

A profile of the First Congregational Church of Falmouth

November 27, 2011

Gathered in 1708, the First Congregational Church of Falmouth is steeped in history. The beautiful church building with its tall steeple is prominently located adjacent to the village green where it is highly visible in the community and has drawn people to Christian worship for over 300 years. We gain strength from our heritage and look forward toward a bright future as we seek to live out the core of our Church Covenant with each other and with God. As we continue to work toward revitalization we believe that God is calling us not only to become more spirit-filled as a congregation, but also to deepen our faith in such a



way that we more intentionally live out the commandment to “love one another” (John 13:34) and thus become a beacon of that faith to the community and beyond. We seek a settled minister who will help us know God more fully through worship, prayer, and discernment, to strengthen our faith and our love of Jesus Christ, and to take that knowledge, faith and love into the world through mission, outreach and Christian education.

As a congregation we embrace different points of view on spiritual matters. Through worship, Christian education and Bible study we aim to nurture individual interpretation of Scripture and life-long personal exploration of faith and spiritual growth, while continuing to respond to God’s will. At the same time we seek to build a sense of community that is truly a living body of Christ. The leaders of this congregation draw from a wide diversity of experience of what it means to be a church. Together we express a genuine commitment to move toward a common understanding of what it means to listen for God’s will for our church.

A key challenge for our next settled minister will be to help us respond to societal changes, both in terms of our portfolio of activities as well as in our organizational structure. From an organizational perspective we share many attributes of a program-sized church. However, in terms of numbers our membership is drifting toward a pastoral-sized church. As

such it is becoming more challenging to provide the revenue stream and human resources necessary to meet the needs of a program-sized agenda.

Close collaboration among the minister, lay leadership and active members will be essential.

Our church reflects the culture of the community that surrounds us. Many residents of Falmouth have retired here after having had fulfilling and productive lives in other churches and in other places. Falmouth is also a seasonal community and the church is frequently blessed with different faces at Sunday worship.



Some of the other challenges we face as we continue toward revitalization include reaching out to younger families, identifying and putting to use members' gifts for ministry, finding more effective ways to communicate, both internally and externally, and learning to listen to and value one another's opinions in our decision-making process as Christian companions.



As we embark on our search for a new minister we have a renewed sense of call to ministry within our congregation, to the community, and to the world beyond. We pray for a pastor who will lead us with an engaging, welcoming and faith-filled spirit while encouraging us

to live out our covenant with God and with each other as we become a more vibrant, spirit-filled church.

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

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

- 1. Church: FIRST CONGREGATIONAL CHURCH OF FALMOUTH**
- 2. Address: 68 Main St., Falmouth, MA 02540
www.firstcongfalmouth.org**
- 3. Name of Search Committee Chairperson/Contact Person: Mrs. Evelyn Johnson**

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- 4. Conference/Association Staff Person Assisting Our Church: Rev. Don Remick**

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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	* 441	* 605	* 623
b. Average attendance at worship	150	175	225
c. Average participation of children/youth in C.E.	45	50	60
d. Average weekly participation in adult education	na	na	na
e. # Members who are ordained clergy	5 **	-----	-----

*In 2010 the church leadership made a conscientious effort to review the membership roster for accuracy. We attempted to contact members that had not been heard from for several years via letter, and if possible, phone. This process resulted in a reduction of the membership list. We believe that a membership of 441 now reasonably reflects the number that the church serves. By this new process the numbers from 5 and 10 years ago are likely overstated if viewed in the terms stated in our by-laws (time, talent, treasure). **4 of the 5 ordained ministers are designated Honorary Ministers, who are available to assist at baptisms, weddings, funerals, etc. at the

discretion of the minister. Source: Annual reports to the UCC and the Deacons weekly records.

6. Profile of Congregation

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

a. Age:

1.3 % ages 0 - 5
16.4 % ages 6-18
5.0 % ages 19-34
12.2 % ages 35-49
19.9 % ages 50-64
20.0 % ages 65-74
25.2 % ages 75 +

c. Family units:

19.4 % couples with children at home
39.6 % couples without children at home
38.4 % single
2.6 % single parent with children at home

b. Education level of adults:

1.8 % completed less than high school
3.6 % high school graduates
27.6 % some college/vocational school
17.3 % graduate school

d. Occupation of adults:

5.0% business
15.0% clerical
0 % farmer/rancher
5.0% labor/manufacturing
65.0% professional
0% students
10.0% tradesperson
0% other

e. Employment:

45.1% employed
5.7% not currently employed
49.2% retired

Sources: US 2010 Census data, Town Lists of Falmouth, Bourne, Mashpee and Sandwich and information in church records or personal knowledge of church leaders and employee. While it is substantive data it is reasonably accurate.

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

Our church generally reflects the area's racial-ethnic makeup.

Based on US 2010 Census records the Town of Falmouth is 99.0% white. Not clearly identified is a small population of Native American. The Hispanic count is mostly Brazilian whose population here has increased in the past decade.

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
7. Total Church Income			
a. Members offerings and pledges	267,053	288,219	220,742
b. Interest from investment or endowments	1,329	2,659	5,088
c. Distributions from invested funds	65,268	68,113	117,606
d. Rentals	15,025	19,321	38,215
e. Special Fundraising---Christmas Fair	13,429	14,510	12,868
f. Other---Extra Mile	8,448	--	

Source: church's annual reports

If the church has conducted an annual stewardship campaign, list results for the past two years: Goal: \$255,000 Pledges: \$218,000 Actual Received: \$241,602----(2010)

Goal: \$255,000 Pledges: \$255,422 Actual Received: \$236,450----(2009)

	Last Year	5 Years Ago	10 Years Ago
8. Total Operating Budget			
a. Our Church's Wider Mission Basic Support	10,000	9,000	9,000
b. Our Church's Wider Mission Special Support	1,987	2,220	2,120
c. Other gifts	24,340	35,150	28,837
d. Current local expenses	383,302	396,275	364,480
e. Annual capital payments	0	0	0
f. Other debt	0	0	0

Sources: Annual report of Outreach Committee and church's financial statements contained in its annual report.

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

1,438 One Great Hour of Sharing
549 Neighbors in Need
0 Christmas Fund
0 Strengthen the Church
0 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.)

***The membership participated in special offerings for disasters in Haiti, Japan, and western Massachusetts. These do not appear as either operating income or expense because they were paid directly through the UCC.

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.Falmouth Service Center	\$3,500
2.Confidential Assistance Fund (Minister’s discretionary fund)	\$2,500
3.Upper Cape Chaplaincy	\$2,000
4.Housing Assistance Corp, (HAC)	\$1,600

Source: Outreach Comm. Annual report for 2010

* Our total outreach budget of \$34,340 also supports 28 non-profit organizations.

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

Although we cannot point to one single project that excites us, our church is motivated to support the community and beyond through continued support of our local Service Center and charities. Our Outreach Committee thoughtfully and prayerfully disburses members’ financial support (approximately \$35K) to 28 non-profit organizations on the Cape and beyond. Our Confirmation Class, after attending a weekend retreat at Heifer International, is overseeing a weekly collection in support of the project as well as recently participating in an ecumenical Alternate Gift Market (also actively supported by our church’s outreach committee) which raised significant funds for the cause. Individually and in small groups, our members participate in charitable activities of their choice such as the Falmouth Service Center, Emerald House, Emerson House, Habitat for Humanity et al. We do believe that mission is an area that we can continue to improve and seek our minister’s leadership and guidance. We have found that we are at our best when working together as a congregation toward a common goal, such as our annual Christmas Fair, and would benefit through channeling that energy toward additional mission work.

11. Indebtedness

- a. Total amount of outstanding mortgages/capital debt: **\$ NONE**
- b. Total amount of other debt: **\$ NONE**
- c. Are payments current? NA yes _____no

12. Capital Campaigns:

- a. If the church has had capital campaigns in the last ten years, note goal and results:
 Goal #1: \$200,000 Outcome: \$200,000
 Goal #2: \$15,000 Outcome: \$21,418
- b. What projects were undertaken as a result of your capital campaign?
 1. Renovation of Sanctuary for our 300th anniversary in 2007/2008 and Refurbishing the Kitchen
 2. Organ Repair Fund- 25 year old Austin organ was repaired, the chest rebuilt and pipes refurbished.
- c. Was there a mission or outreach component to the campaign? NO

- d. If a capital campaign is underway or anticipated, describe it:
 Goal: \$ Beginning Date: Purpose: No Current Capital Campaign.

Each year we receive distributions (about \$50,000) from invested funds dedicated to capital repairs and replacements (see also 13b). If we do not spend these distributions, then they are reserved for future capital projects. For example, about 2004 we renovated our church belfry and bell tower for \$125,000. This required us to set aside the money over several years. Other recent expenditures include refurbishing our 195 year old parsonage (Manse) and painting the entire church, each of which cost approximately \$50,000.

13. Assets held by the Church:

- a. Reserves (savings): \$ None per se.

- b. Endowments/Investments:
 Faxon Fund: \$2,986,076
 Endowment Fund: \$112,017
 Mass Conference Fund: \$ 43,333

The Faxon Fund, donated in 1995, is used to fund capital repairs and replacements and general operating expenses. The annual withdrawal is set at up to 4% of the average balance of the preceding 12 quarters market values. It is distributed 45% to capital projects and 55% to general operations. The endowment fund is principal protected at the donors request. The income is distributed to general operations. The Mass Conference fund is unrestricted, held in reserve for emergencies. It provides a small yearly distribution.

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

The church sits directly across from the village green where it was sited before being moved to its present site in the 19th century. The bell tower over the narthex contains an original Paul Revere bell. The sanctuary is about 50 ft. by 40 ft. and contains an upper balcony with an Austin organ and choir loft. It was refurbished in 2008/9 in celebration of the 300th anniversary. In 1958 funds were donated in memory of Harry Hall to add 40 ft. to the back of the altar for offices, meeting rooms and a parlor plus class rooms below. In 1991 the Faxon Christian Education Center was added (approx. 70 ft. by 50 ft.) with fellowship hall and kitchen on the main floor and 8 classrooms below. This is accessible from the sanctuary or the portico on the north side with an elevator. Both the church and its additions and the Manse are sited on about two acres of land, are attractively landscaped with parking for 78 vehicles and a playground for small children. The church is listed on the National Register of Historic places. The church comfortably seats 350, with 250 on the main floor and 100 in the balcony.

- d. Is the church building (including sanctuary and offices) handicapped accessible?
 Yes X except for Sanctuary balcony. No _____

Is the pulpit handicapped accessible? Yes _____ No X

- e. If a building program is projected or underway, describe it, including estimated date of completion: None currently contemplated. It is in good condition.

- f. If the church owns a parsonage, describe it: Address:
 54 Main St. Falmouth, MA 02540

Number of Rooms: 10. Number of Bedrooms: 5. Number of Bathrooms: 2 ½.

Description: A lovely colonial style home facing the village green built in 1814 by a ship captain for his new bride. It is located on a lot abutting the church and is a two storied white house traditional of that era. It is on the National register and in the historic district of Falmouth. It has a two car garage. Paint has not been de-leaded.

Distance from Church: Next door (40 ft.)

Handicapped Accessible? Yes _____ No X Partial _____

FINANCIAL SUPPORT OF MINISTERIAL LEADERS

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

Yes, except for a few items (see below).

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 bi-vocational pastor who may need another job to supplement the church salary? Not Applicable

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	1987	\$23,500		P	2010	\$61,035		P
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 \$ Negotiable
Conference recommended salary range: \$ 37,600 to 55,800
- b. Housing: \$ _____
 Housing allowance only _____
 Parsonage only (preferably)
 Would consider offering either
- c. Customary benefits:
 Vacation: _____ weeks annually-- negotiable
 Maternity/paternity leave---negotiable
 UCC Retirement Annuity (_____% of salary and housing)--negotiable
 UCC Life and Disability Insurance Benefits
 UCC Health Benefits (_____other health benefits)
 UCC Dental Benefits (_____other dental benefits)
 Social Security/Medicare Offset
 Nego Continuing Education Funds
 Nego Continuing Education Time
 Sabbatical Leave--negotiable
 Nego Other benefits (specify)

d. Ministry Expenses

Y Travel Reimbursement with cap.

Y Meeting Expense Reimbursement

Y Books and Periodicals. With cap

Y Reimbursement of Criminal Background Check Fee

Y Moving Expenses (inbound) with cap

SOURCES:

US Census of 2010

Outreach Committee Annual Report for 2010

Church's Annual Report for 2010 and 2009 and 2008

Office Administrator

Faxon Fund Statement.

UCC 2010 Guidelines for Local Church Personnel and search Committees for Clergy

Compensation and Professional Expense Reimbursement

Church Financial Handbook 2010 by UCC

COMMUNITY CHARACTERISTICS

18. Population (Source: www.factfinder.census.gov)

- a. Population of total city or town in which your church is located: 32,351
- b. Describe the population by racial-ethnic category and identify the source of the information:
 - White – 30,900 or 99%
 - Black or African American – 600
 - Asian – 600
 - Hispanic – 397
 - Other – 189
 - Two or more races – 752

19. Economic Factors (Source: summarizing www.factfinder.census.gov)

- a. Identify major sources of employment/income in your community:
 - Healthcare
 - Education/scientific
 - Tourism/retail

20. General Description: (Source: Church Life Profile Committee discussion)

- a. Describe three distinctive attributes of your community:
 - Tourist destination/seaside beach resort.
 - Educated/retired population.
 - Proximity to Boston/Providence.
 - Active and vibrant year-round community (events include: arts, theater, sports).
 - Excellent school system, both public and private; high percentage of students continue to postgraduate education.
 - Socioeconomic diversity (mixed as to attribute).
 - One of two hospitals on Cape Cod.
 - A scientific community employing about 1500 people.
 - An active and successful local land trust with extensive open space.
- b. Identify major trends you envision in your community during the next five years:
 - Population is recognizing a shift away from excessive consumerism and instead focusing more internally on family, friends, neighbors, and possibly faith.
 - Financial challenges and resulting demographic changes – families, retirees, etc.
 - Relocation challenges due to current economic situation – difficulty keeping 25 – 49 year-olds due to lack of employment opportunities that can support the high cost of living and housing on Cape Cod.
- c. List three or four problem areas confronting your community that members feel your church should address:
 - Environmental issues – water quality/sewage/renewable energy; our church should embrace the community's 'green effort'. We have a small *ad hoc* committee attempting to "green" our church.

- Increased low-income concerns among our community due to current economic situation.
 - There are many people in our community who have no church affiliation. We should be more intentional about reaching out to them.
 - Temporarily reduced number of people retiring to the Cape and/or reduced disposable income which could impact our church's growth and financial stability.
- d. Indicate Mission Activities:
1. In which your church participates as a part of its mission in the community:
 - Financial support of many organizations through the Outreach Committee.
 - Children's Clothing Exchange (semi-monthly).
 - Youth group annual Thanksgiving support of Falmouth Service Center.
 - Past activities: Habitat for Humanity, Walk for Homeless, Relay for Life Team, New Beginnings (singles ministry), Curling for Charity, Alternative Gift Market.
 - Minister's Confidential Assistance Fund in conjunction with the Falmouth Service Center.
 2. In which your church expects the leader you are now seeking to participate:
 - Our leader should encourage and support mission activities that are aligned with our overall church mission, and participate in as many as possible.
- e. Describe how your church building is now being used by the community: Source: Martha Evans, Church Administrator
- 'Just for Today' Narcotics Anonymous - daily.
 - Woods Hole Day Care Cooperative – between late June & late August (They lose their space in Woods Hole for the summer and come here).
 - Village Green Alcoholics Anonymous – weekly.
 - Garden Club – monthly except March, June, & August.
 - Hyannis Sound – 10 weeks from mid-June through mid-August.
 - Falmouth Encore – monthly/Oct, Nov, Mar, April.
 - Falmouth Newcomers – monthly/Sept, Oct, Nov, Jan, Feb, April.
 - Thursday Narcotics Anonymous – weekly.
 - Falmouth Chorale – Christmas concerts early December – uses sanctuary for three concerts, Fellowship Hall for gathering and reception following final concert. The Falmouth Chorale also uses the sanctuary and Fellowship Hall for their "Coro Ragazzi" children's chorus concerts.
 - Falmouth Hospital Auxiliary – luncheons for volunteers twice a year.
 - VNA – occasional meetings for groups too large to meet at the hospital.
 - Dirt Diggers – small group of the Newcomers Club – twice a year.
 - Friends of the Falmouth Public Library – use the Fellowship Hall for their annual meeting.
 - Church & Ministry Committee of the Barnstable Association – use space for meeting when it is a central location for their members.
 - Parenting class.
 - Weddings and funerals for members and non-members.
 - Concerts in the Sanctuary.
 - Upper Cape Chaplaincy meetings - monthly.
- f. Indicate the number of school districts from which members of your church are drawn:

___ one ___ two X three or more

Church members are primarily from Falmouth, Mashpee, and Bourne; however, we also have families from Sandwich and Barnstable.

CONGREGATIONAL LIFE

21. Identify major trends you envision in your church in the next five years: (Source: Interim Minister Reverend Steven Alspach's Summary – Shifting from Renewal of the 1996 Mission to Potential Revitalization Mode)

- Statistics seem to indicate drifting toward a pastoral-size church, but we are seeking revitalization as a program-size congregation.
- Continuing to progress in becoming more intentional about our faith formation.
- Building on the rotation curriculum base and new staffing for an even more vital Church School and youth programs.
- Shifting toward more creative 'head and heart' worship.
- Exploring ways to revitalize our music ministry.
- Taking steps in becoming more intentionally welcoming as an intergenerational church.
- Working on developing a more welcoming/integration process for prospective and new members.
- Seeking improvement in internal and external communication systems. For example, publicity and notification of upcoming events and activities.
- Working toward an improved system of congregational pastoral care so that all are cared for, and thereby allowing the minister to have a presence in the community.

22. Planning

- a. All churches do planning. How would you characterize the way planning is done in your church?
 - Planning is done by the staff and individual boards and committees. The Church Council makes final decisions.
- b. What expectations do you have of the person you are seeking in relation to the planning that takes place?
 - Significant involvement and support of planning; leadership role with staff to ensure active participation in, and support of, all programs, activities and events related to the identified mission of our church.
- c. When is the last time your church undertook a period of discernment and long-range planning in an intentional way?
 - A long-range plan was completed in 2005.
- d. What were the outcomes of your intentional long-range planning?
 - Many initiatives were implemented, others were not and some are pending.
- e. Does your church have any plans to undertake a period of intentional long-range planning in the future?
 - We recognize the need for a long range plan, but there are no specific action plans at this time.

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.

- a. Identify the three most important faith experiences or events in the history of your church and the year each took place:

Four events of particular significance in the last 10 years are:

<u>Event</u>	<u>Year</u>
1. Death of Assistant Minister, Reverend Nanette Geertz due to cancer Nan's illness was devastating to many in the congregation and was the catalyst for the creation of a weekly prayer group and the Reverend Nanette Geertz Scholarship Fund. Because of Nan's warm, compassionate and loving nature many people joined the church, and in addition, others were comforted by her pastoral care and sense of call to ministry.	2005
2. The worship service following the events of 9/11/2001 The worship service following 9/11 was comforting and an indication of people's need for God in times of crisis.	2001
3. Creation and presentation of our annual Science & Faith Service We have many scientists who are members of our faith community. They have spent a considerable amount of time working with our former minister and Deacons to develop a service that is designed to help answer questions such as 'How can I believe in God, the Bible and Evolution?'	2009
4. Celebration of our Church's 300th Anniversary Our church celebrated its 300 th Anniversary in 2008, during which we renewed our covenant (see Appendix B) that lies at the core of our history together. We are proud of our long history, Paul Revere bell, historic manse, and prominent location on the Falmouth Village Green. Our last settled minister published a two-volume history of the church:	2008

**Showalter, D.K. (2010) Chapters on the History of the First Congregational Church of Falmouth, Massachusetts of the United Church of Christ. 412 pp.*

- 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:
- Perhaps the most challenging faith experience for our congregation has been the topic of Open and Affirming. Despite educational programs, open discussions, and personal testimonials, the Board of Deacons and congregation have continued to grapple with this question. Through this process the congregation discovered that our theological diversity will require more discussion before we are able to come to a consensus as a congregation. We continue to pray and listen to one another as we share our diverse viewpoints.
- c. What is God calling your church to do/become over the next few years?
- We believe God is calling our church to become more spirit-filled as a congregation, that we may deepen our faith and become a beacon of that faith to our community and beyond.
 - We believe God is calling our church to change the lives of those in need:
 - To know God more fully through prayer & discernment.
 - To acknowledge Jesus Christ as our Lord and Savior.
 - To believe and strengthen our faith and love of Jesus Christ.
 - To take that knowledge, love, and faith into the world thru mission, outreach and Christian education.

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

- Teaching about faith and discernment through sermons, bible studies and other education.
- Through more involvement in the life of the church.

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

f. Describe the educational program of your church:

The church school (pre-kindergarten through confirmation) is a vibrant part of our congregation's life. A great deal of 'time, talent, and treasure' is invested in this activity, and its continued success is a high priority for us. Recognizing the importance of Christian education in our mission and the desire to attract more young people into our church, our leadership recently added a new part-time staff position in this area (Director of Youth Programs).

1. Identify the curriculum/a used in your church school and the person or committee responsible for selection of curriculum/a:
 - Rotation workshops designed to encompass a variety of learning styles; supervised by Board of Christian Education, implemented by Director of Christian Education.
2. Indicate resources used for Confirmation and the person or committee responsible for the selection of these resources:
 - Dennis McGillicuddy has facilitated the Confirmation Class for the past year and plans to continue. The resources used are: *Words for the Journey* by Martin Copenhaver and Anthony Robinson; and *My Confirmation – A Guide for Confirmation Instruction* by the UCC.
3. Are there educational opportunities for all ages?
 - Programs have increased under the direction of our Interim Minister. These should be continued and expanded in the future.
4. Does your church have a written Safe Church Policy?
 Yes No (If No, has a group worked on this issue in the past? What was the outcome?)

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

- Continue to have school-age children present during the first part of the Sunday morning worship service, including a time or message especially for them.
- Provide or support regular and relevant adult Bible study.

- Encourage lay leadership of educational offerings.
 - Consider the idea of small group development focused on prayer, study and fellowship.
- h. Describe how programs or ministries of your church are evaluated:
- Programs and ministries of our church are evaluated by both the Church Council and Board of Deacons in conjunction with the minister.
- i. Describe the strengths or positive qualities of your church:
- Wonderful people
 - Our congregation cares and prays for each other
 - Diverse group with diverse gifts to be discerned and encouraged
 - Philosophy of denomination is compatible with modern life
 - Christian Education curriculum and potential for growth
 - Youth program's potential for growth
 - Confirmation class
 - Junior Deacon Program
 - Dedicated choir and bell choir
 - Large percentage of musically talented members to be developed
 - Many and varied fellowship groups and activities
 - Christmas Fair and supporting committees
 - Many people in our community to welcome and embrace into our faith
 - Location in center of town
 - Located within walking distance of 2 schools
 - History of church and building
 - Great physical plant
 - Historic parsonage/manse

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	Number of Members	Frequency	Leadership
Church Council	Has general oversight of and coordinates the affairs of the church	23	Monthly	2
Board of Deacons	Responsible for spiritual guidance, meaningful worship, religious direction of CE, oversight of membership *6 Jr. Deacons also assist with worship preparation.	12*	Monthly	2
Board of Trustees	General oversight of fiscal interests and care and custody of the church property	6	Monthly	3, 4
Board of Christian Education	Supervision of Director of CE and oversight of the educational interests of the church	6	Monthly	3, 4
Board of Christian Outreach	Oversight of mission work and allocation of funds for benevolence	9	Monthly	3, 4
Music Committee	General oversight of all music programs	6	Monthly	3, 4
Stewardship Committee	Plans, promotes and conducts annual pledge drive and any other pledge drives as the need arises. *Should have 9 members, currently only has 6.	6 -9*	Monthly	3, 4
Nominating Committee	Responsible for nominating officers, board and committee members, and all delegates to councils and conferences	8	As needed	3, 4
Reception Committee	Responsible for coffee hours and special receptions	6	As needed	3
Investment Committee	Responsible for reviewing and monitoring the investment assets of the church	5	Quarterly	3
Human Relations Committee	Consists of the chairperson of committees responsible for staff members. Responsible for ensuring annual reviews are completed.	4	Annually	3
Auditing Committee	Responsible for examining the church books and accounts	3	As needed	3

Ongoing Small Groups	Purpose	Number of Members	Frequency	Leadership
Women's Union	To support mission, philanthropic and community projects; to help build up the religious, ecumenical, and social life of the church.			
-Friendly Circle (Women's Union)	To provide fellowship and shared interests.	10	Weekly	3
-Wed. Morning Circle (Women's Union)	Monthly meeting of the Women's Union for a program and fellowship.	68	Monthly Sept.-May	3
Prayer Group	Intercessory Prayer	10	Weekly	3
Women is Spirit and Service (WISS)	Women's spiritual fellowship.	30	Monthly	3
Lay Ministry	To visit shut-ins	7	Monthly	2,4
Hospital Visitors	To visit members in hospitals and nursing homes	7	Monthly	2,3,4
Communion Ministers	To serve communion to shut-ins	7	As needed	2
Retired Men	Fellowship	12 - 14	Twice Monthly	3
Just Talk	Support group for men	6	As needed	3
Church Life	To host congregational fellowship events	4 - 5	As needed	3
-Couples Club	Fellowship	30 – 40	Monthly	3
-Book Group	Book discussion	10 – 15	Monthly	3
-Outdoor Adventure Club	Biking, kayaking, etc.	6 plus	Occasionally	3
Craft Group	To prepare craft items for Christmas Fair	10	Weekly Sept-Nov	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

S painful experience with conflict has been present, but it has been worked through, and we have learned from the experience

S we have had some painful experiences with conflict, and they linger in the background

S open conflict is present, and we need a minister who can help us deal with it

 other Specify:

***Comment:** Conflict isn't always easy or welcome, but we recognize that it exists. Because of the diversity of experiences within the congregation, and reluctance to implement significant change, conflict is limited. This tendency to minimize conflict has left some parishioners feeling disenfranchised on certain issues.

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 emphasis such as healing services, contemporary worship, etc.)
- One service on Sunday morning at 10 AM, year-round.
 - Occasional worship services with contemporary elements have been offered over the past 2 or 3 years.
 - In the past the church observed communion at least 6 times a year. During the interim period and in the future the hope is to observe communion monthly.
 - During the interim time we are planning to experiment with offering an alternative worship service at a time more convenient for the younger population.

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

Are there particular ministries with persons with developmental disabilities or mental illness? Not at this time.

Comment:

- c. Identify how worship is planned on a regular basis in your church
- by a worship committee
- X by the pastor
- by the pastor in consultation with the church musician
- X other – specify:

- The pastor consults with the Deacons on the overall calendar of services during the year, reviewing and planning Sunday themes and special services, and with the Director of Music.

- The pastor consults with the Deacons about the order and flow of the Sunday worship service, especially regarding seasonal changes.
 - The pastor consults with the organist regarding hymn selections for each Sunday.
- d. Describe the style and content of preaching valued by your congregation:
- The congregation values sermons that have a message that touches the heart and that they can ‘carry home’ with them.
 - Preaching that is biblically based with application to today’s world.
 - Relational preaching that will help the congregation to grow spiritually.
- e. Describe the role in worship of the person you are seeking:
- To provide biblically based, inspirational sermons with applications to daily life.
 - To plan worship services which will help the members of the congregation grow in their spiritual life.
 - To emphasize the importance of children’s presence in worship with weekly children’s message.
 - To plan creative worship services that appeal to a variety of age groups.
 - To include and encourage lay participation of all ages in worship.
- f. What hymnal(s) are currently used by your congregation in worship?
- Hymns of Truth and Light*

*Hymns of Truth and Light was first printed for the First Congregational Church in Houston, TX, as a result of that congregation selecting hymn choices reflecting many religious traditions from denominations other than Congregational or UCC which were represented in their church. This hymnal was chosen for our church because it allowed us the opportunity to select and include additional hymns and pertinent information about our church to personalize it for our congregation.
- g. Have you considered using another hymnal?
- Not currently, since Hymns of Truth and Light was new to our congregation in 2010.
- 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?
- This is a sensitive issue in our church. The majority of our congregation leans toward being more traditional; therefore, inclusive language is used selectively. However, there are some in our congregation for whom this is an important issue on which we have not made enough progress.

WIDER CHURCH CONNECTIONS

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 X Occasionally _____ Never _____

Our church regularly sends 3 delegates plus the pastor/s to the Massachusetts Conference Annual Meeting. It also sends delegates to the Barnstable Association Annual meeting and to occasional installations and ordinations.

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

Yes _____ No _____ Not Sure X .

Our choir director and our organist attended a General Synod meeting in Providence as visitors.

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

Massachusetts conference of the United Church of Christ, Southeast Area of the MACUCC, Barnstable Association and any committees of these bodies to which he/she might be elected. Our past minister served on several Conference Committees.

- c. Choose the word that best describes how lay leaders of your church consciously identify with the United Church of Christ:

_____closely _____moderately X nominally _____other

Comment: The identification of most members of this congregation is with the First Congregational Church of Falmouth. Among the leaders there is a moderate to nominal identification with the UCC. There is a limited knowledge of the resources available to the congregation through the Conference or through Andover Newton. The UCC Statement of Faith is used as a guideline for worship and service.

28. Ecumenical and Interfaith Activities

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

The church provided active support and participation in the Falmouth Clergy Association, the Cape Cod Council of Churches, the Hospital Volunteer Chaplaincy, the Women's Union Interfaith Tea, World Day of Prayer, the community Thanksgiving service, the Alternative Gift Market / SERRV Christmas Fair, the housing walk (HAC), the Interfaith Council and the Upper Cape Chaplaincy. The church hosted an introduction to Islam with an imam from Boston, and it hosted an interfaith dialogue with the Falmouth Jewish Congregation. Also the Outreach Committee supports local charitable agencies financially. Inter-links to local service agencies are listed on our web site. We also offer a communion ministry at local nursing homes, assisted living facilities, etc., and these are open to all.

- b. Describe how your church expects the leader you are now seeking to participate in

ecumenical and interfaith activities:

The church expects its leader to be an advocate for interfaith and ecumenical activities. The church also expects its leader to participate in and to lead such activities when necessary. It would also look to the minister for guidance and assistance in helping the church school children to gain not only an understanding of their own Christian faith but also an appreciation of other religious faiths in the world. The church expects its minister to be a leader concerning tolerance issues.

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:

- 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. The Rev. Dr. Douglas Showalter	1987	2011
2. The Rev. Dr. Stanley Johnson	1968	1986
3. The Rev. Alexander Chandler	1960	1968

- 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:

Our previous minister, now Minister Emeritus, is presently a member of the church. He is the Interim Minister of a UCC Church in Plymouth, MA and does not participate in the life of this congregation. In 2010 the Church Council passed a resolution that former ministers could participate in special services such as funerals, baptisms, or weddings if requested by a member of the Congregation. However, all such requests must be made through the interim or settled minister. They would be forwarded to the former minister with the approval of the interim or settled minister. Our former minister was instrumental in developing the policy and abides by it.

There are five retired clergy in the congregation. Of that number four bear the title of honorary minister of the church. In that role they are available to assist at baptisms, weddings, funerals, etc. at the discretion of the minister. They are also involved in visiting those who are shut-ins or who are in nursing homes or hospitals.

- d. In addition to financial support, describe how your church supported the most recent person to hold

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.

- | | |
|--|---|
| 1. <u>X</u> is an effective preacher/speaker | 24. _____ regularly encourages support of
Our Church’s Wider Mission |
| 2. _____ continues to develop his/her
theological and biblical skills | 25. _____ reaches out to inactive members |
| 3. <u>X</u> helps people develop their
spiritual life | 26. _____ works regularly in the development
of stewardship growth |
| 4. _____ helps people work together in
solving problems | 27. <u>X</u> is active in ecumenical relationships
and encourages the church to
participate |
| 5. <u>X</u> is effective in planning and leading
worship | 28. _____ is a person of faith |
| 6. _____ has a sense of the direction of
his/her ministry | 29. _____ writes clearly and well |
| 7. _____ regularly encourages people to
participate in United Church of
Christ activities and programs | 30. _____ works well on a team |
| 8. _____ helps people understand and act
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
crisis situations | 33. _____ is skilled in planning and leading
programs |
| 11. <u>X</u> makes pastoral calls on people in
hospitals and nursing homes and
those confined to their homes | 34. _____ plans and leads well-organized
meetings |
| 12. _____ makes pastoral calls on members
not confined to their homes | 35. <u>X</u> encourages people to relate their faith
to their daily lives |
| 13. <u>X</u> is a good leader | 36. <u>X</u> is accepting of people with divergent
views |
| 14. _____ is effective in working with children | 37. _____ encourages others to assume and
carry out leadership |
| 15. _____ builds a sense of fellowship among
the people with whom he/she works | 38. _____ is mature and emotionally secure |
| 16. _____ helps people develop their leadership
abilities | 39. _____ has strong commitment and loyalty |
| 17. <u>X</u> is an effective administrator | 40. _____ maintains confidentially |
| 18. <u>X</u> is effective with committees and
officers | 41. _____ understands and interprets the mission
of the church from a global perspective |
| 19. _____ is an effective teacher | 42. _____ is a compassionate and caring person |
| 20. <u>X</u> has a strong commitment to the
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. <u>X</u> works regularly at bringing new
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.

See Appendix A

GENERAL

33. Does your governing body or your search committee have a well-defined policy against discrimination? Yes No

Our church’s official policy is that membership is open to all persons who accept the obligations of membership in the church of Jesus Christ, without any restrictions as to race, class, ethnic background, or sexual orientation (Revised August 2011).

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

Yes No Comment:

The Deacons, working with guidance from the MACUCC, have held discussion forums with our membership to receive feedback on the ONA issue. Reviewing the feedback from the membership, a position statement was developed and ratified by the Deacons and Church Council to reinforce that we are “open to all”. The Deacons are currently determining how best to move forward into a fuller discernment process.

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: Office Administrator	<input type="checkbox"/> PT	<input checked="" type="checkbox"/> FT
Title: Sexton	<input type="checkbox"/> PT	<input checked="" type="checkbox"/> FT
Title: Choir Director	<input checked="" type="checkbox"/> PT	<input type="checkbox"/> FT
Title: Organist	<input checked="" type="checkbox"/> PT	<input type="checkbox"/> FT
Title: Director of Christian Education	<input checked="" type="checkbox"/> PT	<input type="checkbox"/> FT
Title: Director of Youth Programs	<input checked="" 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. Rev. William Geertz	508-888-7203	Husband of our deceased former Associate Pastor and has a long time association with our church
b. Rabbi Elias Lieberman	508-540-0602	Falmouth Jewish Congregation; has ecumenical connections with our church
c. Rev. Sally Miller	508-331-3522	Falmouth Hospital Chaplain of Pastoral Care; Close relationship with our church’s pastors, hospital visitors and lay ministry teams (Cell: 508-331-8250)

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

The first draft of this profile was written by a committee chaired by Dennis McGillicuddy (active church member) and with input from Thomas Ryan, Moderator and Rev. Steven Alspach, Interim Minister. The Profile Committee consisted of 21 active church members representing a cross-section of our congregation. In developing the profile, individuals consulted included: Martha Evans, Office Administrator, members and chairs of church committees (Deacons, Outreach, Trustees, Finance and others).

The initial draft was vetted by the congregation during a 2-week period for open comment. That input was incorporated into the final version which was approved by our Church Council.

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:

Although the minister's priority is the spiritual well-being of our church, it is important that our new minister is also mindful of "keeping the house in good working order". We would like the minister to be a person who can create a welcoming and nurturing environment, and who is capable of bringing out the best in our staff and committees.

Our minister should be able to provide a positive worship experience, more outreach to the wider community and a sensitive response to areas that need corrections and improvement. There should be a balance between respect for the history and the heritage of our church while being open to positive change.

Relationships between the minister and church committees have been cooperative and typically

amiable. Currently, there is a desire to have the minister be a strong partner to all committees and officers. This partnership between the minister and our lay leadership is critical to insure success in short and long-term goals and the development of present and future lay leaders.

Historically, the strongest ministerial relationships have been with the Church Council and the Board of Deacons. We are seeking more collaboration with all committees, as well as leadership in overall membership initiatives. A full explanation of our committee structure and its leadership is presented in Question # 24.

Our ideal minister will empower the leadership of our committees and facilitate relationships between them. This will allow more involvement of the lay leadership in areas essential to our church's well-being and organizational health.

The following leadership styles work well for our church:

- Welcoming and caring
- Pastoral
- Engaging and motivational
- Outgoing and energetic
- Communicative
- Organized and well-structured
- Collaborative
- Flexible

Our particular style of lay leadership tends to be thoughtful and collaborative in that we value multiple opinions and like to build consensus before taking action. We value open communication and would like to see more cross-pollination of committees. An engaged minister will be able to see the "big picture" and facilitate achievement of our congregation's goals. We recognize that our collective efforts need to focus on revitalizing the church as a partnership between the minister, lay leadership, and active members.

Our minister provides guidance and direction to the paid staff of 6 (detailed in question #36). However, each of these positions also reports to different committees which are responsible for writing their reviews. The Chair and Vice Chair of the Board of Deacons and the Moderator write the minister's review, but the minister is (ultimately) accountable to the congregation.

The minister should be experienced in staff relationships, team building, conflict management, and encouraging personal growth both with staff and committees. We expect the staff to be an integrated, cohesive team, supportive of each other, and able to communicate and get along. We would expect the minister to encourage team-building and a productive environment. As head of staff, the minister should ensure that all staff members present themselves as welcoming and friendly to both the congregants and the public.

In summary, we are seeking a minister who is engaging, experienced, theologically focused and able to nourish the spiritual needs of our congregation. This leader should also be able to bring out the best in our lay leadership and staff to facilitate a growing, welcoming church.

Appendix A

In determining our 12 choices for “Leadership Expectations” in Question 32 we found several themes in common, making it easier to reach consensus on our choices. These themes are:

- Worship
- Spiritual Welfare
- Religious Education
- Congregation
- Wider Community

To elaborate on our choices within each theme:

- Worship
 - Is an experienced minister focused on worship and well-grounded in theology
 - Is an effective preacher/speaker/teacher.
 - Is effective in planning and leading worship.
- Spiritual Welfare
 - Although not specifically checked in question #32, it is assumed that our minister will be a person of deep faith
 - Helps people develop their spiritual life.
 - Encourages people to relate their faith to their daily lives.
 - Is accepting of people with divergent views.
 - Makes pastoral calls on people in hospitals and nursing homes and those confined to their homes
 - Our minister should be mindful of our congregation’s pastoral care needs and work with us to develop and coordinate our internal support system (communion ministry, honorary ministers, lay ministry, etc.) to insure achievement of that goal.
- Religious Education
 - Has a strong commitment to the educational ministry of the church – this includes the entire congregation, not just the Sunday School, which is already under the capable direction of the Christian Education leaders. Education for youth and adults is a critical part of continuing to develop spiritually, and can be comprised of book groups and Bible study sessions.
- Congregation
 - Is a good leader – meaning someone who can work well with people, including children, youth, and adults. A person who motivates the entire congregation to be active participants in the life of the church. A person who stresses lay leadership. A person who motivates others to bring out the best in themselves. A charismatic person.
 - Is an effective administrator – someone who can delegate but keep track of who is doing what.
 - Is effective with committees and officers.

- Wider Community
 - Works regularly at bringing new members into the church.
 - Is active in ecumenical relationships and encourages the church to participate – we need to have more of a presence in the community.

Appendix B

**Article II – Covenant, Constitution and Bylaws
First Congregational Church of Falmouth, Massachusetts
of the United Church of Christ**

The covenant by which this Church exists as a distinct body and which every member accepts is as follows:

Acknowledging Jesus Christ to be our Savior and Lord, and accepting the Holy Scriptures as our rule of faith and practice and recognizing the privilege and duty of uniting ourselves for Christian fellowship, the enjoyment of Christian ordinances, the public worship of God, and the advancement of his Kingdom in the world, we do now, in the sight of God, and invoking his blessing, solemnly covenant and agree with each other to associate ourselves to be a Church of the Lord Jesus Christ, as warranted by the word of God.

Having truly repented of our sins and heartily forsaken them, we devote ourselves to the love, obedience, and service of Jesus Christ; we take his word as the law of our lives and the Holy Spirit as our comforter and guide; and trusting in his grace to confirm and strengthen us, we promise to follow Him in all things, to walk with his disciples in love, and to live for his glory.

Job Description
Minister

Position: Minister, First Congregational Church of Falmouth

Purpose: To preach and teach the Christian gospel, to administer the sacraments and rites of the Protestant Church and to exercise pastoral care and leadership.

Responsible to: The Minister shall be responsible to the Church Council through the Diaconate, and ultimately to the Congregation.

The Minister shall help the Congregation know God more fully through worship, prayer, and discernment, to strengthen the Congregation's faith and love of Jesus Christ, and to take that knowledge, faith and love into the world through mission, outreach and Christian education. (Profile Summary)

Principal Duties:

1. The Minister shall provide both guidance and direction in all phases of the WORSHIP of the Congregation.

A. Shall celebrate rites and sacraments as appropriate to the United Church of Christ and the Congregational heritage of the Congregation.

B. Shall plan and conduct services of worship each Sunday while on duty, and at such other times as appropriate with concurrence from the Diaconate. The Minister is encouraged to provide alternative worship services with the goal of attracting young families.

C. Shall oversee the selection of appropriate musical offerings for all worship services.

D. Shall include children during part of the worship service.

E. Shall have complete freedom of the pulpit to proclaim and teach the Word of God, as in his/her understanding it addresses the personal and social concerns of our day, and he/she shall be held responsible for the pulpit's use.

2. The Minister shall have general oversight over the SPIRITUAL WELFARE of all persons of all ages within the Congregation.

A. Shall act as the primary ordained ministerial counselor for those within the Congregation.

B. Shall provide spiritual guidance, comfort, and assistance through office appointments,

personal visits, telephone contacts, and letters to members of the congregation, including those who are hospitalized, sick, shut-in and/or in personal crisis. Such visits shall be coordinated with the church's lay visitors. The Minister shall visit those with the greatest needs.

C. Shall oversee the work of our Church's lay visitors to those in need of personal contact from our Church.

3. The Minister shall have general oversight over the RELIGIOUS EDUCATION of all persons of all ages within the Congregation.

A. Shall seek to ensure that the Church offers effective programs of religious education and nurture for all persons.

B. Shall, in conjunction with the Diaconate, ensure that educational materials used in the Church, Confirmation Classes, and all other ministries of the Church shall be theologically consistent in their approach to the Christian faith, and in accord with the general theological outlook presented in Sunday worship services. The Christian Education Committee shall receive approval of its religious direction from the Minister and the Diaconate.

C. Shall, in conjunction with the Diaconate, oversee the preparation of those preparing to be confirmed, and shall, in conjunction with the Board of Christian Education, provide leadership and/or encouragement for active Senior High and Junior High youth programs.

D. Shall provide Adult Education Opportunities.

4. The Minister shall provide both guidance and direction in all phases of the work of the CHURCH STAFF.

A. Shall have supervisory responsibility in conjunction with the Diaconate for all church employees whose work concerns the religious direction/activities of the Church.

Shall have supervisory responsibility in conjunction with the Christian Education Committee for all employees who work with the Church youth and the Church School.

Shall have supervisory responsibility in conjunction with the Music Committee for all employees whose work is to direct or participate in the musical aspects of the Church and its services, including the youth and Church School children.

Shall have supervisory responsibility in conjunction with the Board of Trustees for all church employees whose work is clerical and/or custodial.

B. Shall preside at regular meetings of the church staff, and shall provide such day to day supervision of the church staff, as is needed, to coordinate and facilitate the ministry of the church.

C. Shall participate in the hiring process of all church employees.

D. Shall be evaluated yearly by the Chairman and Vice-Chairman of the Diaconate, and the Moderator. Evaluations of all other paid church employees shall be performed by the Board or committee to which they are responsible, concurred in by the Minister. Access to all church employee files shall be restricted to the Minister, the employee's supervisor and the Human Relations Committee.

E. Shall oversee all church office procedures.

5. The Minister shall provide both guidance and direction in all phases of the work of the CONGREGATION.

A. Shall be a full voting member, and counted in the quorum, of the Church Council and Diaconate, whereas, he/she shall be an ex-officio member without vote of all other standing boards and committees of the Church.

B. Shall, in conjunction with the Church Clerk, ensure that Church records are properly maintained, including records of membership, baptism, confirmation, marriage, and death.

C. Shall participate in appropriate community activities to increase the visibility of the church and endeavor to encourage the Congregation to assume its responsibility to engage in mission and outreach projects beyond the local church.

D. Shall endeavor to ensure that the Congregation is represented at appropriate denominational meetings of the United Church of Christ on both Barnstable Association and Massachusetts Conference levels. He/she shall, as appropriate, encourage members of the Congregation to participate in denominational programs and/or serve on denominational committees.

E. Shall endeavor, with the assistance of the Diaconate and the Moderator, to provide good communication between him/herself and the Congregation and the wider Christian Church beyond the local congregation.

F. Shall be an advocate for interfaith and ecumenical activities and lead and/or participate in them.

G. Shall endeavor, with the assistance of the Diaconate, to provide a welcoming atmosphere for visitors and work closely with the Membership Chairperson.

H. Shall be expected to perform other duties which may be mutually assigned or developed by the Minister and the Congregation.

6. The Minister shall have full authority to exercise all the functions and prerogatives of Ordained Ministry, as granted to him/her by the Barnstable Association, by the Massachusetts Conference of the U.C.C., by the Commonwealth of Massachusetts, by the national United Church of Christ denomination, and by the By-laws and policies of the First Congregational Church of Falmouth.

7. The Minister shall administer the Minister's Discretionary Fund in accordance with the Church By-Laws.

Qualifications: The Minister shall have earned a Master of Divinity (M.Div.) degree from an accredited theological institution, and be an ordained minister or approved for ordination pending call in the United Church of Christ. He/she shall have full Ministerial Standing in the Barnstable Association of the U.C.C., and shall be installed by the Barnstable Association into the pastorate of our Church. He/she shall have proven experience and accomplishments in a leadership role in a U.C.C. congregation.

Vacations. Leaves of Absence: This time shall be appropriately determined by the Minister and the Diaconate, and the Church Council when appropriate. Guidelines for clergy compensation developed by the Massachusetts Conference of the UCC will be used as a basic premise for these determinations.

Professional Development. Sabbatical: The Minister will be expected to develop professionally through continued study, reading, conferences, and seminars. The amount and terms of additional training, shall be mutually agreed upon by the Minister and the Diaconate, and the Church Council when appropriate, with consideration given to Massachusetts Conference UCC guidelines.