_\_ 75 years or older  
\_\_\_\_\_ 6-18 years      \_\_\_\_\_ 35-49 years      \_\_\_\_\_ 65-74 years

2. Education of adults in your household, list all adult members in your household including yourself:

\_\_\_\_\_ Did not complete high school      \_\_\_\_\_ Some college/vocational      \_\_\_\_\_ Graduate school  
\_\_\_\_\_ High school graduate      \_\_\_\_\_ College graduate

3. Family units, check one:

\_\_\_\_\_ Couple with children at home      \_\_\_\_\_ Single  
\_\_\_\_\_ Couple without children at home      \_\_\_\_\_ Single parent with children at home

4. What is the occupation of each adult in your household:

\_\_\_\_\_ Business      \_\_\_\_\_ Farmer/rancher      \_\_\_\_\_ Professional      \_\_\_\_\_ Tradesperson  
\_\_\_\_\_ Clerical      \_\_\_\_\_ Laborer/Manufacturing      \_\_\_\_\_ Student      \_\_\_\_\_ Other

5. What is the current employment information of each adult in your household

\_\_\_\_\_ Employed      \_\_\_\_\_ Not currently employed      \_\_\_\_\_ Retired

**PLEASE RESPOND TO ANY QUESTIONS YOU WISH**

6. Describe three distinctive attributes of our community:

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

7. Identify major trends you envision in our community during the next five years:

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

8. List three or four problem areas confronting our community that you feel our church should address:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

9. Identify major trends you envision in our church in the next five years:

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---

10. Identify the three most important faith experiences or events in the history of our church:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

11. Identify the most challenging faith experience or event in the life of our church in the last three years and what you believe we learned from that experience:

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---

---

12. Describe the strengths or positive qualities of our church:

---

---

---

13. Describe the style and content of preaching which you value:

---

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---

**To be completed by each adult/youth**

Please indicate your assessment of the church's life and work by circling the number most closely approximating your opinion.

**HOW TRUE IS EACH STATEMENT?**

1. In terms of fellowship, I see my church as **Warm and Personal:**

1	2	3	4	5
Very true		Moderately true		Not at all true

2. In terms of worship, I see my church as **Alive and Compelling:**

1	2	3	4	5
Very true		Moderately true		Not at all true

3. In terms of its commitment to Christ, I see my church as **Very Dedicated:**

1	2	3	4	5
Very true		Moderately true		Not at all true

4. In terms of knowledge of the Bible, I see my church as **Knowledgeable:**

1	2	3	4	5
Very true		Moderately true		Not at all true

5. In terms of its program of education, I see my church as **Effective and Innovative:**

1	2	3	4	5
Very true		Moderately true		Not at all true

6. In terms of its evangelism, I see my church as **Forthright and Clear:**

1	2	3	4	5
Very true		Moderately true		Not at all true

7. In terms of stewardship, I see my church as **Generous and Self-sacrificing:**

1	2	3	4	5
Very true		Moderately true		Not at all true

8. In terms of its service to others in the community, I see my church as **Active and Concerned:**

1	2	3	4	5
Very true		Moderately true		Not at all true

9. In terms of its emphasis on youth needs, I see my church as **Invested:**

1	2	3	4	5
Very true		Moderately true		Not at all true

10. In terms of its knowledge of the UCC, I see my church as **Knowledgeable:**

1	2	3	4	5
Very true		Moderately true		Not at all true

11. In terms of its unity, I see my church as **Cooperative and Trusting:**

1	2	3	4	5
Very true		Moderately true		Not at all true

12. In terms of communication with/among itself, I see my Church as **Open and Clear:**

1	2	3	4	5
Very true		Moderately true		Not at all true

13. In terms of having clear goals, I see my church as **Well Focused:**

1	2	3	4	5
Very true		Moderately true		Not at all true

*(Adapted, with permission, PCUSA "Church Leadership Connection")*



## LEADERSHIP EXPECTATIONS: CALLED PASTOR

Resource 4

### COMPLETE ONE PER EACH ADULT/YOUTH

Please take a moment to respond to the following.

**Leadership Expectations (Question #32 in the Local Church Profile):** Read through the list below and **mark only 12** of the items that you think are the most important qualities for our settled minister. If you do not see one you would like included, write it in at the end.

#### 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 his/her 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 to their homes
  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 views
  37. \_\_\_\_\_ encourages others to assume and carry out leadership
  38. \_\_\_\_\_ 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. \_\_\_\_\_ is a compassionate and caring person
  43. \_\_\_\_\_ deals effectively with conflict
  44. \_\_\_\_\_
  45. \_\_\_\_\_
- If there are other comments you wish to make about expectations, include one or more paragraphs on the reverse side of this sheet.



## ADDITIONAL CONGREGATIONAL SURVEY AND RESEARCH RESOURCES

### Resource 5

Search Committees may wish to explore a contract with an institution that has extensive experience in surveying members of local churches. Such institutions will provide survey instruments, tally the instruments after the members have completed them, and produce a report whose narrative text and graphs give an extensive “picture” of your congregation.

The websites for these organizations will offer you samples of their questionnaires as well as sample reports. Please note that these materials are subject to copyright laws and may not be reproduced or incorporated into your own survey instrument. If your congregation is interested in an in-depth study of your church, it would be wise to check out a variety of research resources. Costs vary; customarily there is a basic contract fee, a minimal charge for each questionnaire used, and a charge for processing the final report.

The Hartford Seminary Institute for Religious Research offers a questionnaire that is specifically focused on a pastoral vacancy; their “*Pastoral Search Inventory*” has been used by many UCC congregations. (Go to [www.hirr.hartsem.edu](http://www.hirr.hartsem.edu) and type *Pastoral Search Inventory* into their search engine.)

Another survey instrument suggested by some UCC Conference/Association Ministers is available from US Congregational Life. That survey is titled “*Discover Your Congregation’s Strengths*.” In addition to providing you with the results of your own survey, their report also provides data that allows your committee to compare your strengths with those of similar-sized churches. ([www.uscongregations.org](http://www.uscongregations.org))

Other survey instruments offer full service demographic information that is particularly focused on faith-based communities. The Church of the Nazarene demographic site offers a free data base (<http://ext.nazarene.org/m3/scr/ucc.exe>). Context is another demographic organization ([www.perceptgroup.com](http://www.perceptgroup.com)), and the internet will reveal many other possibilities. If you are considering a contract with a congregational research organization, be certain to consult with your Conference/Association staff person; she/he will be aware of the survey instruments that other search committees have found helpful.

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Members of your Search Committee may also wish to explore recent research reports and informative articles about congregations. “*What Do Lay People Want in Pastors?*” is a helpful research report by Dr. Adair T. Lummis; the project includes a valuable section on “*The Plight of Small Churches*.” ([www.pulpitandpew.duke.edu/reports.html](http://www.pulpitandpew.duke.edu/reports.html), available for downloading at no cost.) The Alban Institute produces a wide variety of resources for congregations, and their weekly newsletter is available free of charge. ([www.alban.org](http://www.alban.org)) There are numerous other websites that UCC congregations have found helpful, including (but not limited to) [www.centerforcongregations.org](http://www.centerforcongregations.org) and [www.congregationalresources.org](http://www.congregationalresources.org).



**HOW OTHERS SEE US**

(Distribute 2 copies to each community organization or group that uses the church facilities.)

What are the present ministries of this church as you perceive and/or experience them?

What new opportunities of ministry do you see for this church?

What are potential areas of growth for this church?

What else would you like to share with the Search Committee that is seeking a new pastor for this congregation?

*(Adapted, "Calling an American Baptist Pastor")*



**HOW OTHERS SEE US**

(Distribute 2 copies to each community organization or group that uses the church facilities.)

What are the present ministries of this church as you perceive and/or experience them?

What new opportunities of ministry do you see for this church?

What are potential areas of growth for this church?

What else would you like to share with the Search Committee that is seeking a new pastor for this congregation?

*(Adapted, "Calling an American Baptist Pastor")*

